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