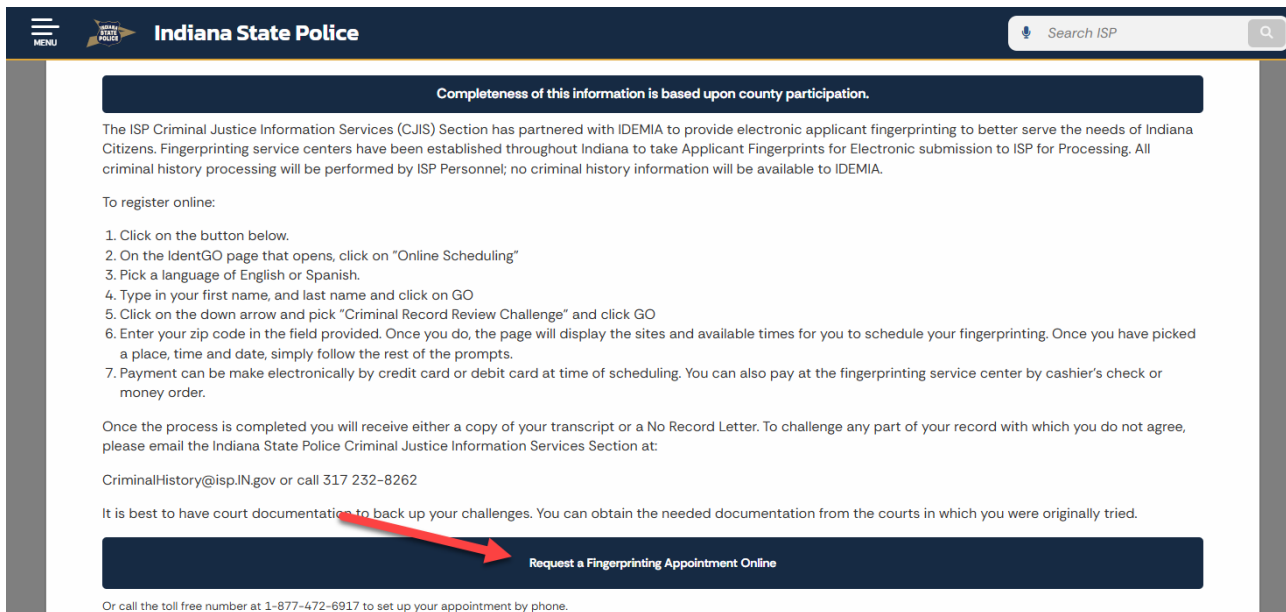


## Indiana Statewide Search Instructions

Periodically when conducting the Indiana State Police search, the state of Indiana finds multiple records on an individual and they are unable to determine whether the charges belong to the applicant or not. In these cases the state of Indiana may require a request for fingerprints in order to complete a Review/Challenge to be submitted in order to process a statewide criminal search when multiple potential matches are found.

### Instructions for In-State applicants:

Please visit <https://www.in.gov/isp/criminal-history-services/challenge-my-record/> and click on the Request a Fingerprinting Appointment Online button, then select the Digital Fingerprinting Option. *Note for Indiana residents, there is an in-state electronic fingerprint fee of \$21.95.*



**Indiana State Police** Search ISP

Completeness of this information is based upon county participation.

The ISP Criminal Justice Information Services (CJIS) Section has partnered with IDEMIA to provide electronic applicant fingerprinting to better serve 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 IDEMIA.

To register online:

1. Click on the button below.
2. On the IdentGO page that opens, click on "Online Scheduling"
3. Pick a language of English or Spanish.
4. Type in your first name, and last name and click on GO
5. Click on the down arrow and pick "Criminal Record Review Challenge" and click GO
6. Enter your zip code in the field provided. Once you do, the page will display the sites and available times for you to schedule your fingerprinting. Once you have picked a place, time and date, simply follow the rest of the prompts.
7. 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.

