

Criminal History Check/FBI Fingerprinting IdentoGo by MorphoTrust USA

There are two convenient options for scheduling a Livescan Fingerprint Appointment.

❖ **Online Scheduling Option- Available 24/7:**

1. Go to www.identogo.com
2. Click on the State of Indiana.
3. Click on the Online Scheduling option.
4. Choose your language preference.
5. Enter the Applicant's (your) First and Last name.
6. From the Agency Name Drop Down Menu, please select **Family & Social Services Administration (FSSA)**
7. From the Applicant Type Drop Down Menu please select the correct Card Type
 - Child Care Center Employee
 - Child Care Center Volunteer
8. The next screen will ask you to choose the IdentoGo Fingerprinting Location by either entering your location zip code or by choosing a region from the drop down menu. The Notre Dame zip code is 46556. ECDC uses two locations in the South Bend area for fingerprinting:
 - Goodwill Industries -3420 Grape Rd, Mishawaka, IN 46545
 - Goodwill Industries -1805 W. Western Ave, South Bend, IN 46619
9. Once you choose the IdentoGo Fingerprint Location, you will be asked to select a date and time for your Fingerprinting Appointment from the available listed dates and times.
10. You will then be prompted to enter your full name, address, methods of contact and complete personal demographic information.
11. Declare your preferred Payment Method.
12. Finalize and confirm the Fingerprint Appointment.

❖ **Call Center Scheduling Option – Available Mon-Fri 7am-6pm:**

1. Call (866)226-2952 and speak to one of IdentoGo's experienced, friendly operators.
2. Operators will collect required information and schedule the Fingerprinting Appointment.
3. Be sure to have your complete information available when calling, as the Operator will ask for the:
 - * Agency Name -**Family & Social Services Administration (FSSA)**
 - * Applicant Type,
 - Child Care Center Employee
 - Child Care Center Volunteer
 - *Your 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.

After your appointment, please be sure to submit the receipt of completion to the ECDC office. This will be given to you at the end of your appointment and is a small sheet of paper with your name and the operator's signature, showing you have completed the fingerprinting.