**Indiana Department of Child Services, Adoption (special situations) Registration/Appointment Instructions for Fingerprinting**

These are the instructions when the printing appointment is being done for prospective adoptive petitions when:

* The family is seeking to be approved for a potential child adoption through the **Indiana Adoption Program (previously known as SNAP)**, or
* **Private adoption seeking financial assistance through DCS** (almost always child was AAP eligible through a previous adoption)
* **The home study and background checks in these situations are ALWAYS done by an LCPA.**

THE LICENSED CHILD PLACING AGENCY WORKER WILL PRIOR TO DISTRUBUTING THIS FORM TO FINGERPRINT APPLICANTS, CUSTOMIZE

* #10 AND #12 BLANKS TYPE THE NAME OF THE LICENSED CHILD PLACING AGENCY COMPLETING THE ADOPTION HOME STUDY,
* #11 BLANK TYPE LCPA HOME STUDY WORKER’S FIRST AND LAST NAME, AND
* #13 BLANK TYPE LCPA HOME STUDY WORKER’S PHONE NUMBER.

Follow the simple steps outlined below to complete the fingerprinting process **for the prospective adoption petitioners and anyone 18 years or older living in the same home 21 days a year or more.**

1. Using your computer web browser, go to [*https://www.identogo.com/*](https://www.identogo.com/)*.* This registration should be completed by DCS personnel with the applicant sitting with you, if at all possible.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 24Y5SV** and click “Go”.
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. **Are you adoption a child that is under the care and supervision of the Juvenile Court of DCS? Answer Yes or No**

**NOTE: All children available for adoption through the Indiana Adoption Program are under the supervision of the Juvenile Court of DCS so you would answer this question YES. If this is a private adoption seeking financial assistance through DCS, answer this question YES.**

If the correct answer is no, please stop and obtain clarification from your home study organization. It is very likely you should be having fingerprints completed through the Indiana State Police and NOT DCS. Registering for an incorrect purpose will cause delays because prints for one purpose cannot be used for other purposes. Additionally you will have to be printed again and pay again.

1. **Are you working with:** *C*hoose***“LCPA (Licensed Child Placing Agency)”*** from the drop down box and click ***“Go”***
2. **Facility/agency name-Select the Facility or Agency that you are working with.** Choose  from the drop down box.
3. **Agency/county personnel you are working with-Enter the agency/county personnel you are working with.**  In the blank type in theLCPAworker’s first and last name responsible for completing the adoption home study. This name is ***“******”.***
4. **Agency/county you are working with-Enter the Agency/County you are working with.** In the blank type “***”.***
5. **Enter the telephone number of agency/county you are working with:** In the blank type the phone number of the person listed in question #11. The phone number is .
6. **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”**
7. **How many other household members over 18 (excluding children under the supervision of DCS) are residing with you?** Type the correct number in the blank and click **“Go”**

If you enter 1 or more in question prior you will be asked to enter the **Name, Date of Birth and SS# of household members**residing with you. Once this information has been entered click *“***Go***”*

1. Please read the Acknowledgement/Release document. Click **“I agree”** to move forward, Click “**Go”**
2. Select the location where you want to be fingerprinted. You may choose by entering a zip code, clicking on the region of the state from the picture of the map or by choosing a region of the state below the map.
3. Click on the words ***“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 “**continue**”.
4. 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 the LCPA INDICATED IN #10 ABOVE and the personal e-mail of the applicant is used to provide a copy of notice to the applicant also. When complete, click “**Go”**

1. Confirm the information. Follow the on screen directions to make any changes necessary. Once you see the data is correct, click “**Go”.**
2. You will be presented with payment options. You are responsible for the cost of the fingerprinting so choose how you will pay (eCheck, Money Order or Credit Card). If paying by eCheck or Credit Card a second box will appear, enter the necessary information and click “**Continue”.**
3. 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.
4. 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. If you do not have a current government issued picture ID, your LCPA worker should contact the Central Office Background Check Unit for prior going to this printing appointment for authorization. Without prior authorization you cannot be printed.
5. Arrive at the facility at your appointed date and time.
6. The Enrollment Officer at the site will check you 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.
7. 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.
8. 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.
9. Do not inquire about fingerprint results until 17 business days (don’t include weekends or holidays) have passed after you have printed. Applicants printed at the same time will not necessarily receive their results at the same time or even within the same week as one another, this is normal and is not something to care concern.
10. Within 18 business days the results will be e-mailed to the LCPA INDICATED IN #10 and when an applicant’s personal e-mail address was provided, a copy will also be e-mailed to that address.

* All questions should be directed to the LCPA Adoption Home Study worker**.**
* [***http://www.identogo.com/***](http://www.l1enrollment.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 statue, 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).