Once the process is completed you will receive either a copy of your transcript or a No Record Letter. To challenge any part of your record with which you do not agree, please email the Indiana State Police Criminal Justice Information Services Section at: [CriminalHistory@isp.IN.gov](mailto:CriminalHistory@isp.IN.gov) or call 317 232-8262

It is best to have court documentation to back up your challenges. You can obtain the needed documentation from the courts in which you were originally tried.


**Request a Fingerprinting Appointment Online**

Or call the toll free number at 1-877-472-6917 to set up your appointment by phone.




## Enrollment Services

Select an Option Below to Get Started




**Digital Fingerprinting**

Fingerprinting for state and federal agency or employment requirements: Schedule a New Appointment, Change an Existing Appointment or Check your Status.



**TSA Enrollment by IDEMIA**

Enroll in TSA PreCheck®, TWIC®, HAZMAT Enforcement, and Flight Training Security Program (FTSP).



**FBI History Check**

As an approved FBI Channeler, IdentoGO Centers can securely capture and transmit your individual information to the FBI and safely allow you to access your Federal background check results. NOTE: This information is for personal use only, NOT for employment or licensing submission.

**On the next screen click on the Schedule a New Appointment option.**

## Indiana

### Fingerprinting & Enrollment Services

**Please allow a minimum of 30 Business Days for Indiana State Police processing before contacting your Requesting Agency for the results status.**

Health and wellness are critical to our ability to provide essential services to the public. If you are feeling ill on the day of your scheduled appointment, we ask that you do not visit our Enrollment Center and instead reschedule your appointment for a later date by visiting us online or call to reschedule your appointment. Be aware that if you are exhibiting COVID or Flu like symptoms while at an Enrollment Center, we may kindly ask you to reschedule your appointment. We appreciate your cooperation in assisting IDEMIA to provide a safe and healthy environment within our Enrollment Centers.

#### For Licensing, Certification or Employment requirements in Indiana

**Important!** You must finish the registration process to be fingerprinted. You will receive an email or a confirmation number when registration is complete.

For New Appointments

To schedule a new appointment, click the green button below. We will ask you for the information needed to schedule and process your background check.

**Schedule a New Appointment**

To Look Up or Change an Existing Appointment

To look up, reschedule or cancel your appointment, please choose one of the below methods to locate your record.

Registration ID (REGID)

