

MU Background Check Procedure/Instructions

Note: Applicants residing outside of the state of Indiana should request

5. Agency Name Select All Others and click Go >

6. Application Category Select NCPA Employee Background Check and click Go >

7. NCPA Agency Select Marian U. Academy for Teaching & Learning Leadership (IN

8. R

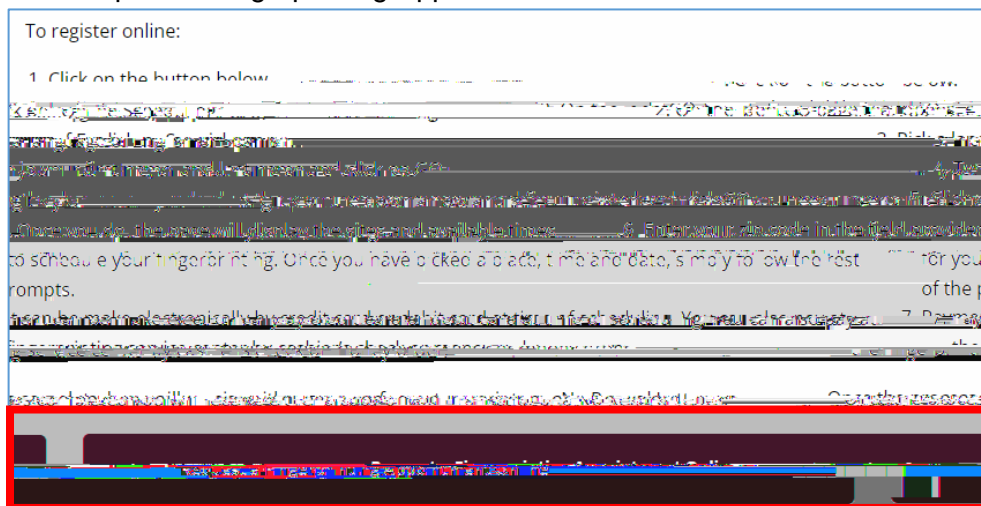
MU Background Check Procedure/Instructions

(Out of State –Fingerprinting Packet)

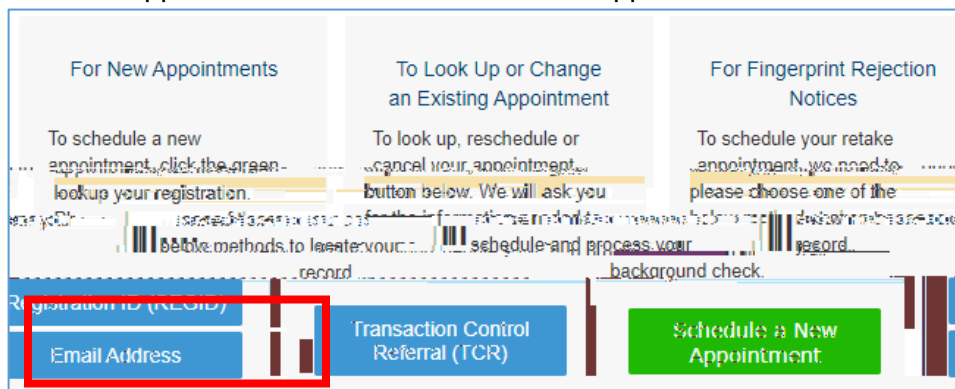
Applicants who currently reside outside of Indiana may request a fingerprinting packet by sending an email to GRadmissions@marian.edu. A fingerprinting packet, with fingerprinting cards, will be sent directly from the Indiana State Police Department. Once received, applicants will need to complete the steps below.

Step #: Register and Pay for Ink Card Submission

1. Go to <https://www.in.gov/isp/criminal-history-services/get-national-criminal-history/>.
2. Click Request a Fingerprinting Appointment Online



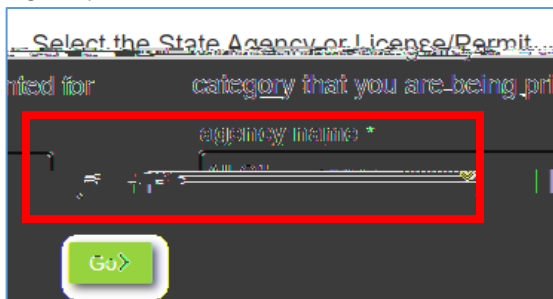
3. For New Appointments Click Schedule a New Appointment



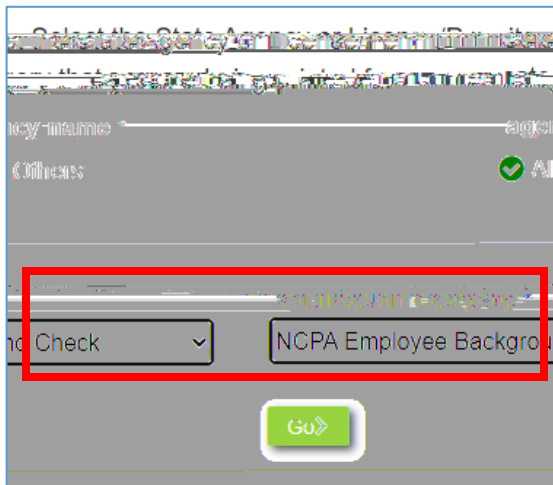
4. Click Don't know your Service Code



5. Agency Name Select All Others and click Go >



6. Application Category Select NCPA Employee Background Check and click Go >



7. NCPA Agency Select Marian U. Academy for Teaching & Learning Leadership (APD00780) and click Go >

8. Review Acknowledgement / Release Form Select appropriate box and click Go >

9. Click < Pay for Ink Card Submission

10. Review COVID19 disclaimer and select Continue to move forward.

11. Review the Fingerprint Card Submission

Step #2: Schedule a Fingerprinting Appointment within your state.

1. Visit <https://www.identogo.com/services/fingerprintcard>