



P.O. Box 3000  
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317-334-3322  
317-921-4019 fax  
[childrensmuseum.org](http://childrensmuseum.org)

\_\_\_\_\_, 2024

RE: The Children’s Museum of Indianapolis  
Limited Criminal History Screening Compliance Confirmation

To Whom It May Concern:

Thank you for your interest in The Children’s Museum of Indianapolis. Per our company policy each candidate must successfully pass a pre-employment/volunteer criminal history screening prior to employment or volunteer work at the Museum.

If your current employer has conducted a pre-employment criminal history screening, we will honor your company’s successful results. You must bring valid company credentials with you on the event date.

Please have your employer fill out the information below and return this document to: Lindsey DeLorey at [ldelorey@childrensmuseum.org](mailto:ldelorey@childrensmuseum.org), or via hand delivery (letter to be enclosed in an envelope).

The Children’s Museum of Indianapolis  
Limited Criminal History Screening Compliance Confirmation

Company Name: \_\_\_\_\_

Please be advised that \_\_\_\_\_ has successfully cleared a limited  
(Name of Employee)  
pre-employment criminal history screening based on our company’s policies and protocol.

\_\_\_\_\_  
Supervisor or Human Resources Manager

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

\*If you are providing this disclaimer for *more than one employee* please provide all employees by name below:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_