

	INDIANA DEPARTMENT OF CHILD SERVICES CHILD WELFARE MANUAL	
	Chapter 2: Administration of Child Welfare	Effective Date: January 1, 2009
	Section 9: Verifying Identity	Version: 2

POLICY

The Indiana Department of Child Services (DCS) will verify the identity of an adult or child prior to conducting a background check on the individual.

Prior to placing a child in the home of a relative, DCS will verify the relationship between the child and said relative.

Code References

N/A

PROCEDURE

To verify the identity of an adult or child who is a United States (U.S.) Citizen, the Family Case Manager (FCM) will ask to see a valid, government-issued photo ID. See Related Information for details.

To verify the identity of an adult or child who is a documented immigrant, the FCM will ask to see any available government-issued documentation, such as a Visa, driver's license or Permanent Residence Card ("Green Card"), etc.

To verify the identity of an adult or child who is an undocumented immigrant, the FCM will:

1. Ask to see any available documentation, such as the Matricula Consular and other Consulate-issued identification, etc; and
2. Ask to see a recent statement from a utility company (water, electric, gas, phone, cable TV, etc.) addressed to the individual at his/her present address.

To verify the relationship between a child and relative prior to placing the child with said relative, the FCM will:

1. Provide said relative with a copy of the [Statement of Attestation by Relative Regarding Relationship \(SF52727\)](#) form
2. Obtain a signature from said relative and sign the form as a witness;
3. Place a copy of the signed form in the child's case file; and
4. **[NEW]** The FCM will enter the relationship of the child and relative on the Placement Detail screen when entering the relative home as the child's placement in the Indiana Child Welfare Information System (ICWIS).

See related policy [8.42 Verifying Citizenship or Immigration Status](#)

PRACTICE GUIDANCE

If unable to verify the identity for the child and further involvement is warranted, request the child's birth certificate/social security card. Otherwise, notify the supervisor that you were unable to verify, and document your request to the family to produce valid identification.

FORMS AND TOOLS

[Statement of Attestation by Relative Regarding Relationship \(SF52727\)](#)

RELATED INFORMATION

Government-Issued Identification for Children

For children who are of legal driving age (16 in Indiana), ask to see a valid driver's license or learner's permit. For children who are younger than legal driving age, ask to see a school-issued identification card.

Child Doesn't Have Government-Issued Photo ID

In this situation, ask to see any available photo ID (i.e., community pool pass photo ID, etc.) and a copy of the child's social security card or birth certificate.

Child Doesn't Have a Photo ID

Ask to see two forms of government-issued identification, such as a social security card AND a birth certificate.

Government-Issued Identification for Non-Drivers

For persons of legal driving age who do not drive, ask to see a state government-issued identification card.

Illegal alien (undocumented immigrant)

For an individual who is an illegal alien (undocumented immigrant) and does not have any form of identification, assess whether the individual can adequately care for the child (i.e. – provide proof of employment in writing).

[NEW] Child Placed with Relative

Identifying the relationship between the child and the placement provider and documenting it on the Placement Detail screen in ICWIS will maximize funding to DCS. When this relative relationship is documented in ICWIS, this information is used to determine eligibility for federal funding which covers the costs of substitute care and administrative expenditures.