



Applicant Fingerprinting 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/locations/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. Click **“Digital Fingerprinting”** and choose the language you wish to use for scheduling (English or Spanish)
4. Select **“Schedule a New Appointment”**.
5. For the **“Agency Name”** drop-down, select **“All Others”** at the bottom of the options provided. Click **“Go”**.
6. For the **“Application Category”** drop-down, select **“NCPA Volunteer Background Check”**. Click **“Go”**.
7. For the **“Secondary ORI”** drop-down, select **“Big Brothers Big Sisters of Southwest Indiana”**. Click **“Go”**.
8. Read the **“Acknowledgement/Release”**. Select **“I AGREE...”** to proceed to schedule your appointment. Click **“Go”**.
9. **Enter a zip code** to determine the closest fingerprinting location to you. Click **“Go”**.
10. **Identify the location and date** that is convenient for you. Click **“Schedule”** to proceed.
11. **Select the time** that is convenient for you. Click **“Continue”**.
12. Read the **“Important”** alert informing that all information provided must be accurate and will be subject to verification at the time of enrollment. You must finish the registration process to be fingerprinted. You will receive an email or a confirmation number when registration is complete. Click **“Continue”**.
13. Complete all the required fields completely and accurately on the **“Applicant Information”** page. Required fields are indicated by a red asterisk (*). When complete, click **“Go”**.
14. Review and confirm the information. Follow the on-screen directions to make any changes necessary. Once you see the data is correct on the **“Information Verification”** page click **“Go”**.
15. For **“Payment Collection”** select **“Billing Account”** and click **“Go”** to complete registration and payment.
16. For the **“Billing Account”** payment, enter the code **“INB00A435”**.
17. Your registration is now complete and no additional payment is required.
18. For your records, it is suggested to save the registration PDF and/or print **“Registration Complete”** page. If you provided an email address, you will receive an email confirmation as well. Click **“Done”**.
19. Bring **one** the following with you to your fingerprinting appointment: Valid Driver’s License, Valid State Issued Identification Card, Valid Passport, Student ID with Picture and DOB, Work ID with Picture and DOB, Valid Alien ID card with Picture and DOB. If you do not have the above identification, you will need **both** a valid Birth Certificate and a Social Security Card.
20. Arrive at the facility at your appointed date and time.
21. The Enrollment Officer at the site will check your ID, verify your information, verify or collect payment, capture your fingerprints, and submit your data. This normally takes less than five minutes.
22. You will receive a signed receipt at the end of your fingerprinting session which can be provided to your agency for proof of fingerprinting, if needed.
23. All results will be processed and delivered to you or an agency where you are applying. IdentoGo is never in possession of criminal record data results.