Email Address

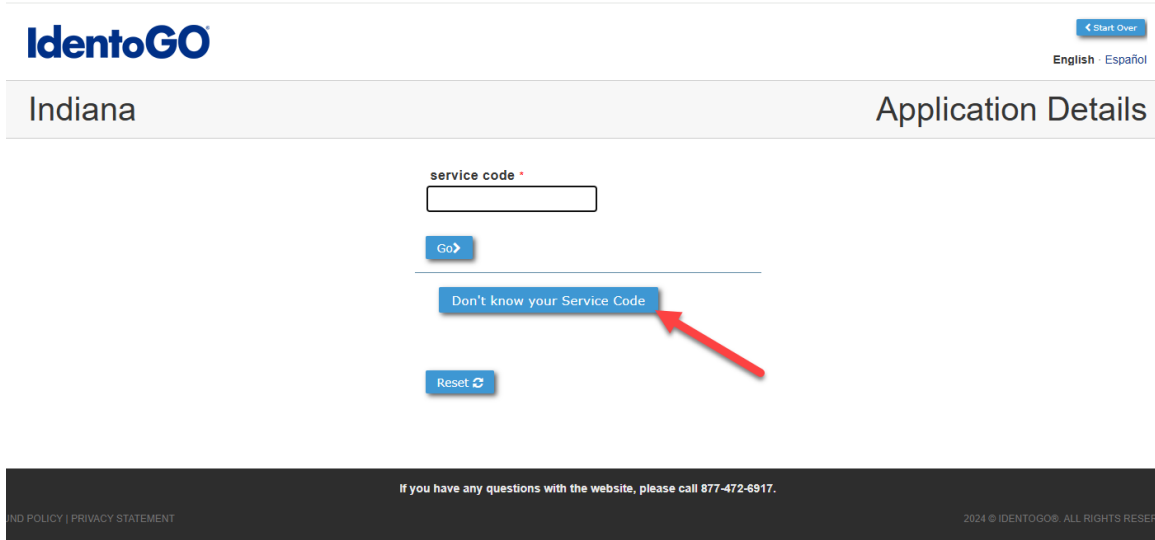
For Fingerprint Rejection Notices

To schedule your retake appointment, we need to lookup your registration. Please choose one of the below methods to locate your record.

Transaction Control Referral (TCR)

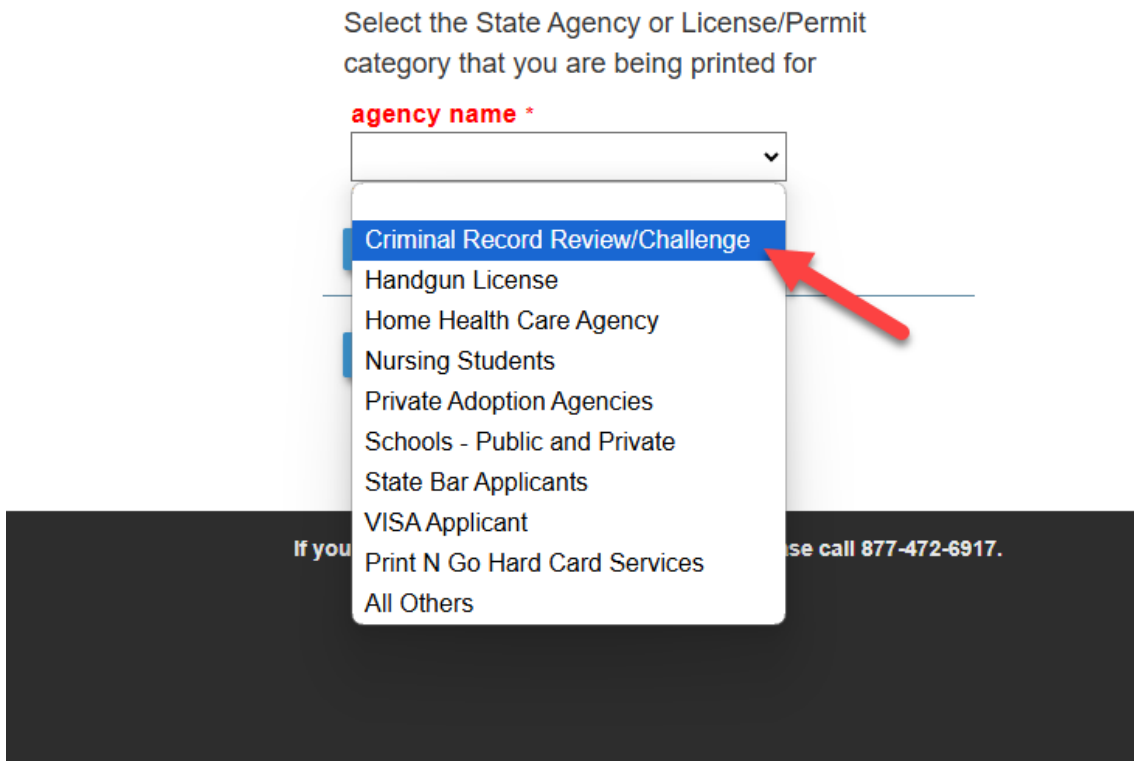


On the next screen, click on the Don't know your Service Code button.



