

## Payment

For INKless submissions, the agency or organization may require the individual to pay at the time of fingerprinting. If payment is to be made by the agency or organization, payment arrangements must be made with L-1.

For paper fingerprint card submissions to the ISP, payment must accompany the fingerprint cards. Cards received without payment will be returned to the submitting individual, agency or organization.

### Process Overview for the Applicant

1. Call L-1's toll-free number (877) 472-6917 or go to the secure web site for an appointment [www.L1enrollment.com](http://www.L1enrollment.com)
  2. The applicant will provide certain identifying information, the reason for being fingerprinted, and for whom they are being printed.
  3. The applicant will choose from available appointment times and locations.
  4. At the scheduled appointment, L-1 will verify identification of the applicant using a photo ID, such as a driver's license, passport, military ID, etc.
  5. Applicant must be ready to pay the appropriate fee at the time of fingerprinting unless other arrangements have been made by the hiring / licensing agency with L-1.
  6. Applicant will receive a receipt, which will include the transaction identification number. This number can be used to track the transaction through the entire process.
- Average time to complete the fingerprinting Process is less than 10 minutes.

## Challenge to Criminal History

An individual may challenge the accuracy of results supplied to the employer / licensing agency by contacting ISP.

### Contact Information

Indiana State Police  
Records Division  
100 N. Senate Ave.  
IGCN

Indianapolis, IN 46204

Phone: (317) 232-8262  
Fax: (317) 234-1280

E-mail: [isprecords@isp.in.gov](mailto:isprecords@isp.in.gov)

### L-1 Identity Solutions

1-877-472-6917  
[www.L1id.com](http://www.L1id.com)



**INDIANA'S  
ELECTRONIC  
FINGERPRINTING  
NETWORK**

**Fingerprint-based  
Applicant Background  
Checks**

The vendor for this program was established through the State of Indiana's competitive bid process. L-1 is the sole source of electronic submission for Fingerprint Applicant Background Checks. Electronic submissions of Fingerprint-based Applicant Background Checks will not be accepted from any other source.

A partnership of the Indiana Department of Administration, Indiana State Police Records Division and L-1 Identity Solutions

## Serving with a purpose

We understand it is important for fingerprint-based applicant background checks to be processed quickly, accurately and efficiently. Employers, licensing agencies, applicants and public safety depend on it.

To better serve applicants, agencies and employers, the Indiana State Police Records Division (ISP), has partnered with L-1 Identity Solutions to provide a new option in applicant processing. Fingerprint service centers are being established by L-1 throughout the state to take applicant fingerprints and identifying information for electronic submission to ISP for processing. No criminal history information will be available to L-1.

### Advantages of Electronic Submission

- Convenient locations for applicants throughout the state
- No messy ink
- Fast response time for employers
- Convenient reporting options for employers
- Added security in confirming fingerprints are from individual submitting application
- Frees up agency / organization resources previously allocated to fingerprinting

The Indiana Legislature has mandated that fingerprint-based background checks be conducted for paid or volunteer employment or licensing in a wide variety of areas such as childcare, health care, mortgage brokers, finance, licensing, etc.

The present system that requires submission of paper fingerprint cards, although effective, takes several weeks to process. Indiana's Electronic Fingerprinting Network (INKless) has been implemented to give employers and licensing agencies an option to complete the process in days rather than weeks.

### Options

#### Electronic Submission:

Employers and licensing agencies may choose to submit information electronically by using the inkless System. (Allow 3 business days for processing.)

1. Applicants can call the toll-free L-1 phone number 877-472-6917 or go to the secure web site to book an appointment [www.L1enrollment.com](http://www.L1enrollment.com).
2. Notification of the results will be sent to the agency or organization from the ISP or will be available on an Administrative Website.

### Fees

State Search Only \$20.95	State & FBI Search \$43.20
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*Search types are determined by enabling state or Federal/legislation.*

### FEE BREAKDOWN

- FBI - \$17.25
- STATE - \$10.00 / \$15.00
- L-1 - \$10.95

#### Paper Card Submission:

(Allow one-two week for processing.)  
Employers may choose to continue to submit paper fingerprint cards by sending them, along with payment, to:

Indiana State Police  
PO Box 3124  
Indianapolis, IN 46206-3124

### Fees

- State & FBI : One card required .....\$32.25
  - State & FBI Volunteer: One card req. ....\$28.25
  - State Search Only: One card required .....\$10.00
- Search types are determined by enabling state or federal legislation.*

ISP will never make a hiring determination. Employment or licensing will be at the sole discretion of the employer or licensing agency, using the information provided.

### **Getting Set Up**

If an agency or organization chooses to use INKless, either for all or part of their submissions, they should contact the ISP Records Division to set up the desired reporting formats.

L-1 should be contacted if the agency or organization requires a contract for service to be established to authorize payment.

Special group appointments at agency/ organization locations are available for groups of 30 or more applicants by contacting L-1.