



Eric Holcomb, Governor  
State of Indiana

Office of Early Childhood and Out-of-School Learning  
402 W. WASHINGTON STREET, ROOM W362, MS02  
INDIANAPOLIS, IN 46204

## Juvenile Criminal History in Indiana

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

1. Using your computer web browser, go to <https://www.identogo.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. If you register online, you will Choose **“Get Fingerprinted.”**
4. Select Indiana, click go.
5. Choose **“Digital Fingerprinting “**
6. Schedule an appointment
7. Use code **24Y55f** for a juvenile check. This will bring up Criminal Record Review Challenge
8. The following page is a Request Authorization and Notification form. To continue the process check **“I agree.”**
9. The following screen will instruct you to choose **“IdentoGO Fingerprinting”** Location by either entering the Applicants Home Zip Code OR by choosing a Region from the drop-down menu. You then select an available date and time for the fingerprinting appointment.
10. Complete the demographic information page. Required fields are indicated by a red asterisk (\*). When complete, click **“Send Information.”**
11. In the event your Fingerprint Reason requires you to provide payment for fingerprinting the next screen will prompt you to declare your Payment Method.
12. Print your confirmation page. If you provided an email address, you would receive an email confirmation.
13. Bring **one** of the following with you to your fingerprinting appointment: **Valid Driver License, Valid State Issued Identification Card, or Valid Passport.** A parent or guardian must accompany juveniles.
14. 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. The Fingerprinting Enrollment Center process normally takes less than five minutes.

15. Once the State Police complete the fingerprint the results will be mailed to the applicant's home address.
16. You will submit your consent in ILEAD after you receive the results. The results must be attached to your consent when submitting through Indiana-Licensing and Education Access Depot (I-LEAD).