The screenshot shows the IdentoGO website interface. At the top left is the IdentoGO logo. At the top right are links for "Start Over" and "English · Español". Below the logo, the state "Indiana" is displayed on the left and "Application Details" on the right. The main content area features a "service code" input field, a "Go" button, a "Don't know your Service Code" button (highlighted with a red arrow), and a "Reset" button. At the bottom of the page, there is a dark footer with the text "If you have any questions with the website, please call 877-472-6917." and "IND POLICY | PRIVACY STATEMENT" on the left, and "2024 © IDENTOGO®. ALL RIGHTS RESERVED" on the right.

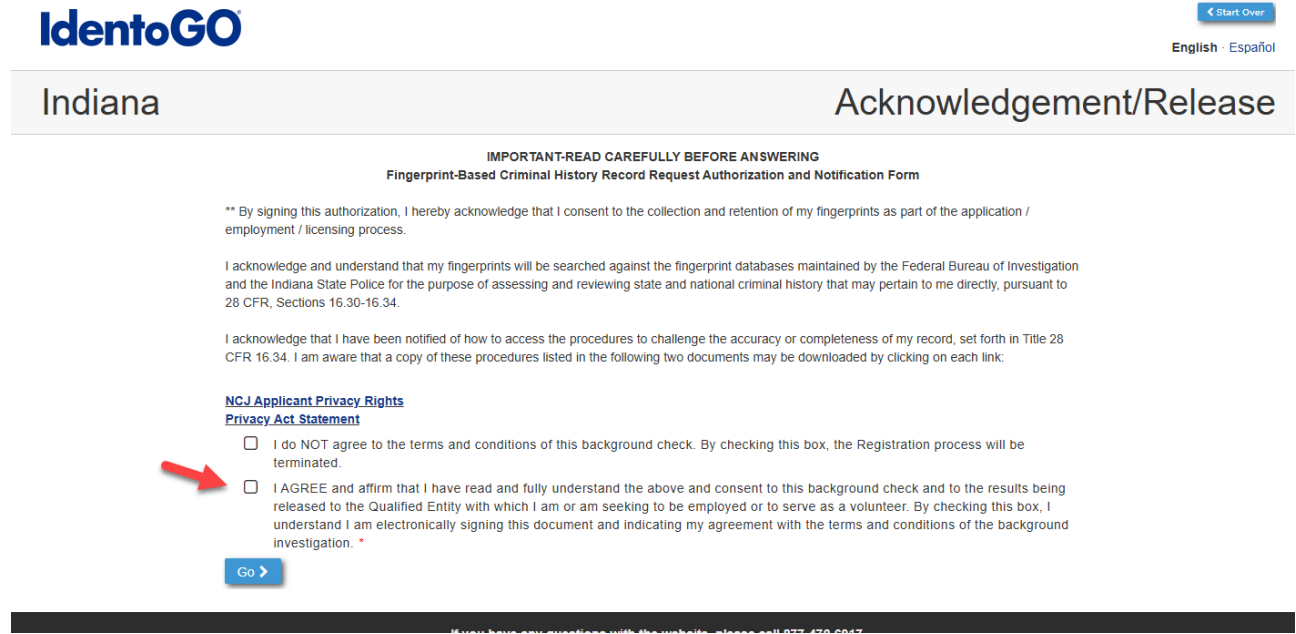
Then click on the dropdown and select “Criminal Record Review/Challenge” and click on the Go button.



The screenshot shows the IdentoGO website interface with a dropdown menu open. The text above the dropdown reads "Select the State Agency or License/Permit category that you are being printed for". The dropdown menu is labeled "agency name \*" and contains the following options: "Criminal Record Review/Challenge" (highlighted with a blue bar and a red arrow), "Handgun License", "Home Health Care Agency", "Nursing Students", "Private Adoption Agencies", "Schools - Public and Private", "State Bar Applicants", "VISA Applicant", "Print N Go Hard Card Services", and "All Others". The background shows the same footer as the previous screenshot.



On the next screen, click on the “I Agree” box indicating that you’ve read the release acknowledgement and click on the Go button.



