

National Criminal History Background Check

National Criminal History Background Checks must be submitted with all new license applications (Indiana Code IC 9-32-16-11(d)). A National Criminal History Background Check must also be submitted for any new individual being added to an existing dealer license.

Please note that you must use our approved vendor, IdentoGO. Fingerprints/Results submitted by any other means will not be accepted. We offer two convenient options for scheduling a Livescan Fingerprint Appointment with IdentoGO.

OPTION 1: Online Scheduling (Available 24/7)

1. Go to <https://in.ibtfingerprint.com>
2. Select "Schedule a New Appointment."

IdentoGO

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Indiana

Fingerprinting & Enrollment Services

For Licensing, Certification or Employment requirements in Indiana

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

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)

3. From the Agency Name drop-down list, select "Secretary of State's Office" and then select "Go."

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Agency

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

Agency Name [Go](#)

If you have any questions with the website, please call 877-472-6917.

4. From the Application Category drop-down list, select “Auto Sales” and then select “Go.”



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ApplicantType

Why are you being Fingerprinted? Please select the Applicant Type from the Drop Down Box.

Application Category

If you have any questions with the website, please call 877-472-6917.

5. If you are an **Indiana Resident**, enter your zip code or select a region to find available appointments near you. Once you choose the IndentoGO Fingerprint Location, you will be asked to select a date and time for the applicant’s fingerprinting appointment from the list of available dates and times.



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Appointment Details

If you are using assistive technology (such as a screen reader) or have problems using the scheduler below, please follow this link to our alternative appointment scheduler.

Enter a zip code to determine the closest fingerprinting location.

or

Please choose the region you will be in for your identification appointment.



6. If you are an **Out-of-State Resident**, select “Pay for Ink Card Submission” and select “OK” to verify you are Out-of-State.



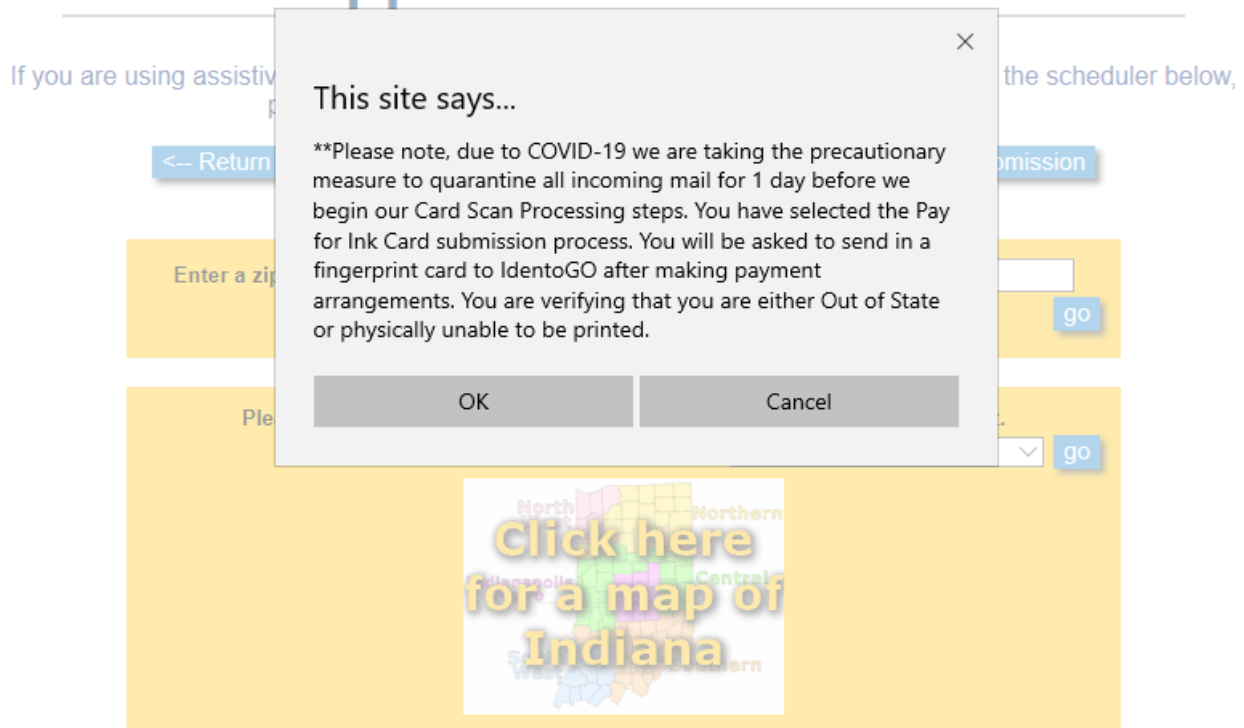
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Appointment Details

If you are using assistive technology (such as a screen reader) or have problems using the scheduler below, please follow this link to our alternative appointment scheduler.

Appointment Details



7. You will then be prompted to enter the applicant's information in the fields provided.
8. Next, you will be directed to an information verification page. Review all information for accuracy and proceed to the next screen.
9. Select your preferred payment method and confirm the fingerprint appointment.

****If you have any questions or issues with the website, please call 877-472-6917.****

OPTION 2: Call Center Scheduling (Available Monday through Friday, 7AM – 6PM)

1. Call 866-226-2952 to schedule your appointment.
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 Applicant's 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.