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[www.in.gov/dcs](http://www.in.gov/dcs)

Child Support Hotline: 800-840-8757  
Child Abuse and Neglect Hotline: 800-800-5556

## Instructions for Fingerprinting in Indiana Department of Child Services

**AGENCY PERSONNEL-PRIOR TO DISTRUBUTING THIS FORM TO FINGERPRINT APPLICANTS, CUSTOMIZE THE BLANKS WITH YOUR AGENCY’S INFORMATON PER THE INSTRUCTIONS ON THE VERY LAST PAGE BELOW.**

Follow the simple steps outlined below to complete the fingerprinting process for **Group Home, LCPA, Residential Facility or Contractor Employment**

1. Using your computer web browser, go to <http://www.identogo.com> to register and make a fingerprinting appointment for your employee. Demographic information about the employee will be asked during the registration process so have the employee with you while you complete the registration. If the employee can not be present make sure to have them complete the Application for Criminal History check prior to starting the registration process. You will also need the employees personal e-mail address prior to beginning
2. If for some reason you are unable to complete the registration/appointment process for your employees online through the fingerprint website you may call the following number to complete this process but calling is not the preferred method and should be used in very limited situations. The toll-free number is (877) 472-6917. If you call, you will be asked the following questions in the registration process as well as the demographic questions that appear on the Application for Criminal Background checks concerning your applicant so it would be a good idea to have this completed by your employee prior to making the call.
3. On the *Welcome Screen* click on the “State of Indiana” on the map or choose “Indiana” from the drop down box and click “go”
4. Click “Online Scheduling”
5. *Choose the language you wish to use for scheduling (English or Spanish)*



*Protecting our children, families and future*

6. Under New Appointment enter the applicant's first and last name as it appears on the State Issued I.D. (if they do not register with this name it will be changed prior to printing being completed) and click "go"
7. *Select the State Agency or License/Permit category that you are being printed for.* Choose **Department of Child Services (DCS)** from the drop down box and click "go".
8. *Why are you being Fingerprinted? Please select the Applicant Type from the Drop Down Box.* Choose **"Employment (i.e. group home, LCPA, residential facility or contractor)"** in the drop down box and click "go"
9. *What type of employee are you?* Choose "\_\_\_\_\_" in the drop down box and click go
10. *Select the Facility or Agency that you are working with.* Choose "\_\_\_\_\_" from the drop down box and click go
11. *Enter the agency/county personnel you are working with.* Type in the **first and last name** of the human resource contact at your employer's office and click "go". The human resource contact's name is \_\_\_\_\_.
12. *Enter the agency/county you are working with.* Type in the words "\_\_\_\_\_" and click "go"
13. *Enter the telephone number of agency/county you are working with:* Type in \_\_\_\_\_ and click "go"
14. *Have you ever been arrested for or convicted of a crime that has not been expunged by a court?* This is any crime regardless of how small or how long ago. Click **"Yes" or "No"** If yes, on the next screen provide the four pieces of information for each conviction you have had.
15. Select the location where you want to be fingerprinted. You may choose by entering a zip code, clicking on the picture of the map or by choosing a region of the state from the drop down box to get a list of locations in a specific area. Once you location has been chosen click "go"
16. Click on the words **"Click to Schedule"** across from the location you want, under the day you wish to be fingerprinted. If you want a date further in the future, click the **"Next Week>>"** link to display more dates. Once you select the location/date combination, select the time for your appointment and click "go".
17. Complete the demographic information page. Required fields are indicated by a red asterisk (\*). Please be aware that the e-mail address requested is the applicant's personal e-mail address. All information will automatically be sent to \_\_\_\_\_ since that is the agency you choose and the personal e-mail of the applicant is used to provide a copy of notice to the applicant also. When complete, click "Send Information"
18. Confirm the information. Follow the on screen directions to make any changes necessary. Once you see the data is correct, click "Send Information".
19. You will be presented with payment options. Your agency **MAY** have an escrow account to pay for these prints, if the agency wishes to use this account for this cost, the code will be provided to you. Agency billing code is \_\_\_\_\_. Complete your payment process and click "Send Payment Information".
20. Print your confirmation page. If the applicant provided a personal email address on the demographic information page, the applicant will receive an email confirmation as well.
21. Bring a current government issued picture ID, such as a state driver's license or state issued Identification Card, with you to your appointment. If you do not have a current government issued picture ID, your employer should contact the background check unit



for prior going to this printing appointment for authorization. Without prior authorization you cannot be printed.

22. Arrive at the facility at your appointed date and time.
23. The Enrollment Officer at the site will check you ID, verify your information (if registration was completed with a different name and/or DOB than on the picture ID, expect the enrollment officer to change to match the picture ID), verify or collect payment, capture your fingerprints, and submit your data. This normally takes less than five minutes.
24. You will receive a signed receipt at the end of your fingerprinting session which can be provided to your agency for proof of fingerprinting, if needed.
25. All results will be processed and delivered to Department of Child Services for processing. The fingerprinting agency is never in possession of criminal record data results.
26. Within 15 working days the results will be e-mailed to the contact person at \_\_\_\_\_ and if a personal e-mail address was also provided during the registration process a copy of that notice will also be e-mailed to that e-mail address.
27. All questions should be directed to your HR director at \_\_\_\_\_.



# Instructions

This form is made to simply tab to the next blank and type the information that is appropriate and print off and give to the applicant to use during the fingerprinting registration process.

**Blank in Question 9:** Type one of the below that matches the type of agency you run and the type of facility the applicant will work-

**Group Home**  
**LCPA**  
**Residential Facility**  
**Contractor**

**Blanks in Question 10, Question 12, Question 17, Question 26 and Question 27** Type the name of your agency exactly as it appears in the dropdown box on the fingerprinting registration site.

**Blank in Question 11:** Type the first and last name of the Human Resource Director or another contact person within the HR department at your agency.

**Blank in Question 13:** Type the work phone number of the person listed in Question 11.

**Blank in Question 19:** If your agency will be paying for this person's prints and the agency has an escrow account, provide the billing code in this blank.

- ❖ <http://www.identogo.com/> (also referred to as L-1 Identity Solutions, L-1 Enrollment Services, SAFRAN MorphoTrust USA, MorphoTrust, Morpho, IdentoGo by MorphoTrust, USA and/or IBT (Integrated Biometric Technologies)).

