



## Out-of-State Fingerprinting Instructions

*Please follow instructions carefully.*

*Selecting the incorrect agency or applicant type will require being re-fingerprinted.*

Individuals who reside out-of-state or are not able to be fingerprinted at a location in Indiana may use a local law enforcement agency or other entity that provides fingerprinting using a fingerprint ink card. The ink card will be converted into an electronic fingerprint record to complete the background check.

### To Schedule Online:

1. Using your computer web browser, go to [www.identogo.com](http://www.identogo.com).
2. Once on the Identogo landing page please use the option to **Search for Services by State** and select the State of **Indiana**
3. Select the option for **Digital Fingerprinting**
4. Select **Schedule a New Appointment**.
5. On the **Service Code** entry screen, use the guide below to data enter the correct **Service Code** for the Fingerprint Reason that FSSA has instructed you to use.
  - FSSA Affordable Care Act = **24Y791**
6. From the **Applicant Type** drop-down menu, select **FSSA Affordable Care Act** and click **Go**.
7. On the **Appointment Details** page, click the **Pay for Ink Card Submission** to register. This will communicate that an ink card will be mailed in for conversion to an electronic fingerprint record.
8. Complete the entire registration process to get a confirmation number. The confirmation number must be included with the fingerprint card when it is submitted for processing. The number will also need to be entered in *IHCP Provider Screening Addendum* in the *IHCP Enrollment and Profile Maintenance Packet* and should be kept for tracking purposes.
9. Choose a payment method for the \$11.95 processing fee to convert the ink card to an electronic fingerprint record.
10. When completing the fingerprint card, make sure to **include full name, date of birth, address, and payment confirmation number**. In case there are questions related to the processing of the fingerprint card, include at least two means of contact (for example, a daytime and evening telephone number or email address, and so on).
11. The fingerprint card should be mailed to:

IDENTOGO  
Cardscan Department  
6840 Carothers Drive, Suite  
650 Franklin, N 3707-9929

For tracking and security reasons, use of a shipping service with tracking services is recommended.

12. Failure to complete the process as stated will result in the card being returned, delaying the process.

### If you prefer to schedule through the Identogo Call Center or for verification that a fingerprint card has been processed:

1. Call (877) 472-6917 Mon-Fri, 7 a.m. – 6 p.m. and speak with a customer service representative.
2. Please allow three days from the date of receipt before calling to check on processing status.

***Please remember to bring a valid photo ID to the fingerprint appointment!***