

# *Criminal History Check Instructions*

## *For Employees*

The Limited Criminal History Search and the CPI/CPS History Check **MUST** be completed and processed **PRIOR** to employment with Lanesville Community School Corporation.

If these documents are submitted without complete information, the request will be returned and you will need to resubmit the documents. This will delay processing and therefore could delay your potential employment with the Corporation.

These history checks will be processed as quickly as possible. The CPI/CPS History Check must be processed on line and the average processing time is 10 - 17 business days. Basic instructions for the online process are attached.

In addition, as of July 1, 2017, all employees must complete the Expanded Criminal History Check. As the cost for this is the responsibility of the employee, we do not require this prior to employment. Once you accept a position with the Corporation, you must begin the process for the history check. This completed form must be on file with the Corporation within 30 days of your hire date.

To begin the process, please call 1-877-472-6917 or go to <https://in.ibtfingerprint.com> to make an appointment. The cost for this history check is \$36.95.





# **Lanesville Community School Corporation**

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## Required Information to initiate the DCS “CPI/CPS History Check” request (Please print)

Legal Name: \_\_\_\_\_  
Last First Middle

Social Security Number \_\_\_\_\_

Date of Birth \_\_\_\_\_  
Month Date Year

Phone Number \_\_\_\_\_

Email Address \_\_\_\_\_

## Basic Information "CPI/CPS History Check"

You will receive emails giving you a link to the website and a password to access your history check. You will need to complete all information and submit your history check. A series of emails will follow until you receive the email stating that your history check is completed. If you want to print any documents for your records you may, but no further documentation needs to be submitted to the School Corporation, as the School will also receive an email showing that your history check has been completed.

If you do not currently have an email address, DCS recommends using one of the free web-based email providers shown below:

[www.gmail.com](http://www.gmail.com) click on the link "Create an Account"

[www.hotmail.com](http://www.hotmail.com) click on the link "Sign up"

If you do not currently have internet access, most public libraries offer computer access, or access can be made available at Lanesville Schools. If you need access, please ask about this when submitting your documents.