

CRIMINAL HISTORY REPORTS & RELEASE FORMS

The State of Indiana requires that any adult working in a school must have an expanded criminal history. The instructions below are intended to help teacher education candidates make application for their criminal history report. Additionally, a tutorial video has been produced to help candidates understand the two-part process for completing both expanded and state-level reviews through Safe Hiring Solutions. You can access the tutorial video here:

[CHR Application Instructional Video](#)

Criminal History Reports (also called background checks)

The School of Education requires all students to obtain an expanded Criminal History Report (CHR) through Safe Hiring Solutions, LLC for field experiences and student teaching placements. Reports are valid for one year from the order date. The expanded report provides the following:

- Indiana DCS Initiated Via Portal
- Indiana Department of Child Services Index Check
- SSN Trace
- County Criminal Search
- Federal Criminal Search
- Indiana Participating Courts
- National Criminal Search & Sex Offender
- State Child Protection Index Check

To obtain a CHR, gather the following items to begin the process:

- Social Security Number
- Addresses, including county of residence dating back to January 1, 1988 or your date of birth, whichever is most recent.
- Payment (Visa, MasterCard, or Discover)
 - Cost varies, begins at \$25.00
- A computer should be used to register and not a mobile device.

Complete the Child Protection Report that will be sent to you 1-2 days later through follow up emails from KidTraks@dcs.in.gov. ***Be sure to check your junk and spam folders for these emails!*** This is the last part of the process and may take up to 10 days. Safe Hiring Solutions, LLC closes all reports after 20 days from the order date and places an "ALERT" on the report. Please call Safe Hiring Solutions, LLC at 1-888-215-8296 if you have questions about your report.

Click this link from a COMPUTER (not a mobile device) to begin the process of order your Criminal History Report. [Click here to order your report from Safe Hiring Solutions.](#)

Release Forms

A Release Form is required in order for your report to be shared by the School of Education to any school or district. This is your personal and private information and a form *must* be filed with the School of Education. [Click here to complete your Criminal History Release Form.](#) Forms may be completed on-site at the School of Education or electronically and emailed to your instructor or the Field Experience Coordinator.