



Instructions for Fingerprinting in the State of Indiana

Professional Licensing Agency

A criminal background check (CBC) completed prior to the submission of an applicants for licensure to PLA, will not be considered valid. If an application is not received by IPLA **before** scheduling a CBC, the applicant will be required to submit to another fingerprinting background check resulting in additional fees.

Everyone must Register for a Fingerprinting Appointment prior to arriving at the Indiana Enrollment Center. Follow the simple steps outlined below to complete the Registration process for fingerprinting in the State of Indiana for the Indiana Professional Licensing Agency:

1. Using your computer web browser, go to 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 Service Code provided to you by the Indiana Professional Licensing Agency.
6. Please read the disclaimer on the screen and if you agree, then please select **Agree**
7. On the next screen you will be asked to choose the IdentoGO Fingerprinting Location by either entering the Applicants Home Zip Code OR by choosing a Region from the drop down menu.
8. Complete the demographic information page. Required fields are indicated by a red asterisk.
9. Review the full information you have entered during the Registration process
10. Select your **Payment Information**
11. Print your confirmation page. If you provided an email address, you will receive an email confirmation as well.
12. Bring **one** of the following with you to your fingerprinting appointment: **Valid Driver License, Valid State Issued Identification Card, or Valid Passport.**
13. Arrive at the IdentoGO Enrollment Center at your appointed date and time. The Enrollment Agent at the site will check your Valid Photo ID, verify your demographic information with you, capture your fingerprints, and then submit your data in real time to the Indiana State Police for processing.
14. All results will be processed by IN State Police and the FBI with the end results being submitted to IN Professional Licensing Agency as the official Requesting Agency. Please note IdentoGO is never in possession of criminal record data results.

If you do not have access to the internet, you may call us toll-free at (877) 472-6917 to schedule an appointment.

You will be required to provide the Service Code data above in order to schedule an appointment.