**Indiana Department of Child Services, Employment with of DCS Licensed Group Home Registration/Appointment Instructions for Fingerprinting**

These are the instructions when the printing appointment is being done for the employment within a DCS Licensed Group Home.

The AGENCY HR REPRESENTATIVE:

PRIOR TO DISTRUBUTING THIS FORM TO FINGERPRINT APPLICANTS, CUSTOMIZE

* #8 & # 10 BLANKS TYPE THE NAME OF THE AGENCY THE EMPLOYEE WILL BE WORKING (Please ensure you type exactly as COBCU informed you it will be listed),
* #9 BLANK TYPE HR REPRESENTATIVE’S FIRST AND LAST NAME,
* #11 BLANK TYPE HR REPRESENTATIVE’S PHONE NUMBER, AND
* #18, WHEN THE EMPLOYEE’S AGENCY IS USING A BILLING CODE FOR PAYMENT, ENTER HERE. IF NO BILLING CODE IS PROVIDED PLEASE ENTER N/A IN THIS BLANK.

Follow the simple steps outlined below to complete the fingerprinting process **for employment with a DCS licensed Group Home.**

1. Using your computer web browser, go to [*https://www.identogo.com/*](https://www.identogo.com/)*.* This registration should be completed by HR personnel with the applicant sitting with you, if at all possible.If online registration is impossible, you may call toll-free at (877) 472-6917 to schedule an appointment. If you call, you will be asked the same questions as online registration.
2. Through “***Search for Services by State***”, use the drop down box to choose ***Indiana*** and click “***Go***”.
3. Scroll down and click on ***Digital Fingerprints***.
4. At the top right of the screen you may choose the language (*English or Spanish*).
5. Under the “For New Appointments” box, click *“****Schedule a New Appointment****”.*
6. **Enter Service Code 24Y69N** and click **“Go”.**
7. You will receive a pop-up box confirming the service code entered and the purpose you are being printed. **If you agree with this purpose of printing, click “Continue”. If you do not agree with the purpose, click “Cancel” and speak with the person who requested you to be printed.**
8. **Select the Facility or Agency that you are working with**. Choose “**”** from the drop down box.
9. **Enter the agency/county personnel you are working with.** In the blank type in the HR representative’s first and last name. This name is ***“******”.***
10. **Enter the agency/county you are working with.** In the blank type “***”.***
11. **Enter the telephone number of agency/county you are working with:** In the blank type the phone number of the person listed in question #9. The phone number is .
12. **Have you ever been arrested for or convicted of a crime that has not been expunged by a court?** This is any crime regardless of how small or how long ago. Click “***Yes” or” No”***  If yes, on the next screen provide the four pieces of information for each arrest and/or conviction. Click **“Go”**
13. Please read the Acknowledgement/Release document. Click **“I agree”** to move forward, Click “**Go”**
14. Select the location where you want to be fingerprinted. You may choose by entering a zip code, clicking on the region of the state from the picture of the map or by choosing a region of the state below the map.
15. Click on the words ***“Schedule”*** across from the location you want, under the day you wish to be fingerprinted. If you want a date further in the future, click the ***“Next Week>>”*** link to display more dates. Once you select the location/date combination, select the time for your appointment and click “**continue”.**
16. Complete the demographic information page. Required fields are indicated by a red asterisk (\*).

Please be aware that the e-mail address requested is the applicant’s personal e-mail address. All information will automatically be sent to the AGENCY INDICATED IN #8 ABOVE and the personal e-mail of the applicant is used to provide a copy of notice to the applicant also. When complete, click **“Go”**

