



ST. ELIZABETH | COLEMAN
PREGNANCY & ADOPTION SERVICES

State of Indiana DCS background check procedures as of June 2018

1. Have updated form completed for each member in the household 6yrs of age and older
2. Website Login: <https://magik.dcs.in.gov>
3. Click CPS/CPS Portal
4. Click “create new request” tab on the left side
5. Which Party is initiating the request? Click “requesting organization” in pull down
6. What type of Organization? Click “Indiana Department of Child Services licenses resident or Child Placing Agency” in the pull down
7. Check the box “private adoption
8. Click Continue
9. Fill out the form and submit. Families emails will have to be included and families will have to approve their background check request BEFORE it will be processed.
10. If additional accounts need to be added, Renee has access to add people to perform checks