

Background Check Procedure/Instructions

Note: Applicants residing outside of the state of Indiana should request a fingerprinting packet by emailing GRadmissions@marian.edu.

1. Go to <https://www.identogo.com/locations/indiana>
2. Select Digital Fingerprinting
3. Click **Request a Fingerprinting Appointment Online**



Digital Fingerprinting

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

4. For New Appointments – Click **Schedule a New Appointment**

For New Appointments	To Look Up or Change an Existing Appointment	For Fingerprint Rejection Notices
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.	To look up, reschedule or cancel your appointment, please choose one of the below methods to locate your record.	To schedule your retake appointment, we need to lookup your registration. Please choose one of the below methods to locate your record.
Schedule a New Appointment	Registration ID (REGID) Email Address	Transaction Control Referral (TCR)

5. Click **Don't know your Service Code**

service code *

This field cannot be empty

[Go >](#)

[Don't know your Service Code](#)

[Reset ↻](#)

6. Agency Name – Select **All Others** and click **Go >**

Select the State Agency or License/Permit category that you are being printed for

agency name *

All Others

Go>

7. Application Category – Select **NCPA Employee Background Check** and click **Go >**

Select the State Agency or License/Permit category that you are being printed for

agency name *

✓ All Others

application category *

NCPA Employee Background Check

Go>

8. NCPA Agency – Select **Marian U. Academy for Teaching & Learning Leadership (INAP00780)** and click **Go >**

Select the State Agency or License/Permit category that you are being printed for

agency name *

✓ All Others

application category *

✓ NCPA Employee Background Check

secondary ori *

Marian U. Academy for Teaching & Learning Le

Go>

9. Review the Fingerprint-Based Criminal History Record Request Authorization and Notification Form: **Select appropriate box** and click **Go >**

[NCJ Applicant Privacy Rights](#)
[Privacy Act Statement](#)
[NCPA CJIS Info Letter](#)

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 >](#)

10. Enter **zip code** and click **Go >**

[← Pay for Ink Card Submission](#)

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

Enter a zip code to determine the closest fingerprinting location.

 [Go >](#)

11. Continue with prompts to select a fingerprinting appointment and enter payment details.

Indiana Appointment Details

[← 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.

Zip Code: 46222 [Change](#)
[Next Week >](#)

	Saturday 1/21/2023	Sunday 1/22/2023	Monday 1/23/2023	Tuesday 1/24/2023	Wednesday 1/25/2023	Thursday 1/26/2023	Friday 1/27/2023
Indianapolis - N Meridian St Directions Dynamic Futures LLC 3737 N Meridian St Ste 505 Indianapolis, IN 46208	Closed	Closed	Closed	Closed	Closed	Closed	Closed
Indianapolis - 5868 E 71st St Directions The Mailing Station	Schedule Full	Closed	Schedule				

12. Attend appointment as scheduled.

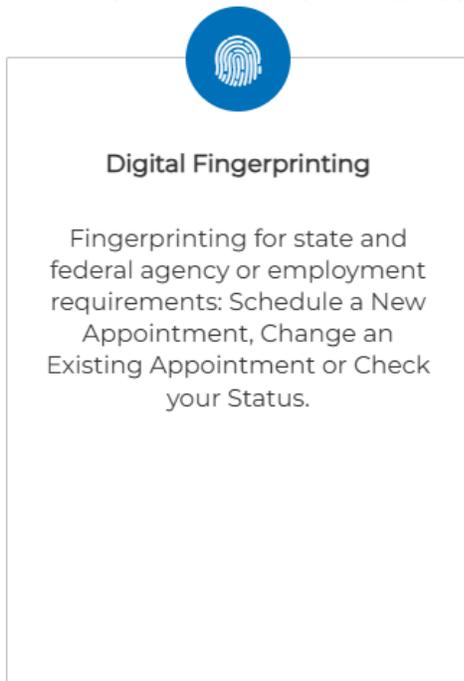
13. Results will be sent directly to Marian University.

MU Background Check Procedure/Instructions (Out of State – Fingerprinting Packet)

Applicants who currently reside outside of Indiana may request a fingerprinting packet by sending an email to GRadmissions@marian.edu. A fingerprinting packet, with fingerprinting cards, will be sent directly from the Indiana State Police Department. Once received, applicants will need to complete the steps below.

