

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 www.in.gov/inkless
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](#)

Or call the toll free number at 1-877-472-6917 to set up your appointment by phone.

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

For New Appointments

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.

[Schedule a New Appointment](#)

4. Agency Name – Select "All Others"

Indiana

Agency

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

Agency Name

- Application Category – Select “NCPA Employee Background Check”

- NCPA Agency – Select “Marian U. Academy For Teaching & Learning Leadership (INAP00780)”

- Review Acknowledgement / Release Form – Select appropriate box and click “Go”

- Enter zip code and click “Go” – A list of locations, dates, and times will appear.

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

Locations sorted by distance from 46222		February 3 - February 9 Next Week >>						
[Select Another Region or Zip Code]	Wednesday 2/3/2021	Thursday 2/4/2021	Friday 2/5/2021	Saturday 2/6/2021	Sunday 2/7/2021	Monday 2/8/2021	Tuesday 2/9/2021	
Indianapolis - N Senate Ave Indiana State Police Headquarters 100 N Senate Ave 3rd Fl N Cvt Bldg Rm 302 Indianapolis, IN 46204 Directions	Click to Schedule	Click to Schedule	Click to Schedule	Closed	Closed	Click to Schedule	Click to Schedule	

- Attend appointment as schedule.

- 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 two separate steps.

Step #1: Register and Pay for Ink Card Submission

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4. Type in your first name, and last name and click on GO
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[Schedule a New Appointment](#)

4. Agency Name – Select “All Others”

Indiana

Agency

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

Agency Name

5. Application Category – Select “NCPA Employee Background Check”

Indiana

ApplicantType

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

Application Category

6. NCPA Agency – Select “Marian U. Academy For Teaching & Learning Leadership (INAP00780)”

Indiana

NCPA

Please select your NCPA agency from the list below.

NCPA Agency

7. Review Acknowledgement / Release Form – Select appropriate box and click “Go”

8. Click ‘Pay for Ink Card Submission’

Indiana

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

9. Review COVID-19 Disclaimer

in.ibtfingerprint.com says

**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.

OK Cancel

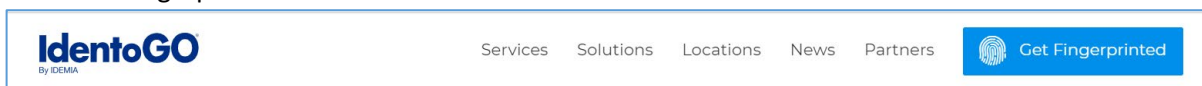
10. Continue with prompts to select a fingerprinting appointment and enter payment details.

11. Don't forget to write down the address provided, so you can mail in your fingerprinting cards!

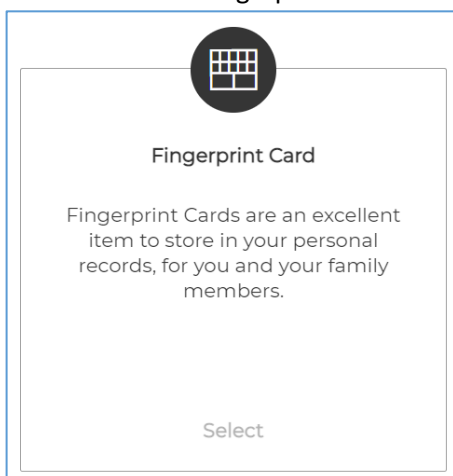
Step #2: Schedule a Fingerprinting Appointment within your state.

1. Visit <https://www.identogo.com/>

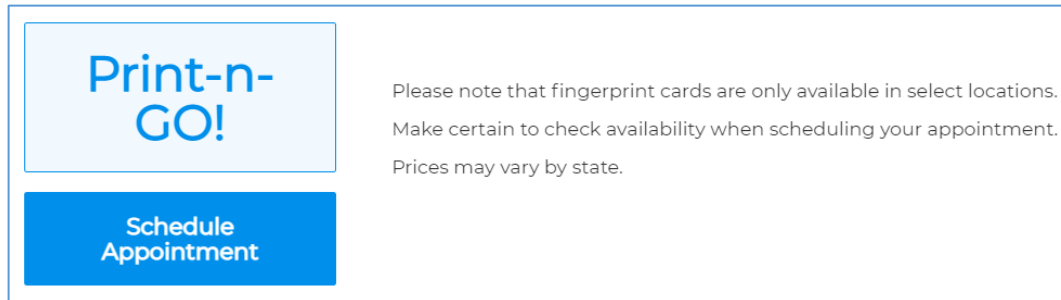
2. Click 'Get Fingerprinted'



3. Click within the 'Fingerprint Card' box



4. Click 'Schedule Appointment'

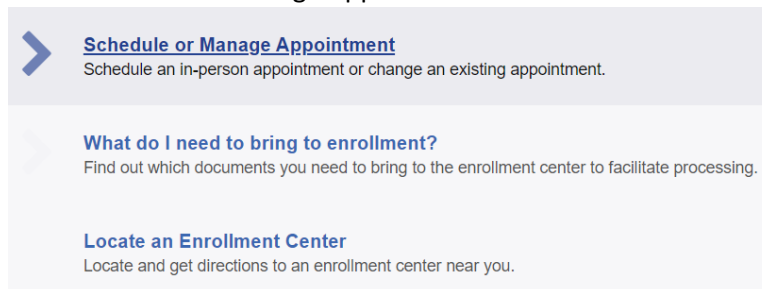


Print-n-GO!

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

5. 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.

6. 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

7. Review 'What do I need to bring to enrollment?'

8. Attend your appointment. Keep your fingerprinting cards for submission.

9. Mail your fingerprinting cards and any additional required documents to the address provided during the registration process in Step #1.

10. Results will be sent directly to Marian University.