1. Confirm the information. Follow the on screen directions to make any changes necessary. Once you see the data is correct, click “**Go”.**
2. You will be presented with payment options. Choose how you will pay (eCheck, Money Order, Credit Card or Billing Code). If you chose Billing Code, the EMPLOYEE’S AGENCY will provide you with the code. This EMPLOYER’S billing code is . If this is left blank the applicant will be responsible for the payment of these prints in another manner. If paying by eCheck or Credit Card a second box will appear, enter the necessary information and click “Send Payment Information”***.*** Click “**Continue**”.
3. Print your confirmation page. If the applicant provided a personal email address on the demographic information page, the applicant will receive an email confirmation as well.
4. Bring a current (not expired) government issued picture ID, such as a state driver’s license or state issued Identification Card, with you to your appointment. If you do not have a current government issued picture ID, your HR REPRESENTATIVE should contact the Central Office Background Check Unit for prior going to this printing appointment for authorization. Without prior authorization you cannot be printed.
5. Arrive at the facility at your appointed date and time.
6. The Enrollment Officer at the site will check you ID, verify your information (If the name and/or DOB entered at registration does not match that on your ID, expect the enrollment officer to change this prior to being printed), capture your fingerprints, and submit your data. This normally takes less than five minutes.
7. You will receive a signed receipt at the end of your fingerprinting session which needs to be kept until you have received results from the printing.
8. All results will be processed and delivered to Department of Child Services, Central Office Background Check Unit, for evaluation. The fingerprinting agency is never in possession of criminal record data results.
9. Do not inquire about fingerprint results until 17 business days (don’t include weekends or holidays) have passed after you have printed. Applicants printed at the same time will not necessarily receive their results at the same time or even within the same week as one another, this is normal and is not something to care concern.
10. Within 18 business days the results will be e-mailed to the AGENCY INDICATED IN #8 and when an applicant’s personal e-mail address was provided, a copy will also be e-mailed to that address.

* All questions should be directed to the EMPLOYEE’S HR REPRESENTATIVE**.**
* [***http://www.identogo.com/***](http://www.l1enrollment.com/) (also referred to as L-1 Identity Solutions, L-1 Enrollment Services, SAFRAN MorphoTrust USA, MorphoTrust, Morpho, IdentoGo by MorphoTrust, USA and/or IBT (Integrated Biometric Technologies), IDEMIA.

Fingerprint-Based Background Check Notice

As an applicant who is the subject of a national fingerprint-based criminal history record check for noncriminal justice purposes (such as employment, licensure, adoption, unlicensed out of home relative/kinship, or other volunteer arrangements), you have certain rights which are outlined below.

* Your fingerprints will be used to check the criminal history records that are kept by the Indiana State Police (ISP) and the Federal Bureau of Investigation (FBI).
* Once the fingerprint based check is complete, the Indiana Department of Child Services (DCS) will evaluate the results based upon the applicable Federal and State laws as well as DCS policy. A determination of the fingerprint based background check will be issued to the requesting agency in which the applicant is being fingerprinted with a finding.
* DCS is not permitted to release a copy of the State and FBI criminal record report to the applicant but if the applicant wishes to obtain a copy of this report, they may do so by contacting the Indiana State Police.
* If you believe the results of your background check are inaccurate, you will have the opportunity to complete a challenge of the information. If the arrest/charge/conviction is from Indiana this is done by requesting a “Criminal Record Review/Challenge” from the Indiana State Police. If the arrest/charge/conviction is from outside of Indiana, the challenge will be filed with the FBI. Additional information can be found on the FBI website at <https://www.fbi.gov/about-us/cjis/background-checks>.
* If you have a criminal history record in which you do not believe is accurate, please make DCS personnel aware you are pursuing a challenge of this information. You will be provided a reasonable amount of time to correct or complete the record challenge prior to DCS making a final determination which could impact your job, license or other benefits based on the information in the criminal history record1.
* You have the right to expect the DCS personnel receiving the results of the criminal history record check to use it only for the authorized purpose (the purpose you were fingerprinted) and will not retain or disseminate it in violation of federal statue, regulation or executive order, or rule, procedure or standard established by the National Crime Prevention and Privacy Compact Council2.

1See 28 CFR 50.12(b).

2See 5 U.S.C 552a(b); 28 U.S.C. 534(b); 42 U.S.C. 14616, Article IV(c); 28 CFR 20.21(c), 20.33(d) and 906.2(d).