

Instructions for IdentoGO Fingerprinting

Prior to starting a field or practicum placement in any child care program the student must complete a national FBI fingerprint check by registering with IdentoGO.

If you currently work in a n early childhood setting and completed this fingerprinting procedure within the past 3 years, you may request a copy of your receipt from your employer to use for your field/practicum placements.

FOR INDIANA ECE FIELD & PRACTICUM PLACEMENTS

Follow the simple steps outlined below to complete the fingerprinting registration process for INDIANA:

1. Using your computer web browser, go to <https://in.ibtfingerprint.com/>
2. Select **Schedule a New Appointment**
3. On the **Service Code** entry screen, add the code for Child Care Center Volunteer = **24Y7HV** then **GO**
4. You should see the following prompt: You have entered Service Code 24Y7HV **Family & Social Services Administration - Child Care Center Volunteer**. Please click Continue to proceed or Cancel to enter a different Service Code.
5. On the next screen, you will be asked to choose the IdentoGO fingerprinting location by either entering your closest Zip Code. You may also choose a Region from the drop down menu to discover more convenient dates and times. You will then need to select an available date and time for the fingerprinting appointment.
6. Complete the demographic information page. Required fields are indicated by a red asterisk (*). When complete, click **"Send Information"**
7. The next screen will prompt you to declare your Payment Method (~\$40).
8. Print your confirmation page. If you provided an email address, you will receive an email confirmation as well.
9. Bring one of the following with you to your fingerprinting appointment: **Valid Driver License, Valid State Issued Identification Card, or Valid Passport**.
10. Arrive at the IdentoGO Enrollment Center at your appointed date and time. The Enrollment Agent at the site will check your Valid Photo (ID), verify your demographic information with you, capture your fingerprints, and then submit your data in real time to the Indiana State Police for processing. The Fingerprinting Enrollment Center process normally takes less than five minutes.
11. **All results will be processed by IN State Police and the FBI with the end results being submitted to Family & Social Services Administration as the Official Requesting Agency. Please note IdentoGO is NEVER in possession of fingerprinting results**
12. If you do not have access to the internet, you may call IdentoGO at 877-472-6917 to schedule an appointment.

FOR STATES OTHER THAN INDIANA ECE FIELD & PRACTICUM PLACEMENTS

If your field or practicum is located in a state other than Indiana, you will need to contact the director of the site and request the requirements for a volunteer in that state. If that state also uses Identogo, follow the following directions:

1. Using your computer web browser, go to www.identogo.com
2. Once on the Identogo landing page, select **Get Fingerprinted**
3. Select the option to **Search for Services by State** and select the state where the field or practicum placement is located
4. Follow the CODE options provided to you by the center director.

NEXT STEPS

- Keep a copy of the confirmation at time of application AND the receipt issued by Identogo at the time that fingerprints are submitted.
- Take a copy of the receipt to the early childhood placement site as documentation that you have submitted to the national fingerprint check.
- The fingerprint checks will be **good for 3 years** from the date of the receipt or until you are hired as a paid employee of a child care program or you are no longer enrolled in the educational program, whichever occurs first.
- **Don't forget!** Keep a copy of the receipt from Identogo so that you don't have to pay to redo the fingerprinting for future placements. Make extra copies of the receipt to submit to each child care program to which you are assigned for a field experience or practicum.

NEGATIVE REPORT

If any potentially prohibited criminal history hits are identified from any of the databases, the early childhood program will be notified. The child care center will notify the educational institutional (PFW) if any practicum student has a DISQUALIFYING CONDITION from one or more of the databases. A student in that situation will probably be removed from the child care center – see PFW's [Behavioral Review Policy](#) for potential consequences. In general, however, this may prevent the student from completing the BS or minor in ECE or the Dual Licensure program.