

# Instructions for Fingerprinting in Indiana

## Department of Child Services

### FBI CHECK INSTRUCTIONS Children's Bureau Therapeutic Foster Care Program

Follow the simple steps outlines below to complete the fingerprinting process:

1. Complete the Application for Criminal History Background Check form for each adult living in the home that will be fingerprinted.
2. Using your computer web browser, go to [www.L1enrollment.com](http://www.L1enrollment.com) and choose State Fingerprinting
3. Under Agency- Select the State Agency or License or License Permit Category that you are being printed for - *\*Select Department of Child Services (DCS)*
4. Under Applicant Type- Select Foster Family Home Licensing (includes household members, volunteers, & employees of the foster family home)
5. Under Foster Family Home Licensing - *Select LCPA (licensed child placement agency)*
6. Under Facility or Agency - *Select Children's Bureau Inc. (Foster/Adoptions)*
7. Under DCS Disclosure Data –Enter the agency/county personnel you are working with type in Brandi Wallace
8. Under DCS Disclosure Data - Select Children's Bureau of Indiana. Inc
9. Under DCS Disclosure Data -- Type in 317-545-5281
10. Under DCS Disclosure Data - Then it ask if you have ever been convicted of a crime that has not been expunged by a court \* answer yes or no
11. Under DCS Disclosure Data - Then it ask if you have ever been convicted of a crime that has not been expunged by a court \* answer yes or no
12. Appointment Detail - Set your appointment location and time.
13. Select the location where you want to be fingerprinted. You may choose a region of the state, click on the map, or enter a zip code to get a list of locations in a specific area.
14. Click on the words "Click to Schedule" across from the location you want, under the day you wish to be fingerprinted. If you want a date further in the future, click the "Next Week>>" link to display more dates. Once you select the location/date combination, select the time for your appointment and click "go"
15. Complete the demographic information page. Required fields are indicated by a red asterisk (\*). When complete, click "Send information"
16. Confirm the information. Follow the on screen directions to make any changes necessary. Once you see the data is correct, click "Send Information".
17. If DCS or your agency is not paying for your fingerprinting, then yo9u will be presented with your payment options. Complete your payment process and click "Send Payment Information". This will be \$39.20 per person
18. Print your confirmation page. If you provided an email address, you will receive an email confirmation as well.
19. Bring one of the following with you to your fingerprinting appointment: valid Driver's License, Valid State Issued Identification Card, Valid Passport, Student ID with picture and DOB, Work ID

with picture and DOB, Valid Alien ID Card with Picture and DOB. If you do not have the above identifications, you will need both a valid birth certificate and Social Security Card.

20. Arrive at the facility at your appointed date and time.
21. The Enrollment Officer at the site will check your ID, verify your information, verify or collect payment, capture your fingerprints, and submit your data. This normally takes less than five minutes.
22. You will receive a signed receipt at the end of your fingerprinting session which can be provided to your agency for proof of fingerprinting, if needed.
23. All results will be processed and delivered to DCS for processing. L-1 is never in possession of criminal record data results.

If you have any questions, please contact Ghislene Legere at 855-677-KIDS (5437)