

Instructions for Fingerprinting in Indiana

Department of Child Services

Follow the simple steps outlined below to complete the fingerprinting process:

1. Using your computer web browser, go to www.L1enrollment.com and choose Indiana.
2. If you do not have access to the internet, you may call us toll-free at (877) 472-6917 to schedule an appointment. If you call, you will be asked the following questions instead of completing these steps yourself.
3. Click Online Scheduling and choose the language you wish to use for scheduling (English or Spanish)
4. Enter your first and last name and click “go”
5. Choose the **Department of Child Services (DCS)** as your State Agency Name and click “go”.
6. When it asks: “Why are you being fingerprinted”, select whichever is applicable: Emergency Relative Placement, Non-Emergency Relative Placement, or Foster Family Home Licensing.
7. Complete the questions presented with the appropriate selections for your particular situation. At the end of these questions, you will be presented with a screen to select your fingerprinting location.
8. Select the location where you want to be fingerprinted. You may choose a region of the state, click on the map, or enter a zip code to get a list of locations in a specific area. Press “go”
9. 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”.
10. Complete the demographic information page. Required fields are indicated by a red asterisk (*). When complete, click “Send Information”
11. Confirm the information. Follow the on screen directions to make any changes necessary. Once you see the data is correct, click “Send Information”.
12. When it asks for the billing confirmation code, please enter “dcs”.
13. Print your confirmation page. If you provided an email address, you will receive an email confirmation as well.
14. Bring **one** the following with you to your fingerprinting appointment: Valid Driver License, Valid State Issued Identification Card, Valid Passport, Student ID with Picture and DOB, Work ID with Picture and DOB, Valid Alien ID card with Picture and DOB. If you do not have the above identification, you will need **both** a valid Birth Certificate and a Social Security Card.
15. Arrive at the facility at your appointed date and time.
16. The Enrollment Officer at the site will check you ID, verify your information, verify or collect payment, capture your fingerprints, and submit your data. This normally takes less than five minutes.
17. 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.
18. All results will be processed and delivered to DCS for processing. L-1 is never in possession of criminal record data results.