



**Question: Can the Sheriff's Office run
Criminal Background Checks
for me or my organization?**

Doug Cox, Sheriff

Local Background Checks

The Johnson County Sheriff's Office is pleased to provide free *local* background checks. Requestors will be required to fill out a form detailing the purpose of their request. It is important to understand that results from this check are only limited to events which have transpired within Johnson County, Indiana. The individual requesting the criminal history check must be the subject of the records search; third party individual requests are not accepted. Employers requesting local background checks are invited to contact Ms. Becky Herrington at 317-346-4626. They will be directed to fax a copy of the applicant's drivers' license along with a signed consent form to 317-736-2258; as an alternative, the employer may send the applicant in person to the Sheriff's Office.

Public Records Checks

The Johnson County Sheriff's Office is pleased to provide free Public Records checks. These checks are quite limited in scope, but are often found helpful for individuals desiring specific information surrounding local responses or involvements. If you need a public records check, please visit the Sheriff's Office in person; you will be asked to fill out a short form to assist our staff in locating the records you need.

Criminal History Information

Indiana Administrative Code 240 IAC 6-1.1-3 governs the rules regarding the collection and release of criminal history information. Rules governing the release of criminal history information are very strict; the Code states that no "National Crime Information Center/Interstate Identification Index" criminal history record information shall be released by a law enforcement agency to any noncriminal justice organization or individual except via court order or executive order; however, these rules *do* allow a noncriminal justice organization or individual requesting limited criminal history to complete a request form and tender the necessary fee to the Indiana State Police who is authorized to release an edited version of the file "so that the recipient receives only that data to which he/she is entitled." (State Police Department; 240 IAC 6-1.1-3; filed Mar 6, 1984, 2:47 pm: 7 IR 810; readopted filed Oct 17, 2001, 10:05 a.m.: 25 IR 935; readopted filed Jul 2, 2007, 3:01 p.m.: 20070711-IR-240070255RFA)

Limited Criminal History Requests

A Limited Criminal History contains only felonies and Class A misdemeanor arrests within the state of Indiana. Completeness of this information is based upon proper submission of arrest records by counties. A form can be obtained online from the Indiana State Police website; this form and a set fee can be mailed or delivered to State Police Headquarters in Indianapolis. If the form is mailed, a response will be sent to the address provided by the requestor. A Limited Criminal History Request can also be made online and an instant result will be received. A fee is charged by the Indiana State Police for online transactions. Visit <http://www.in.gov/isp> and click on the tab for "Limited Criminal History" or call the ISP Records Division at 317-232-8262 for additional information.

The effectiveness of these types of criminal history reports is limited to the applicant being honest on an application about their identifying information. An enhanced method of conducting a criminal history search is to utilize fingerprint identification.

Fingerprint-based Criminal History Reports/Background Checks

The Indiana State Police has partnered with "L-1 Enrollment Services" to now offer electronic fingerprinting services for select groups at locations throughout the state of Indiana for authorized criminal history requests; L-1 Enrollment Services has a Johnson County fingerprinting location which can be found at 500 South Polk Street Suite 6R in Greenwood; interested parties should call L-1 Enrollment Services at (877) 472-6917 to determine if they are eligible to participate in this option. Applicants can also schedule an appointment online by visiting <http://www.l1enrollment.com/state/?st=in>

Additional Information

For current information regarding current fees charged by the Indiana State Police for Criminal History requests or for any additional information regarding Criminal History requests, parties can visit the Indiana State Police website at <http://www.in.gov/isp> or contact the Indiana State Police Records Division by calling 317-232-8262.