

# **EXPANDED BACKGROUND SEARCH & DCS SEARCH APPLICATION PROCEDURE**

All new employees (including coaches, volunteer coaches, substitutes and ECA bus drivers) are required to submit a request for an extensive background search and DCS search.

## **STEP 1: SUBMIT EXPANDED BACKGROUND SEARCH REQUEST:**

- Go to the district's webpage at [www.ptsc.k12.in.us](http://www.ptsc.k12.in.us).
- Go to Human Resources on the left column
- Click on the first link under background searches for all new employees
- Complete all information in detail and submit
- Acceptable types of payment are credit card or debit card.

## **STEP 2: SUBMIT DCS SEARCH REQUEST:**

- **After completion of Step 1, check your email daily!** Safe Hiring Solutions will notify the applicant by email with instructions to submit a DCS search. If an email is not received within 24 hours of completing Step 1, contact Linda Dusek at 219-477-4933, Ext. 1000 for assistance.
- If the DCS Search requires additional information or if an out of state DCS Search is required, the applicant may be notified with additional information.
- **IT IS THE APPLICANT'S RESPONSIBILITY to respond as soon as possible to any requests for additional information!**
- It is imperative to carefully follow the DCS directions in detail. **If the form is not completed properly, DCS simply will not process your request and will not respond.**
- In most cases, the results of the out of state DCS search will be sent directly to the applicant. **Upon receipt of these results, it is THE APPLICANT'S responsibility to provide a copy of these results to the Administration Office.**
- Failure to complete this process may result in dismissal.

## **TAX FORMS (New Employees):**

Bring the following information when reporting to the Administration Building to complete tax forms:

- Two forms of identification (see a list of acceptable identification attached)
- Banking account information for direct deposit payroll

## LISTS OF ACCEPTABLE DOCUMENTS

**All documents must be UNEXPIRED**

Employees may present one selection from List A  
or a combination of one selection from List B and one selection from List C.

LIST A Documents that Establish Both Identity and Employment Authorization	LIST B Documents that Establish Identity	LIST C Documents that Establish Employment Authorization		
<ol style="list-style-type: none"> <li>1. U.S. Passport or U.S. Passport Card</li> <li>2. Permanent Resident Card or Alien Registration Receipt Card (Form I-551)</li> <li>3. Foreign passport that contains a temporary I-551 stamp or temporary I-551 printed notation on a machine-readable immigrant visa</li> <li>4. Employment Authorization Document that contains a photograph (Form I-766)</li> <li>5. For a nonimmigrant alien authorized to work for a specific employer because of his or her status:               <ol style="list-style-type: none"> <li>a. Foreign passport; and</li> <li>b. Form I-94 or Form I-94A that has the following:                   <ol style="list-style-type: none"> <li>(1) The same name as the passport; and</li> <li>(2) An endorsement of the alien's nonimmigrant status as long as that period of endorsement has not yet expired and the proposed employment is not in conflict with any restrictions or limitations identified on the form.</li> </ol> </li> </ol> </li> <li>6. Passport from the Federated States of Micronesia (FSM) or the Republic of the Marshall Islands (RMI) with Form I-94 or Form I-94A indicating nonimmigrant admission under the Compact of Free Association Between the United States and the FSM or RMI</li> </ol>	OR	<ol style="list-style-type: none"> <li>1. Driver's license or ID card issued by a State or outlying possession of the United States provided it contains a photograph or information such as name, date of birth, gender, height, eye color, and address</li> <li>2. ID card issued by federal, state or local government agencies or entities, provided it contains a photograph or information such as name, date of birth, gender, height, eye color, and address</li> <li>3. School ID card with a photograph</li> <li>4. Voter's registration card</li> <li>5. U.S. Military card or draft record</li> <li>6. Military dependent's ID card</li> <li>7. U.S. Coast Guard Merchant Mariner Card</li> <li>8. Native American tribal document</li> <li>9. Driver's license issued by a Canadian government authority</li> <li style="text-align: center;"><b>For persons under age 18 who are unable to present a document listed above:</b></li> <li>10. School record or report card</li> <li>11. Clinic, doctor, or hospital record</li> <li>12. Day-care or nursery school record</li> </ol>	AND	<ol style="list-style-type: none"> <li>1. A Social Security Account Number card, unless the card includes one of the following restrictions:               <ol style="list-style-type: none"> <li>(1) NOT VALID FOR EMPLOYMENT</li> <li>(2) VALID FOR WORK ONLY WITH INS AUTHORIZATION</li> <li>(3) VALID FOR WORK ONLY WITH DHS AUTHORIZATION</li> </ol> </li> <li>2. Certification of report of birth issued by the Department of State (Forms DS-1350, FS-545, FS-240)</li> <li>3. Original or certified copy of birth certificate issued by a State, county, municipal authority, or territory of the United States bearing an official seal</li> <li>4. Native American tribal document</li> <li>5. U.S. Citizen ID Card (Form I-197)</li> <li>6. Identification Card for Use of Resident Citizen in the United States (Form I-179)</li> <li>7. Employment authorization document issued by the Department of Homeland Security</li> </ol>

Examples of many of these documents appear in Part 13 of the Handbook for Employers (M-274).

Refer to the instructions for more information about acceptable receipts.