

## ON-LINE SCHEDULING FOR FINGERPRINT APPT.

GO TO Website: <https://in.ibtfingerprint.com>

*(Available 24 hours a day, 7 days a week.)*

1. Select "Schedule a New Appointment"
2. Under "Agency", select Agency Name of **"Department of Child Services (DCS)"** and click the blue "GO" button. *\*You will need to click the blue "Go" button each time you are ready to move to the next page.*
3. "Applicant Type", choose **"Employment" (i.e. group home, LCPA, residential facility, or contractor)**
4. "What Type of employee are you?"
  - a. Select **"Contractor"** if you are going to work for the Home Based Services program (*i.e. Family Consultant, Therapist, and Homemaker*).
  - b. Select **"Employee of a Residential Facility" (i.e. child caring institution or private secure facility)**, if you are going to work for PWA or any other position.
5. "Select the Facility or Agency that you are working with", scroll down to find and then choose, **"Lifeline Youth & Family Services, Inc."**
6. "Enter the agency/county personnel you are working with", type in the name **"Jenn Falk"**.
7. "Enter the agency/ county you are working with, type in **"Lifeline Youth & Family Services, Inc."**
8. "Enter the telephone number of agency/county you are working with", type in the phone number of **(260) 702-3800**.
9. "Have you ever been arrested for or convicted of a crime that has not been expunged by a court?"
  - a. **Yes:** *If you answered "Yes" to the question of being arrested, you will be directed to provide information. Provide a response to all items.*
  - b. **No:** *If you answered "No" you may proceed to the next question.*
10. **Enter your zip code** to find the closest fingerprinting location.
  - a. Review the location and date options available.
  - b. **"Click to Schedule"** Click on drop down box to see specific times available on an open day.
  - c. **Click on the time option** that works with your schedule.
11. **Enter your identifying information as the form requires.** (NOTE: this needs to agree with the information listed on your Driver's License.)
12. Once all data has been entered, **click on the blue "Send information" button**
13. "Billing Type", select **"Billing Account"**.
14. The Account Number is **INBILL128** (NOTE: that is a "1" after the two "L's")
15. **Confirm** your appointment.

**NOTE:** Please send Jenn Falk your scheduled date and time for the appt. at [jenn.falk@lastingchangeinc.org](mailto:jenn.falk@lastingchangeinc.org).

- **Print and retain a copy of your appointment confirmation.**

**Please Note:** You must take your valid state or federal issued photo ID with you to your fingerprinting appointment.

### **RESCHEDULING YOUR APPT.**

#### **In the event you need to re-schedule your appointment**

1. Return to the <https://in.ibtfingerprint.com> home page site
2. Choose the **"To Change an Existing Appointment"** option.
3. Click on "Registration ID (REGID) button and enter that information
4. Follow steps to choose a new fingerprinting appointment.

**NOTE:** Please send Jenn Falk your **NEW** scheduled date and time for the appt. at [jenn.falk@lastingchangeinc.org](mailto:jenn.falk@lastingchangeinc.org).

- **Print and retain a copy of your appointment confirmation.**

**Please Note:** You must take your valid state or federal issued photo ID with you to your fingerprinting appointment.

### **IF HAVING TROUBLE USING SITE**

**Note:** if your computer is retaining history from your previous visit to this site, you may have trouble getting to the "home page" of the site where you need to select the option "To Change an Existing Appointment". If this occurs, you will need to clear your computer's browsing history to enable you to get to the home page.