

THE INDIANA STATE POLICE (ISP) RECORDS DIVISION HAS PARTNERED WITH L-1 IDENTITY SOLUTIONS TO PROVIDE ELECTRONIC APPLICANT FINGERPRINTING TO BETTER SEVRE THE NEEDS OF INDIANA CITIZENS. FINGERPRINTING SERVICE CENTERS HAVE BEEN ESTABLISHED THROUGHOUT INDIANA TO TAKE APPLICANT FINGERPRINTS FOR ELECTRONIC SUBMISSION TO ISP FOR PROCESSING. ALL CRIMINAL HISTORY PROCESSING WILL BE PERFORMED BY ISP PERSONNEL; NO CRIMINAL HISTORY INFORMATION WILL BE AVAILABLE TO L-1.

Getting started:

- 1) You have a need for a fingerprint based criminal history check.
- 2) Schedule an appointment online at <http://www.l1enrollment.com/state/?st=in> or by calling 1-877-472-6917.
- 3) You will need to select the agency or reason you need fingerprinted. If you need an Indiana only fingerprint based criminal history check select the following reason: **Criminal Record Review Challenge**.
- 4) You will choose a location to be fingerprinted.
- 5) Payment can be made electronically by credit card or debit card at time of scheduling. You can also pay at the fingerprinting service center by cashier's check or money order.

FAQ: Individual questions

- Has my fingerprint been processed?
You must contact the state agency you are working with, i.e., DCS, FSSA, ISP, BMV...or ISP **only** if it is a Criminal Record Review Challenge
- Has my second set of fingerprints been processed?
Please allow five (5) business days to receive your response.
- During registration, I identified the wrong reason for printing. What should I do?
You need to contact the L-1 call center before you are fingerprinted at (877) 472-6917.
- What is the cost and when do I pay?
This depends on the type of search, submission, and the Agency requiring the check. Payment can be made electronically by credit card or debit card at time of scheduling. Fingerprint service centers accept cashier's checks or money orders.
- What identification is required at the time of fingerprinting?
A valid government photo ID, such as a driver's license, state identification card, passport, military ID, visa, etc.

- How long does the fingerprinting take?
The average processing time is ten (10) minutes.

- What does qualify and not qualify mean?
This addresses charges and disposition information that maybe on your results pertaining to State Law IC 20-26-5-11.

- Do volunteers have to pay?
Yes, there is a different fee.

- What is a Review Challenge?
This is a fingerprint based search done, listing your complete criminal record as it appears in the Indiana Central Repository.

- Why are fingerprints rejected?
Poor quality, fingers out of order, not rolled properly, incorrect markings, etc.

- Company not listed in drop down box?
If the company is working with DCS, then contact DCS; otherwise, the company should contact Ken O'Hare at KO'Hare@isp.IN.gov.

- Can a Review Challenge be sent to a company?
The criminal history response is sent to the address listed as the home address of the applicant. ISP will not send it elsewhere.

- What if I do not have an email address?
If there is a reject and need for rescheduling fingerprinting, you will be notified by mail.

- What type of payment will INkless accept?
Online or telephone scheduling will accept credit and debit card payment. Fingerprint service centers will only accept cashier's checks or money orders.

- I am going to be working for numerous schools. Which one should I give as the agency?

You will only want the one you will be working at most. We suggest you request a copy from that school, and you can then provide the copy for the other schools. Please note that it is up to the school if they want to print the response and the other schools if they will accept it.

NOTE: Contractor's registration should be through the primary State agency.