

## FBI NATIONAL BACKGROUND CHECK

FBI National Criminal History Background Checks must be submitted with all NEW license applications.  
Indiana Code IC 9-32-16-11(d)

**We offer two convenient options for scheduling a Livescan Fingerprint Appointment.**

❖ **On-line Scheduling Option - Available 24/7:**

1. Go to [www.identogo.com](http://www.identogo.com)
2. Click on the State of Indiana.
3. Click on the Online Scheduling option.
4. Choose your language preference.
5. Enter the Applicants First and Last name.
6. From the Agency Name Drop Down Menu please select:  
 **Secretary of State's Office**
7. From the Applicant Type Drop Down Menu please select the correct Card Type that the Secretary of State's Office instructed you to use:  
 **Auto Sales**  
 **Investment Adviser Representative**  
 **Loan Originator**  
 **Principal Manager**  
 **Ultimate Equitable Owner**
8. Our next screen will ask you to choose the Identogo Fingerprinting Location by either entering the Applicants Home Zip Code OR by choosing a Region from the drop down menu.

**NOTE:** If you are non-Indiana resident Select the PAY FOR INK CARD SUBMISSION link at the Appointment Detail Screen and follow the instructions for obtaining a fingerprint card to be submitted instead of the Livescan.

9. Once you choose the Identogo Fingerprint Location you will be asked to select a date and time for the Applicants Fingerprinting Appointment from the available listed dates and times.
10. You will then be prompted to data enter the Applicants full name, address, methods of contact and complete personal demographic information.
11. Declare your preferred Payment Method.
12. Finalize and confirm the Fingerprint Appointment.

❖ **Call Center Scheduling Option - Available Mon-Fri 7am – 6pm:**

1. Call (866) 226-2952 and speak to one of our experienced, friendly operators.
2. Operators will collect required information and schedule the Fingerprinting Appointment.
3. Be sure to have the complete information for the Applicant available when calling as the Operator will ask for the Agency Name, Applicant Type, and the Applicants full name, address, methods of contact and complete personal demographic information.

***Please remember to bring a Valid Photo ID with you to your Livescan Fingerprint Appointment.***

## Requirements Under Federal Law for Fingerprint-based Background Checks

### **Title 28, CFR, 50.12 (b) *requires:***

Records obtained under this authority may be used solely for the purpose requested and cannot be disseminated outside the receiving departments, related agencies, or other authorized entities.

Officials at the governmental institutions and other entities authorized to submit fingerprints and receive FBI identification records under this authority must notify the individuals fingerprinted that the fingerprints will be used to check the criminal history records of the FBI. The officials making the determination of suitability for licensing or employment shall provide the applicants the opportunity to complete, or challenge the accuracy of, the information contained in the FBI identification record.

These officials also must advise the applicants that procedures for obtaining a change, correction, or updating of an FBI identification record are set forth in 28 CFR 16.34. Officials making such determinations should not deny the license or employment based on information in the record until the applicant has been afforded a reasonable time to correct or complete the record, or has declined to do so. A statement incorporating these use-and-challenge requirements will be placed on all records disseminated under this program. This policy is intended to ensure that all relevant criminal record information is made available to provide for the public safety and, further, to protect the interests of the prospective employee/licensee who may be affected by the information or lack of information in an identification record.

Based upon this Federal statute, your agency is required to notify applicants that their fingerprints are being submitted for a Federal Bureau of Investigation (FBI) check.

Additionally, you must notify the applicants they may challenge their record. Please review the second page of this document for instructions on challenging a record. *Each applicant who is subject to a background check is entitled to:*

- A. Obtain a copy of any background check report; and
- B. Challenge the accuracy and completeness of any such report and obtain a prompt resolution before a final determination is made by the authorized agency.

## **Procedure to Challenge Criminal History Record**

### **Agency Instructions**

The applicant may request a copy of their criminal history information obtained from a national background check. The request shall include the applicant's name, date-of-birth, address, legal signature and a method of contact. They will need to send in a request with a copy of their driver's license and social security card. A copy of the transcript will then be mailed to them. They will send the request to the following address below:

### **For the Applicant**

You may challenge the record if you believe it contains inaccurate or incomplete information. You must follow the instructions listed below. The Criminal History and AFIS Unit serves as the state's central repository for criminal history record and custodian for fingerprints. The Criminal History and AFIS Unit does not have the authority to modify any record unless specifically notified to do so by the owner (Court, Clerk of Court, or Criminal Justice Agency) of the information.

### **Instructions for Challenge**

Your written request should clearly identify the information that you feel is inaccurate or incomplete and should include copies of official court documents and supporting documentation that substantiate your claim. For example, if your disposition information is incorrect or missing, you may submit documentation obtained from the court having jurisdiction over the arrest or the office prosecuting the offense. The ISP will make appropriate changes and notify you of the outcome when we are in receipt of the official Court or Criminal Justice Agency documents.

You may submit a record challenge to the Criminal History and AFIS Unit by writing to the following address:

**Indiana State Police  
Attention: Criminal History & AFIS Unit  
100 North Senate Avenue, IGCN  
Indianapolis, IN 46204**