

Procedure for Registering with Inkless for DMHA Contractors and Providers

Remember, you are not an employee of the FSSA Division of Mental Health and Addiction, and will have to pay for your background check.

To register online go to www.in.gov/inkless

1. At this site, go down the page and click on the button
“Request a Fingerprinting Appointment Online”
2. On the IdentGO page that opens, click on
"Schedule a New Appointment"
3. On the agency page drop down menu click on
“All Others” option
4. On this ‘Applicant Type’ page from the drop down menu choose
“NCPA Employee Background Check.”
(NCPA means National Child Protection Act)
5. Next choose:
“FSSA – Division of Mental Health & Addiction (INAP00479)”
6. Enter your zip code to determine the closest fingerprinting location.
7. Now choose a center and date to schedule an appointment to have your fingerprints taken.
8. Fill out the application information and follow the rest of the prompts.

Per the site instructions, payment can be made electronically by credit card or debit card at time of scheduling. You can also pay at the fingerprinting service center by cashier’s check or money order. Your fingerprints are sent to ISP electronically, and the response will be sent to DMHA