

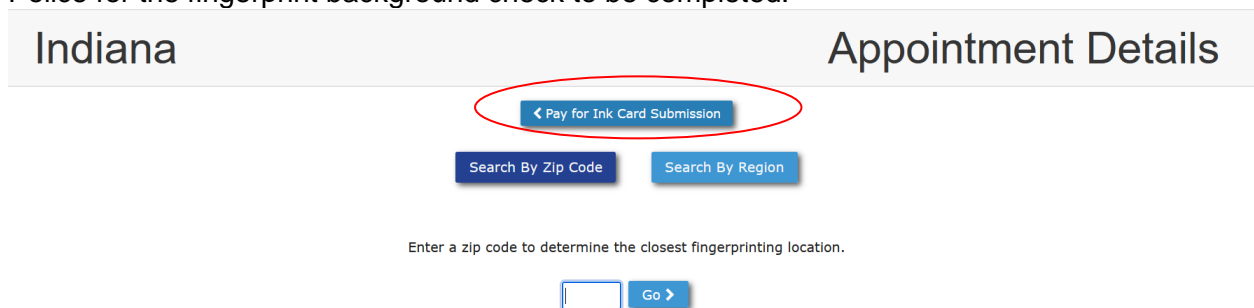


## Indiana Out of State Card Scan Processing Procedures for Indiana Professional Licensing Agency Applicants Living Outside the State of Indiana

Applicants Applying for Licensure through the Indiana Professional Licensing Agency and that reside outside the State of Indiana may use IdentoGO Out of State Card Scan Processing Program.

This program utilizes advanced scanning technology to convert a traditional fingerprint card (hard card) into an electronic fingerprint record. Converting a “hard card” into an electronic record enables an applicant to have their fingerprint record processed as quickly as if they had traveled to an electronic fingerprint processing location within the State of Indiana. The section below details the procedures for submitting fingerprints to the Card Scan Processing Unit.

- Applicants needing to be processed for the Indiana Professional Licensing Agency must go online to the IdentoGO® website ([www.identogo.com](http://www.identogo.com)) to complete the registration process as noted below.
- Once on the IdentoGO landing page please use the option to **Search for Services by State** and select the State of **Indiana**
- Select the option for **Digital Fingerprinting**
- Select **Schedule a New Appointment**
- From the instructions provided to you by the Indiana Professional Licensing Agency, you will data enter your **Service Code**.
- Please read the disclaimer on the screen and if you agree, then please select **Agree**
- On the next screen you will reach the **Appointment Details**, on this screen you will need to select **“Pay for Ink Card Submission”**. This will identify to IdentoGO that a hard card will be mailed in for conversion to an electronic fingerprint record which will then be submitted to the Indiana State Police for the fingerprint background check to be completed.



- Next you will see the notification appear that asks you to verify that you are Outside of the State of Indiana and therefore will be sending a completed fingerprint hard card to IDEMIA for processing. Please select **“Ok”**.
- Complete the demographic information page. Required fields are indicated by a red asterisk (\*). When complete, click **“Send Information”**.



- You will then be asked to verify all of the data you have entered on your Registration, if everything appears as accurate please select “Go”.
- **Print your confirmation page as you will be required to send a copy of this confirmation page with your completed hard card.** If you provided an email address during the registration, you will receive an email confirmation as well.
- Fingerprints must be submitted on standard FBI applicant cards (FD-258); use of other types of fingerprint cards may delay your processing. FBI applicant cards are available from your employing or licensing agency. *Due to agency specific information, IdentoGO does not provide fingerprint cards to applicants.*
- 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.
- Applicants need to make sure the following information is completed on the fingerprint card. **Required information includes: Full name, Date of Birth, and Address.**
- 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.**
  - **Business Checks and Money Orders must be made payable to IDEMIA**
- The fingerprint card along with the Registration Confirmation page and the appropriate fee, if not paid by Credit Card or eCheck during the registration process, should then be sent to the following address (for tracking & security reasons, it is recommended that a shipping method with tracking service be utilized):

**IdentoGO**  
**Cardscan Department – Indiana Program**  
**340 Seven Springs Way, Suite 250**  
**Brentwood, TN 37027**

- ❖ 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)
- ❖ All results will be processed by IN State Police and the FBI with the end results being submitted to Indiana Professional Licensing Agency as the official Requesting Agency.
- ❖ Any questions or inquiries concerning the results of your fingerprint based background check need to be directed to Indiana Professional Licensing Agency.
- ❖ Please note IdentoGo is never in possession of criminal record data results.
- ❖ Failure to complete the process as stated on these instructions will result in the card being returned to the applicant, which will delay the processing of your hard card.

*If you do not have access to the internet, you may call IDEMIA toll-free at (877) 472-6917 to register.*

*You will be required to provide the Service Code data above in order to register.*