

Out-Of-State Fingerprinting/Criminal Background Check Instructions

1. Go to <http://www.identogo.com/>
2. Under the drop box “Search of Service by State” choose Indiana and select “go”
3. Choose “Digital Fingerprinting” (you will not be able to do digital fingerprinting but you must select this link to move forward.)
4. Choose “Schedule a New Appointment”
5. Choose your Agency Name Professional Licensing Agency and click “go”
6. Choose the correct Applicant Category for your license type and click “go”.
7. Choose “Pay for Ink Card Submission”
8. Applicants should complete the entire registration process; a confirmation number will be supplied at the end of the registration process. This number should be retained by the applicant for tracking purposes. The confirmation number must be included in with your fingerprint card when it is submitted to Identogo for proper processing.
9. Fingerprints must be submitted on standard FBI applicant cards (FD-258); use of other types of fingerprint cards may delay your processing. Fingerprint cards may be obtained from a local law enforcement agency or other entity that provides fingerprinting services.
10. Applicants should obtain a set of fingerprints from a local law enforcement agency or other entity that provides fingerprinting services. These fingerprint cards may be either traditional ink rolled fingerprints or electronically captured and printed fingerprint cards.
11. Applicants need to make sure the following information is completed on the fingerprint card. Required information includes: Full name, Date of Birth, and Address. Please include the payment confirmation number provided at the end of making your payment with your card (if you pre-paid).
12. If paying by Business Check or Money Order, include the full name of the applicant on each check or money order. If one Business Check or Money Order is being used as payment for more than one applicant, please include a list of all applicant names covered by the check. Personal checks are not accepted.
13. The fingerprint card along with the appropriate fee, if required and not paid by Escrow Account or Credit Card at the end of registration, should then be sent to the following address (for tracking & security reasons, it is recommended that a shipping service with tracking service be utilized):
 - a. IDENTOGO
IN Cardscan Department 6840
Carothers Parkway, Suite 650
Franklin, TN 37067-9929
14. Please include at least two (2) means of contact for each applicant for which a fingerprint card is submitted to allow Identogo to ask any questions related to the processing of the fingerprint card (for example, a daytime and evening telephone number or a cell phone number and email address, etc).
15. Applicants wishing to verify that a fingerprint card has been processed may call 877-472-6917 and speak with a customer service representative. Please allow 3 days from date of receipt before contacting Identogo regarding processing status.

Failure to complete the process as stated on these instructions will result in the card being returned to the applicant, which will delay the process.