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STEP 1.

You can begin the process of obtaining a copy of your criminal history report from IdentoGo's Website.

If you are unable to follow the link, enter the website into your browser: <u>https://in.ibtfingerprint.com/</u> If at any point you have trouble, you may contact IdentoGo's customer service at 877-472-6917.

<u>STEP 2.</u>

Once there, select "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

<u>STEP 3.</u>

Then, select the third option from the top, "Criminal Record Review/Challenge."

Agency Select the State Agency or License/Permit category that you are being printed for Agency Name ~ Go Bureau of Motor Vehicles County Prosecutor/County Clerk Office Employee - Tax Information Department of Child Services (DCS) Department of Financial Institutions If you ha Family & Social Services Administration 6917. Handgun License Home Health Care Agency Housing and Urban Authority (HUD) Indiana Gaming Commission Nursing Students Office of IN Attorney General/Medicaid Office of Technology (IOT) Private Adoption Agencies Probation Departments Professional Licensing Agency Schools - Public and Private Secretary of State's Office State Agency Employees

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<u>STEP 4.</u>

Agree to the Terms of Service

 $\hfill\square$ I do NOT agree to the terms and conditions of this background check. By checking this box, the Registration process will be terminated.

✓ I AGREE and affirm that I have read and fully understand the above and consent to this background check and to the results being released to the Qualified Entity with which I am or am seeking to be employed or to serve as a volunteer. By checking this box, I understand I am electronically signing this document and indicating my agreement with the terms and conditions of the background investigation.



<u>STEP 5.</u>

And then enter your Zip Code to find the nearest location with the soonest availability.





<u>STEP 6.</u>

The first set of options displayed will be availability of the closest locations.

	A	pp	oin	tme	nt D	eta	ils			
	If you are using assistive techn please f	ology	(such as this link to	a screen i o our alterr	reader) or l native appo	have probl	ems using cheduler.	the sched	uler below,	
< Return to Start					Pay for Ink Card Submission					
Commercia	I Centers (CC) offer a variety of Locations sorted by distance	of add	itional pro	ducts and Nover	services. I ber 16 - N	Please rete	22 Next V	vice icon	for availab	lity by location
	[Select Another Region or Zip C	Code]	Monday 11/16/2020	Tuesday 11/17/2020	Wednesday 11/18/2020	Thursday 11/19/2020	Friday 11/20/2020	Saturday 11/21/2020	Sunday 11/22/2020	
	Carmel - W Main St IdentoGO 1335 W Main St Carmel, IN 48032 Di	rections	Schedule Full	Schedule Full	Schedule Full	Schedule Full	Schedule Full	Closed	Closed	
	Noblesville - N 10th St Hamilton County Department of Child Services 983 N 10th 5 Noblesville, IN 46060 Dir	(DCS rections	Closed	Closed	Closed	Closed	Closed	Closed	Closed	
	Fishers - E 116th St Face Coverings Required No Exceptions Postal Annee - 9783 E 116th St Fishers, IN 46037 Di	rections	Schedule Full	Schedule Full	Schedule Full	Schedule Full	Schedule Full	Schedule Full	Closed	
	Indianapolis - Crosspoint Bivd IdentoGO 10480 Crosspoint Bivd Indianapolis, IN 46286 Di	rections	Closed	Closed	Closed	Closed	Closed	Closed	Closed	
	Indianapolis - 6888 E 71st St The Mailing Station 6865 E 71st St Ste E Indianapolis, IN 46220 Di	rections	Schedule Full	Schedule Full	Schedule Full	Schedule Full	Schedule Full	Schedule Full	Closed	
			Viewi	ng Page 1	of 18 Ne	xt				

You can scroll through the availability of locations further from you by selecting "Next" towards the bottom of the page.



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

You can see the availability of locations displayed in the next week by selecting "Next Week" above the selections.





STEP 7.

Once you find a location and time that works for you, enter in your information. Note: Only the information with red asterisk next to it is required information. You do not need to provide employer information.

dentoGO	English · Español
ndiana	
Applicant Information	า
Instructions Items marked with an * are required. A red exclamation mark will appear to th that has an error. Click on the exclamation mark for a description of the error.	e right of any field
Applicant Name	
Prefix First Name *	Suffix
Applicant Home Address	
Number* Direction Street Name* Apt Country* City* State*	Unit #
United States	
Email Email Confer Email Preferred Contact Method * Preferred Contact Time Contact Notes/Instructions Preferred Contact Time Preferred Contact Time Preferred Contact Time Preferred Contact Time Preferred Contact Time Preferred Contact Time Preferred Contact Time Preferred Contact Time Preferred Contact Time Preferred Contact Time Preferred Contact Time Preferred Contact Time Preferred Contact Time Preferred Contact Time Preferred Contact Time	and services.
Date of Birth (MM/DD/YYYY) * Gender * Height * Weight * R	ace *
Hair Color* Eye Color* Place of Birth * Cilizen Cour V Cilizen Cour United St	ates V
Social Security Number	
Applicant Employer Information	
Employer Name	
Number Direction Street Name Apt/Unit #	
Country Employer City Employer State	Employer Zip
Occupation	
After You Have Entered All Required Information	ation

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

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STEP 8.

Next, you will be required to confirm your information. Select, "Go," next to "If All Information Appears Correct" at the bottom of the page. Or select "Change Applicant Details," if you've made an error and need to correct it.



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

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<u>STEP 9.</u>

Next, you will be able to choose the option you'd like to pay for your submission. You can pay by credit or debit card, or you can pay with a money order on the day of your fingerprinting. If you choose to bring a money order with you, you must bring the money order on the day of your appointment or you will not be allowed to have your fingerprints taken and you will be forced to reschedule your appointment.



Once you've submitted your payment or indicated you will pay on the day of your appointment. Contact our office and let us know when your date is so that we can anticipate when we will be able to file your expungement. If you fail to make it to your appointment, you will need to reschedule your appointment.

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