



Mike Braun, Governor
Adam J. Krupp, Director

"Children will live in safe, healthy and supportive families and communities."

If you suspect a child is being abused or neglected, call the Child Abuse & Neglect Hotline at 800-800-5556.

Indiana Department of Child Services, DCS Employee Registration/Appointment Instructions for Fingerprinting

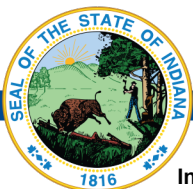
DCS HR Staff, these instructions are to be used for those potential DCS EMPLOYEES.

Note: *These instructions should not be used for DCS Scholar Practicum or DCS internship purposes.*

DCS HR representative-please fill in your name in #8 before handing out.

Follow these simple steps outlined below to complete the registration for fingerprinting process for subject that will be a State of Indiana, DCS employee.

1. Using your computer web browser, go to <https://www.identogo.com/>. If online registration is impossible, you may call toll-free at (877) 472-6917 to schedule an appointment. If you call, you will be asked the same questions as online registration.
2. Through "**Search for Services by State**", use the drop-down box to choose **Indiana** and click "**Go**".
3. Scroll down and click on **Digital Fingerprints**.
4. At the top right of the screen, you may choose the language (*English or Spanish*).
5. Under the "for New Appointments" box, click "**Schedule a New Appointment**".
6. **Enter Service Code 24Y6FJ** and click "**Go**".



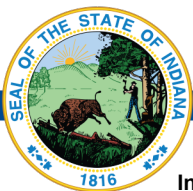
Indiana Department of Child Services | 100 N Senate Avenue Room N848, MS49 Indianapolis, IN 46204 | 317-234-KIDS
www.in.gov/DCS | Child Support Bureau Kidslines: (800) 840-8757 | Child Abuse & Neglect Hotline: (800) 800-5556

The Indiana Department of Child Services leads the state's response to allegations of child abuse and neglect and facilitates child support payments. We consider the needs and values of all we serve in our efforts to protect children while keeping families together whenever possible.

7. **You will receive a pop-up box confirming the service code entered and the purpose you are being printed. If you agree with this purpose of printing, click “Continue”. If you do not agree with the purpose, click “cancel” and speak with the person who requested you to be printed.**
8. HR Generalist you are working with- **Enter the name of the HR generalist you are working with?** Please type the name “ Current Staff Checks”.
9. **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 arrest and/or conviction. Click “Go”
10. Please read the Acknowledgment/Release document. Click “I agree” to move forward, Click “Go”
11. Select the location where you want to be fingerprinted. You may choose by entering a zip code, or by choosing a region of the state from the picture of the map or by clicking on the region listed below the map.
12. A list of available print locations within the area you have chosen will appear. Click on the words “**Schedule**” across from the date and location you want. 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 “**Continue**”.
13. Complete the demographic information page. Required fields are indicated by a red asterisk (*). When complete, **click “Go”**
14. Confirm the information. Follow the on-screen directions to make any changes necessary. Once you see the data is correct, **click “Go”**
15. You will be presented with payment options. Select Billing code and Click “Go”
16. Enter **billing code EMPLOYEE**.
NOTE: Billing code is case sensitive and must be entered exactly as shown for correct processing
Click “**Continue**”.
17. Print your confirmation page. If a personal email address on the demographic information page, the applicant will receive an email confirmation as well.



18. Bring a current (not expired) government issued picture ID, such as a state driver's license or state issued Identification Card, with you to your appointment. Without prior authorization you cannot be printed.
19. Arrive at the facility at your appointed date and time.
20. The Enrollment Officer at the site will check your ID, verify your information (If the name and/or DOB entered at registration does not match that on your ID, expect the enrollment officer to change this prior to being printed), capture your fingerprints, and submit your data. This normally takes less than five minutes.
21. You will receive a signed receipt at the end of your fingerprinting session which needs to be kept until you have received results from the printing.
22. All results will be processed and delivered to Department of Child Services, Central Office Background Check Unit, for evaluation. The fingerprinting agency is never in possession of criminal record data results.
23. Do not inquire about fingerprint results until 17 business days (don't include weekends or holidays) have passed after you have printed.
 - ❖ All questions should be directed to your DCS Human Resource Generalist.
 - ❖ <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), IDEMIA.



Fingerprint-Based Background Check Notice

As an applicant who is the subject of a national fingerprint-based criminal history record check for noncriminal justice purposes (such as employment, licensure, adoption, unlicensed out of home relative/kinship, or other volunteer arrangements), you have certain rights which are outlined below.

- Your fingerprints will be used to check the criminal history records that are kept by the Indiana State Police (ISP) and the Federal Bureau of Investigation (FBI).
- Once the fingerprint-based check is complete, the Indiana Department of Child Services (DCS) will evaluate the results based upon the applicable Federal and State laws as well as DCS policy. A determination of the fingerprint-based background check will be issued to the requesting agency in which the applicant is being fingerprinted with a finding.
- DCS is not permitted to release a copy of the State and FBI criminal record report to the applicant but if the applicant wishes to obtain a copy of this report, they may do so by contacting the Indiana State Police.
- If you believe the results of your background check are inaccurate, you will have the opportunity to complete a challenge of the information. If the arrest/charge/conviction is from Indiana this is done by requesting a “Criminal Record Review/Challenge” from the Indiana State Police. If the arrest/charge/conviction is from outside of Indiana, the challenge will be filed with the FBI. Additional information can be found on the FBI website at <https://www.fbi.gov/about-us/cjis/background-checks>.
- If you have a criminal history record in which you do not believe is accurate, please make DCS personnel aware you are pursuing a challenge of this information. You will be provided a reasonable amount of time to correct or complete the record challenge prior to DCS making a final determination which could impact your job, license or other benefits based on the information in the criminal history record¹.
- You have the right to expect the DCS personnel receiving the results of the criminal history record check to use it only for the authorized purpose (the purpose you were fingerprinted) and will not retain or disseminate it in violation of federal statute, regulation or executive order, or rule, procedure or standard established by the National Crime Prevention and Privacy Compact Council².

¹See 28 CFR 50.12(b).

²See 5 U.S.C 552a(b); 28 U.S.C. 534(b); 42 U.S.C. 14616, Article IV(c); 28 CFR 20.21(c), 20.33(d) and 906.2(d).