**IdentoGO** Start Over  
English · Español

## Indiana Acknowledgement/Release

**IMPORTANT-READ CAREFULLY BEFORE ANSWERING**  
**Fingerprint-Based Criminal History Record Request Authorization and Notification Form**

\*\* By signing this authorization, I hereby acknowledge that I consent to the collection and retention of my fingerprints as part of the application / employment / licensing process.

I acknowledge and understand that my fingerprints will be searched against the fingerprint databases maintained by the Federal Bureau of Investigation and the Indiana State Police for the purpose of assessing and reviewing state and national criminal history that may pertain to me directly, pursuant to 28 CFR, Sections 16.30-16.34.

I acknowledge that I have been notified of how to access the procedures to challenge the accuracy or completeness of my record, set forth in Title 28 CFR 16.34. I am aware that a copy of these procedures listed in the following two documents may be downloaded by clicking on each link:

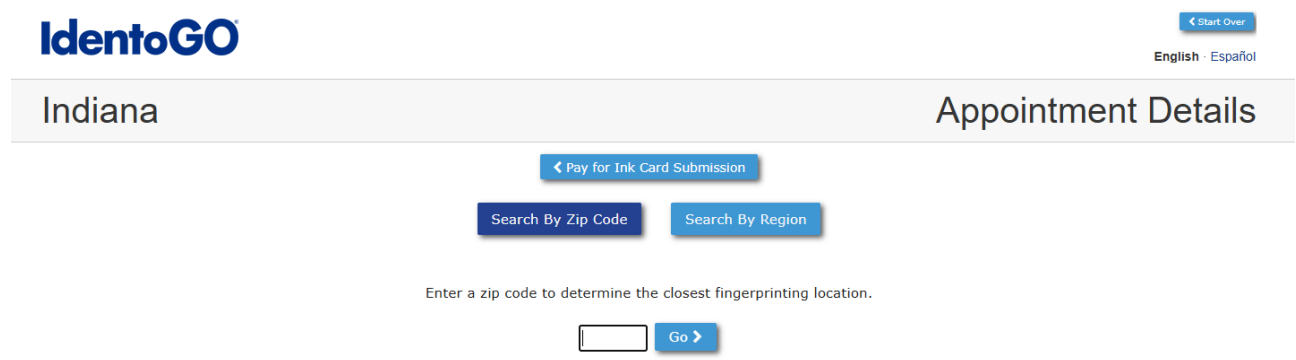
[NCJ Applicant Privacy Rights](#)  
[Privacy Act Statement](#)

I do NOT agree to the terms and conditions of this background check. By checking this box, the Registration process will be terminated.

I AGREE and affirm that I have read and fully understand the above and consent to this background check and to the results being released to the Qualified Entity with which I am or am seeking to be employed or to serve as a volunteer. By checking this box, I understand I am electronically signing this document and indicating my agreement with the terms and conditions of the background investigation. \*

[Go >](#)

On the next screen, enter your zip code or region to find the closest IdentoGO center.



**IdentoGO** Start Over  
English · Español

## Indiana Appointment Details

[Pay for Ink Card Submission](#)

[Search By Zip Code](#) [Search By Region](#)

Enter a zip code to determine the closest fingerprinting location.

[Go >](#)



Once you enter your zip or region, a list of available centers should appear to select. Click on the Schedule button on the date you wish to schedule and select the time for your appointment.

[← Pay for Ink Card Submission](#)

 Commercial Centers (CC) offer a variety of additional products and services. Please refer to the service icon for availability by location.

