

**Indiana National Guard
Youth Program**

BACKGROUND/FINGERPRINT CHECK INSTRUCTIONS

1. **DO NOT ATTEMPT TO TAKE YOUR OWN FINGERPRINTS.**
2. The individual getting fingerprinted will go to their local police department. You may want to call ahead and set up a time to have your fingerprints taken.
3. Please inform the Law Enforcement Agency that these prints are required by the Department of Defense and that prints must be **HIGH QUALITY, and on the blue fingerprint card for the FBI to accept.** The blue fingerprint card should be provided by the local police department. If there are any issues contact Anne Tedore at the information below.
4. Print legibly in the following areas on the fingerprint card:
 - a. Sign your name
 - b. Print your full address including your zip code
 - c. Reason for prints: (Volunteer with children)
 - d. Print your last name, first name and middle initial
 - e. Print any alias names (maiden name, adopted, etc)
 - f. Date of birth
 - g. Sex, race, height, weight, eye color, hair color
 - h. Place of birth (state)
 - i. Social security number
5. Mail in your **2 fingerprint card** (do not fold or crease the card) to the following address:

Indiana National Guard Family Program Office
Attn: Youth Program
711 N Pennsylvania ST
Indianapolis, IN 46204

DUE NO LATER THAN 12 June 2015.

Any questions please call:

**Anne Tedore
State Youth Program Coordinator
Anne.e.tedore.ctr@mail.mil
Phone: 317-247-3300 x 85441**

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