

MU 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.in.gov/isp/criminal-history-services/get-national-criminal-history/>.
2. Click **Request a Fingerprinting Appointment Online**

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 select the agency or reason you need fingerprinted 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.

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 Acknowledgement / Release Forms – **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. Enter **zip code** and click **Go >**

- A list of locations, dates, and times will appear.

< Pay for Ink Card Submission

Search By Zip Code **Search By Region**

Enter a zip code to determine the closest fingerprinting location.

Go >

10. 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 **Next Week >**
Change

	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	Schedule	Schedule	Schedule	Schedule

11. Attend appointment as scheduled.

12. 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.in.gov/isp/criminal-history-services/get-national-criminal-history/>.
2. Click **Request a Fingerprinting Appointment Online**

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 select the agency or reason you need fingerprinted 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.

Request a Fingerprinting Appointment Online

3. 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)

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 Acknowledgement / Release Forms – **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 **COVID-19 disclaimer** and select **Continue** to move forward.

**Please note, due to COVID-19 we are taking the precautionary measure to quarantine all incoming mail for 1 day before we begin our Card Scan Processing steps. 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 Out of State or physically unable to be printed.

11. 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.

12. Complete the registration form and submit payment details.

IdentoGO English Español

Indiana Applicant Information

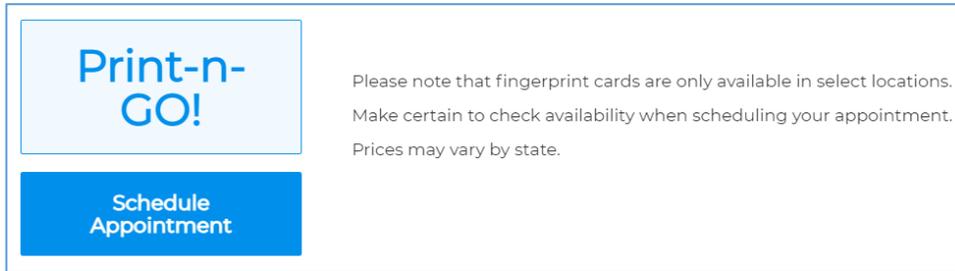
Important! All applicant demographic information is required to be accurate and will be subject to verification at time of enrollment. If any information is entered incorrectly or is falsified, the applicant will not be able to be fingerprinted.

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

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.

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

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

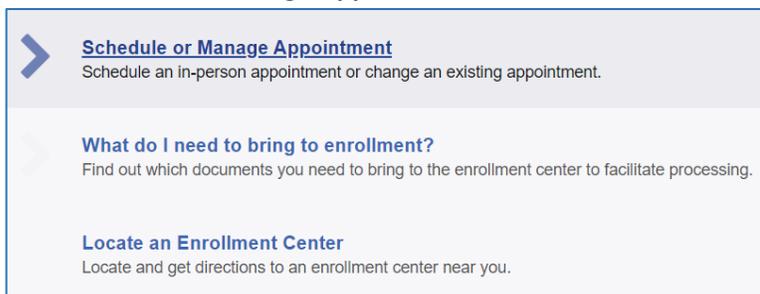


Print-n-GO!

Please note that fingerprint cards are only available in select locations. Make certain to check availability when scheduling your appointment. Prices may vary by state.

Schedule Appointment

3. Click **Schedule or Manage Appointment**



Schedule or Manage Appointment
Schedule an in-person appointment or change an existing appointment.

What do I need to bring to enrollment?
Find out which documents you need to bring to the enrollment center to facilitate processing.

Locate an Enrollment Center
Locate and get directions to an enrollment center near you.

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



Essential Info Citizenship Personal Questions Personal Info

* Required Fields

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.