		Thursday 12/5/2024	Friday 12/6/2024	Saturday 12/7/2024	Sunday 12/8/2024	Monday 12/9/2024	Tuesday 12/10/2024	Wednesday 12/11/2024
Zip Code: 47906 <a href="#" style="color: white; text-decoration: none;">↻ Change</a>	<a href="#">Next Week &gt;</a>							
<b>Lafayette - N 9th Street Rd</b> S & C Ignition Interlock LLC 2632 N 9th Street Rd Ste D Lafayette, IN 47904 <a href="#">↔ Directions</a>		Schedule	Schedule	Schedule	Closed	Closed	Schedule	Schedule
<b>Frankfort - W County Rd 0 N/S</b> BC Forward-Work-Comp Management Services, INC 2002 W County Rd 0 N/S Frankfort, IN 46041 <a href="#">↔ Directions</a>		Schedule	Schedule	Closed	Closed	Schedule	Schedule	Schedule
<b>Crawfordsville, IN-Lafayette Rd</b> IdentoGO - Holiday Inn Express 2506 Lafayette Rd Crawfordsville, IN 47933 <a href="#">↔ Directions</a>		Closed	Closed	Closed	Closed	Closed	Schedule	Closed
<b>Rensselaer - N McKinley Ave</b> LR Berenda Agency 1013 N McKinley Ave Rensselaer, IN 47978 <a href="#">↔ Directions</a>		Schedule Full	Schedule	Closed	Closed	Schedule	Schedule	Schedule
<b>Logansport - Court Park</b> Cass County Sheriff Dept. 100 Court Park Logansport, IN 46947 <a href="#">↔ Directions</a>		Schedule	Closed	Closed	Closed	Closed	Schedule	Closed
<a href="#">↕ Next</a>								

On the next screen, please fill out all of your personal information. All of the fields with a red asterisk symbol are required fields. Once all of your information is entered, click on the Go button at the bottom.



**APPLICANT NAME**

prefix 
 first name \* 
 middle name 
 last name \* 
 suffix

This field cannot be empty

**APPLICANT HOME ADDRESS**

number \* 
 direction 
 street name \* 
 unit designator 
 apt/unit #

country \* 
 city \* 
 state \* 
 zip code \*

United States

**METHODS OF CONTACT**

Please enter the phone number and email address for the individual being fingerprinted. The phone number and email address will be used to contact the individual in the event of an Appointment Cancellation or Reschedule, a need for Reprinting or if issues occur with the Payment Method. We do not sell or share contact information.

phone 1 \* 
 phone 1 type \* 
 phone 2 
 phone 2 type

email \* 
 confirm email \*

preferred contact method \* 
 preferred contact time 
 contact notes/instructions

Yes, please email me educational materials, special offers and information about other Identigo products and services.

**APPLICANT DEMOGRAPHIC DATA**

date of birth \* 
 gender \* 
 height \* 
 weight \* 
 race \* 
 hair color \*

mm/dd/yyyy 


 lbs.

