

EXPANDED CHILD PROTECTIVE INDEX

- Go to <https://www.in.gov/dcs/3928.htm>
- Scroll down to the area that states: “Individuals may also initiate a “CPI/CPS Check” request to obtain data related to him/herself. To create a request, click this link: “Self-CPI/CPS Check”.
- Click on that link.
- Fill in all the required information to complete the request, and then click SUBMIT.
- Please allow ten (10) working days, excluding State holidays, to receive complete results. Notification of completion is sent to all parties via e-mail from KidTraks@dcs.in.gov. For school results, please allow up to seventeen (17) Indiana State working days during the summer and seasonal peaks.
- Check your SPAM folder for email from KidTraks@dcs.in.gov for status updates and results.
- You will receive two emails. The first email gives you a passcode to enter the sight, and the second email gives you a link to the portal and to your results.
- Print out the results you receive and make a copy to submit to the Diocese of Gary Schools office. You can scan and email, send in the mail, or drop off to the Schools Office.
- Email results to: ehynes@dcgary.org
- Snail Mail: Schools Office c/o Emily Hynes 9292 Broadway Merrillville, IN 46410