MU Background Check Procedure/Instructions

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


2. Click Request a Fingerprinting Appointment Online

   To register online:
   1. Click on the button below.
   2. On the IdentiGO 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.

3. For New Appointments – Click Schedule a New Appointment

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 >

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

7. NCPA Agency – Select Marian U. Academy for Teaching & Learning Leadership (INAP00780) and click Go >
8. Review Acknowledgement / Release Forms – **Select appropriate box** and click Go >

![Image of NCJ Applicant Privacy Rights]

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

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

![Image of search bar and options]

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

![Image of Indiana Appointment Details]

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


2. **Click Request a Fingerprinting Appointment Online**

   To register online:
   - Click on the button below.
   - On the IdentiGO page that opens, click on "Online Scheduling".
   - Pick a language of English or Spanish.
   - Type in your first name, and last name and click on GO.
   - Click on the down arrow and select the agency or reason you need fingerprinted and click GO.
   - 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.
   - 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](image)

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

   ![Schedule a New Appointment](image)
4. Click **Don’t know your Service Code**

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

6. Application Category – Select **NCPA Employee Background Check** and click **Go >**
7. NCPA Agency – Select **Marian U. Academy for Teaching & Learning Leadership (INAP00780)** and click **Go >**

   ![Select State Agency or License/Permit Category](image)

   - **Select the State Agency or License/Permit category that you are being printed for**
   - **agency name**
     - All Others
   - **application category**
     - NCPA Employee Background Check

   ![Select Secondary ORI](image)

   - **secondary orl**
     - Marian U. Academy for Teaching & Learning Le

   ![Go Button](image)

8. Review Acknowledgement / Release Forms – **Select appropriate box and click Go >**

   ![NGJ Applicant Privacy Rights](image)

   - **NGJ Applicant Privacy Rights**
   - **Privacy Act Statement**
   - **NCPA Go&3 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 Button](image)

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

   ![Pay for Ink Card Submission](image)

   - **Search By Zip Code**
   - **Search By Region**

   ![Enter a Zip Code](image)

   - **Enter a zip code to determine the closest fingerprinting location.**
   - [Go Button](image)
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.**

[Cancel] [Continue]

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.

12. Complete the registration form and submit payment details.
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! Schedule Appointment]

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.

3. Click Schedule or Manage Appointment

![Schedule or Manage Appointment]

Where 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!

![Registration Form]

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.