

College of Education Background Checks

In 2010, the College of Education (COE) began requiring a fingerprint-based federal criminal background check based on the Uniform Conviction Information Act (UCIA). New applicants to the College of Education are required to provide a FBI and IL State fingerprint-based background check report (Effective December 1, 2011).

Students must request this background check from Accurate Biometrics in order to be eligible for admission into the College of Education. Students must be aware that the process of the fingerprint-based background consists of two steps:

1. IL State report will be send directly to NEIU College of Education. The cost of this report is \$30.00
2. FBI report will be send to the student requiring the report. It is the student's responsibility to provide this report to the College of Education in order to comply with fingerprint requirements. The cost of this report is \$45.00

Students must repeat this process in order to be eligible for student teaching. Please submit the attached Fingerprint Application Forms to Accurate Biometrics. Directions and schedules for any Accurate Biometrics fingerprinting sites can be found on their website at:

<http://www.accuratebiometrics.com>

FBI Fingerprinting Process Instructions

- Print this instruction sheet along with the Applicant Information Form.
- Complete the Applicant Information form. On the bottom of the form “Reason for Request” please write “self”.
- Bring this instruction sheet along with the Applicant Information Form, and 2 forms of ID. One ID needs to be a valid government issued photo ID and at least one ID must have your correct address.
- At the time of fingerprinting, you will be charged \$45.00 for this submission. The technician will provide you with a receipt and instructions on how to retrieve your FBI responses from the Accurate Biometrics website.

Please visit our website for a complete list of Accurate Biometrics locations: www.accuratebiometrics.com

APPLICANT INFORMATION FORM



PRIVACY ACT STATEMENT

The FBI's acquisition, retention, and sharing of information submitted on this form is generally authorized under 28 USC 534 and 28 CFR 16.30-16.34. The purpose for requesting this information from you is to provide the FBI with a minimum of identifying data to permit an accurate and timely search of criminal history identification records. Providing this information (including your Social Security Account Number) is voluntary; however, failure to provide the information may affect the completion of your request. The information reported on this form may be disclosed pursuant to your consent, and may also be disclosed by the FBI without your consent pursuant to the Privacy Act of 1974 and all applicable routine uses. If you are not US Citizen or Permanent US Resident, you must make your request directly to the FBI. You may request a copy of your own identification record to review it or change, correction, or an update to the record.

Applicant Information * Indicates Required Fields

* Last Name
* First Name *Height: *Eye Color:
Middle Name *Weight: *Hair Color:
* Date of Birth *Place of Birth (state or Country if outside US):
* Phone Number
Address: City/St/Zip
*U.S. Citizen or Legal Permanent Resident [] Yes [] No If no, you must submit your request directly to the FBI

*Please indicate preferred method of sending your FBI report to you: (Choose just one option)

[] Option 1 -- Quickest turnaround time --FBI report access using the Accurate Biometrics Customer Website --This service is provided to allow the applicant to retrieve/save/print their individual FBI response within 24 hours after fingerprints are either captured using livescan (electronic capture) or processed at the Chicago office if FBI 258 card(s) are submitted. If livescan, refer to your customer receipt that you will receive at time of fingerprint capture for information and instructions for retrieval. Online access to the FBI response report is available online for 30 days following the notice to the applicant or from time of printing if Livescan is used. Once the report is accessed or 30 days (whichever is shorter), the record is deleted.

If submitting FBI 258 ink cards for processing please provide your email address --The email address must be clearly printed in CAPITAL LETTERS so that we can send you your personal transaction control number after your ink card prints have been processed. This personal tracking number is required if you want to retrieve your FBI criminal history using the internet. We will also use your email address to correspond with you in the event there are any questions or missing information that is required.

*Email Address:

- [] Option 2* -- US Mail (First class) -- Must complete address segment below.
[] Option 3* -- UPS 2nd Day Air -- Must complete address segment below.
[] Option 4* -- Customer portal retrieval and copy sent via first class US Mail.

Mail Results to Address -- The name must be the name of the applicant indicated above, or the applicant's attorney. The response cannot be sent to a third party. If response is being sent to the applicant's attorney, the attorney must include a written request on the attorney's letterhead and include signatures of the applicant and the attorney.

*Applicant Name
Applicant's Attorney (if applicable)
*Address
*City *State *Zip Code

*Payment

- [] CASHIER'S CHECK / MONEY ORDER [] CREDIT CARD (if by mail, please submit credit card form, available on our website).
[] CASH

*Reason for Request:

- [] To Review your own record
[] To adopt a child
[] To live, work, or travel in a foreign country
[] To challenge information on your record
[] Other Court-Related Matters. Please explain

*SIGNATURE _____ DATE _____



Phone: 773-685-5699
Fax: 773-685-5433
www.accuratebiometrics.com

UCIA

Thank you for choosing Accurate Biometrics for your fingerprinting needs.

PLEASE PROVIDE THE FOLLOWING INFORMATION (PLEASE PRINT CLEARLY)

Last name:

First name:

Middle Initial:

Daytime Phone:

Date of Birth:

Sex: (circle one) Male Female

(circle one)
Race: White Black Hispanic Asian American Indian/Alaskan Other

ORI-

REQUESTOR (UNIVERSITY) INFORMATION - ON FILE WITH THE ILLINOIS STATE POLICE

I, the undersigned, authorize Accurate Biometrics to capture and transmit my fingerprints and above-noted demographic data to the Illinois State Police. I understand that the Illinois State Police will return the results of the fingerprint search to the Requestor listed above.

Signature _____ Date _____

(Do Not Write Below This Line—For Office Use Only)

F.P. Tech: _____ TCN: _____

Date Fingerprinted: _____