eye color \* 
 place of birth \* 
 citizen country \* 
 social security number

United States 
 xxx-xx-xxxx

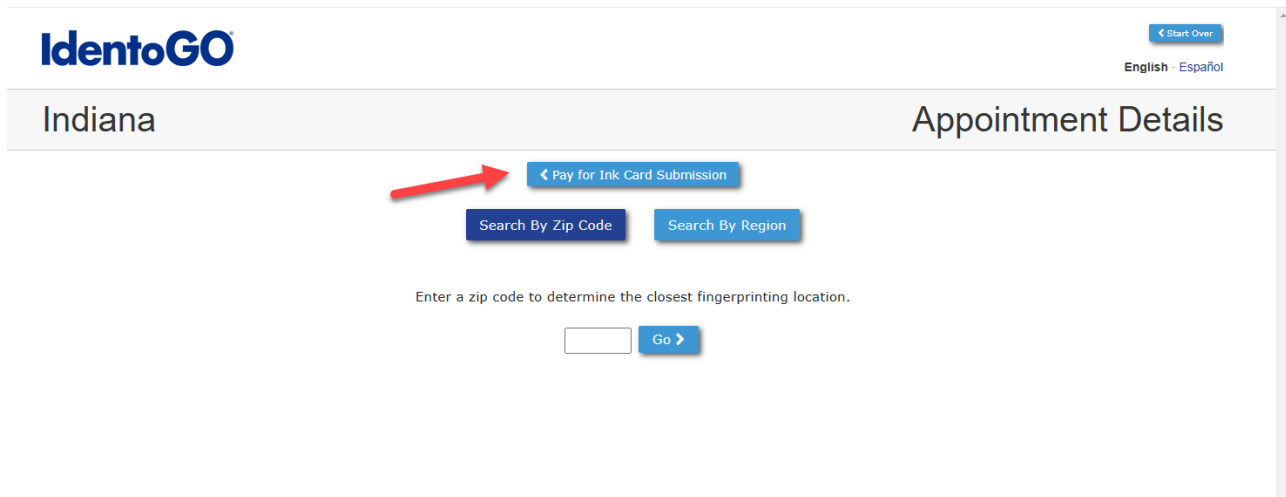
**APPLICANT EMPLOYER INFORMATION**

occupation 
 would you like to provide employer information? \*
  yes
  no

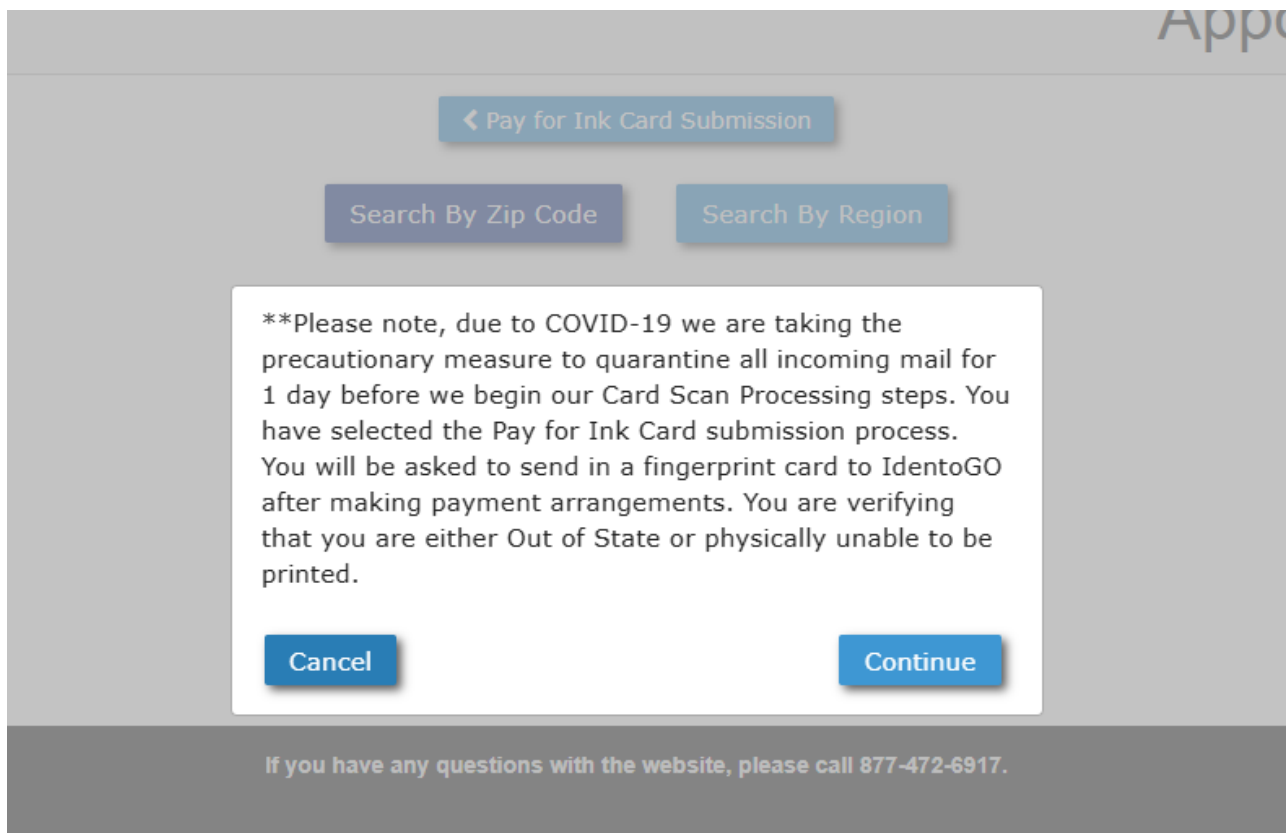
[Go >](#)

For applicants who do not reside in Indiana, please click on the “Pay for Ink Card Submission” button.





