

Contact Information



Indiana Department of Health (IDOH), Personal Services Agencies program

Questions concerning the personal services agencies program contact Bobbie Nelson, Program Director at bnelson@isdh.in.gov.

Indiana Secretary of State (SOS)

You may contact the SOS for general information or information on how to register a corporation and "doing business as" (dba) names with the Indiana Secretary of State. The applicant may refer to the link on the personal services agency web page for information.

303 West Washington Street, Room E018,
Indianapolis, IN 46204
317-232-6576 / <https://www.in.gov/sos/>

Indiana State Police (ISP) National Criminal History Checks / Expanded background check

To receive information on how to request a national criminal history check see below. If you have questions call 317-234-2717 or 317-233-5037.

If you are a new applicant seeking licensure for a personal services agency and have not yet obtained your license, you will need a national criminal history check or an expanded background check. **You may obtain an expanded background check or a national criminal history report through any applicable vendor**, or you may obtain the national background report through the Indiana State police. Please follow the steps below and for the national background report.

- Please contact the FBI to register for the background check. The telephone number is 304-625-5590 or their email address www.fbi.gov/checks. You must register with the FBI prior to mailing the fingerprint card.
- If you need fingerprint cards, please email your address to msommers@isp.in.gov and they will be mailed to you. Include on the subject line: FINGERPRINT CARD REQUEST
- Review instructions on the card and ask questions if necessary regarding where to send the fingerprint cards when completed.

Please make sure the reports are sent back to you (the applicant) when they are completed. The background reports should not be sent to any other agency or individual. Include the results of the background report WITH your initial application.

Indiana Association for Home & Hospice Care Inc (IAHHC)

- www.iahhc.org
- The applicant may contact the Indiana Association for Home & Hospice Care for information on PSA 101 training for personal services agencies. The applicant may refer to the link on the personal services agency web page for information or call 317-775-6675.

Family Social Services Administration (FSSA)

Questions concerning Aged and Disabled (AD) and/or Traumatic Brain Injury (TBI) (waivers), contact Provider Relations Specialist, FSSA Division of Aging, 402 W Washington Street, IGCS-W464 MS 21, Indianapolis, IN 46204 or telephone number 317-234-0373.