Step #1: Register and Pay for Ink Card Submission

1. Go to <https://www.identogo.com/locations/indiana>
2. Click **Request a Fingerprinting Appointment Online**



3. For New Appointments – Click **Schedule a New Appointment**

<p>For New Appointments</p> <p>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.</p> <p>Schedule a New Appointment</p>	<p>To Look Up or Change an Existing Appointment</p> <p>To look up, reschedule or cancel your appointment, please choose one of the below methods to locate your record.</p> <p>Registration ID (REGID)</p> <p>Email Address</p>	<p>For Fingerprint Rejection Notices</p> <p>To schedule your retake appointment, we need to lookup your registration. Please choose one of the below methods to locate your record.</p> <p>Transaction Control Referral (TCR)</p>
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4. Click **Don't know your Service Code**

service code *

This field cannot be empty

Go >

Don't know your Service Code

Reset ↻

5. Agency Name – Select **All Others** and click **Go >**

Select the State Agency or License/Permit category that you are being printed for

agency name *

All Others

Go >

6. Application Category – Select **NCPA Employee Background Check** and click **Go >**

Select the State Agency or License/Permit category that you are being printed for

agency name *

All Others

application category *

NCPA Employee Background Check

Go >

7. NCPA Agency – Select **Marian U. Academy for Teaching & Learning Leadership (INAP00780)** and click **Go >**

Select the State Agency or License/Permit category that you are being printed for

agency name *

All Others

application category *

NCPA Employee Background Check

secondary ori *

Marian U. Academy for Teaching & Learning Le

Go >

8. Review the Fingerprint-Based Criminal History Record Request Authorization and Notification Form: **Select appropriate box** and click **Go >**

[NCJ Applicant Privacy Rights](#)
[Privacy Act Statement](#)
[NCPA CJIS Info Letter](#)

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 >

9. Click < **Pay for Ink Card Submission**

← Pay for Ink Card Submission

Search By Zip Code Search By Region

Enter a zip code to determine the closest fingerprinting location.

Go >

10. Review the Fingerprint Card Submission details and click **Yes**

- Don't forget to write down to the **IdentoGo** address!
- This is where you will need to mail your completed fingerprinting cards.

Indiana Fingerprint Card Submissions

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

11. Complete the registration form and submit payment details.

IdentoGO English Español

Indiana Applicant Information

APPLICANT NAME

prefix first name *

This field cannot be empty.

APPLICANT HOME ADDRESS

number * direction st

country *
United States

METHODS OF CONTACT

Please enter 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.

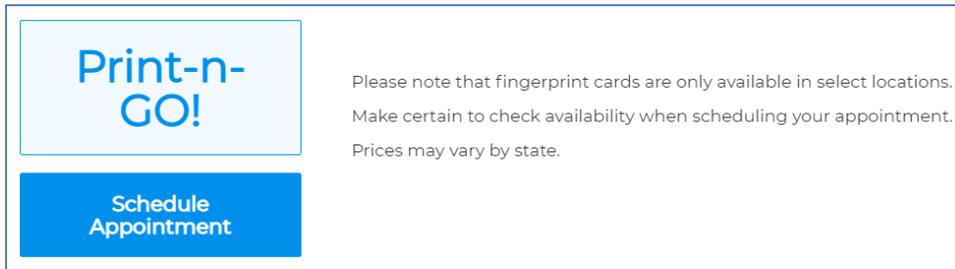
Warning Message:

All applicant demographic information is required to be accurate and will be subject to verification at time of enrollment.
If any information is entered incorrectly or is falsified, the applicant will not be able to be fingerprinted.

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

Step #2: Schedule a Fingerprinting Appointment within your state.

1. Visit <https://www.identogo.com/services/fingerprint-card>
2. Click **Schedule Appointment**



3. Click **Schedule or Manage Appointment**



4. Complete the registration form
 - Don't forget to write down the location and time of your appointment!



5. Review **What do I need to bring to enrollment?**
6. Attend your appointment. Keep your fingerprinting cards for submission.
7. Mail your fingerprinting cards and any additional required documents to the address provided during the registration process in Step #1.
8. Results will be sent directly to Marian University.