If a pop up window appears, please review it and click on the Continue button to acknowledge the message and move forward.



The next screen will appear. Please click the Yes button to proceed.

**ATTENTION!**

You have selected the Pay for Ink Card submission process. You will be asked to send in a fingerprint card to IdentoGO after making payment arrangements. You are verifying that you are either a non-resident of the State or you are physically unable to travel to an Enrollment Center to be printed.

- Fingerprint cards must be sent the correct address for processing:  
**IdentoGO**  
**Cardscan Department - Indiana Program**  
**340 Seven Springs Way, Suite 250**  
**Brentwood, TN 37027**
- Please be aware that submission of incorrect or invalid data, including but not limited to incorrect agency fingerprint reason or applicant demographic data that results in the need to conduct a new fingerprint card submission will be at the applicant's cost. Demographic information provided on the fingerprint card must exactly match the demographic information entered during this registration process or the card will be returned.
- Fingerprints submitted on hard cards are typically of lower quality and result in a higher rate of FBI rejections.
- Processing of fingerprint cards takes significantly longer than fingerprinting at an enrollment center.

Please confirm with your agency or organization that you are eligible to submit your fingerprints by hard card.

On the next screen, please fill out all of your personal information. All of the fields with a red asterisk symbol are required fields. Once all of your information is entered, click on the Go button at the bottom.



**APPLICANT NAME**

prefix 
 first name \* 
 middle name 
 last name \* 
 suffix

This field cannot be empty

**APPLICANT HOME ADDRESS**

number \* 
 direction 
 street name \* 
 unit designator 
 apt/unit #

country \* 
 city \* 
 state \* 
 zip code \*

**METHODS OF CONTACT**

Please enter the phone number and email address for the individual being fingerprinted. The phone number and email address will be used to contact the individual in the event of an Appointment Cancellation or Reschedule, a need for Reprinting or if issues occur with the Payment Method. We do not sell or share contact information.

phone 1 \* 
 phone 1 type \* 
 phone 2 
 phone 2 type

email \* 
 confirm email \*

preferred contact method \* 
 preferred contact time 
 contact notes/instructions

Yes, please email me educational materials, special offers and information about other Identogo products and services.

**APPLICANT DEMOGRAPHIC DATA**

date of birth \* 
 gender \* 
 height \* 
 weight \* 
 race \* 
 hair color \*

eye color \* 
 place of birth \* 
 citizen country \* 
 social security number

**APPLICANT EMPLOYER INFORMATION**

occupation 
 would you like to provide employer information? \*  yes  no

[Go >](#)

For out of state applicants, you may need to bring a fingerprint card to your local law enforcement agency depending on the agency. If the law enforcement agency requires a blank card, please email [FishersClinicalServicesShipping@fadv.com](mailto:FishersClinicalServicesShipping@fadv.com) for a blank card. Please include your full name, mailing address and the company you are applying to in your email. The completed fingerprint card will need to be sent to Identogo along with any other information needed during registration including but not limited to the Registration ID, Proof of Payment, and/or a printed copy of the registration form. These should be sent to the address below.

Identogo

Cardscan Department – Indiana Program

340 Seven Springs Way, Suite 250

Brentwood, TN 37027



The results of the search will be mailed from the state agency to the applicant. The results should be scanned and emailed to First Advantage at [CaseDocuments@fadv.com](mailto:CaseDocuments@fadv.com).

