

**Daniel L. Goodwin College of Education**  
**Office of the Dean**  
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## **State of Illinois and FBI Fingerprint Instructions for NEIU Students** **(updated June 3, 2025)**

### **1. Complete All Required Paperwork**

- Complete the ORIA form for the Illinois State Background Check
- Complete the FBI Identity History Summary Request Form

**Note: Select Option 1 – Web Portal Pickup on FBI Identity History form**

### **2. Complete Fingerprinting at Accurate Biometrics**

- Visit an Accurate Biometrics location to complete the fingerprinting process (forms are attached)
- *www.accuratebiometrics.com*
- Bring debit/credit card or money order (no cash) to pay for reports
  - \$32 for Illinois
  - \$50 for FBI

### **3. Background Check Results**

- **Illinois Background Check:** Results will be sent directly to the Goodwin College Education, Office of the Dean
- **FBI Background Check:** Results will be sent directly to you, the student. Please download and review your FBI report, then submit it in accordance with your department's protocol

If you have any questions regarding this process, please contact the Goodwin College of Education, Office of the Dean: [GCOE-BackgroundCheck@neiu.edu](mailto:GCOE-BackgroundCheck@neiu.edu)

## 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

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(circle one)

**Race:**      White      Black      Hispanic      Asian      American Indian/Alaskan      Other

## ORI-

**REQUESTOR 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** \_\_\_\_\_

Applicant Phone Number: \_\_\_\_\_

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

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F.P. Tech: \_\_\_\_\_ TCN: \_\_\_\_\_

Date Fingerprinted: \_\_\_\_\_

Client ID



## Northeastern Illinois University-(client id 17478)

### Fingerprinting Instructions-FBI-Departmental Order

- Print this instruction sheet along with the FBI Identity History Summary Request (IHSR) form & Delivery Options form & bring to any Accurate Biometrics (AB) location and 2 forms of ID.
- One ID need to be a non expired government issued ID with photo.
- Complete the FBI HSR and Delivery Options forms and select **Option 1** as the delivery option. **Please read the forms carefully and be sure to include all the required information including signatures.**

Once fingerprints have been submitted NO REFUND REQUESTS CAN BE GRANTED.

- This service is available for U.S. Citizens and U.S. Permanent Residents only.
- Payment of \$50 is due at the time of fingerprinting. AB accepts debit/credit or money orders. No cash.

The AB technician will provide you with a fingerprint transaction receipt -**Keep this receipt as it has a transaction control number (TCN) needed to access your report!**

Make sure the email you provide to access your report is correct & is

- verified with the technician.

See the attached instruction sheet on how to obtain the report. Do not lose this sheet

***Please visit the Accurate Biometrics website for  
locations and hours***

***No appointments needed-walk in only***

**[www.accuratebiometrics.com](http://www.accuratebiometrics.com)**

# Instructions on how to retrieve your FBI Departmental Order report

## IMPORTANT INFORMATION

**You will receive an email from  
noreply@accuratebiometrics.com**

**Do not attempt to access your FBI report until at least 24 hours after the time your fingerprints were captured. Attempting to access your report prior to the 24 hour timeframe will cause your access to be locked and will require you to call our customer service center (see contact number below).**

**You have 30 days to access the FBI report from the link sent to your email address. Additionally, as per FBI regulations, once the report has been accessed, it is deleted off our system. Do not access this report unless you are at a device (laptop, PC, etc) that will allow you to save/print the report.**

**Be sure to use the TCN number that is printed on the customer receipt that indicates the “Fingerprint Type is FBI”. This is a one time download only.**

At the time you were fingerprinted, you received a receipt that shows the transaction control number (TCN), which is a unique number assigned to your fingerprint submission.

If you have any questions about this process call AB customer service support 866-361-9944. Thank you for choosing Accurate Biometrics.

**IDENTITY HISTORY SUMMARY REQUEST FORM**

**Information** \* *Denotes Required Fields*

*Last Name	<input type="text"/>	*First Name	<input type="text"/>
Middle Name 1	<input type="text"/>	Middle Name 2	<input type="text"/>

*Date of Birth:	<input type="text"/>	*Place of Birth:	<input type="text"/>	*U.S. Citizen or Legal Permanent Resident:	<input type="checkbox"/> Yes <input type="checkbox"/> No
*Country of Citizenship:	<input type="text"/>	Country of Residence:	<input type="text"/>	Prisoner Number (if applicable):	<input type="text"/>
*Last Four Digits of Social Security Number: <input type="text"/>					

\*Race (please check appropriate box):

Asian  Black  Caucasian  Native American  Unknown

\*Sex (please check appropriate box):

Male  Female  Other

**Address**

C/O	<input type="text"/>	ATTN	<input type="text"/>
*Address			
<input type="text"/>			
*City	<input type="text"/>	*State	<input type="text"/>
*Postal (Zip) Code	<input type="text"/>	*Country	<input type="text"/>
Phone Number	<input type="text"/>	E-Mail	<input type="text"/>

**Payment Enclosed:** (please check appropriate box)

CERTIFIED CHECK  MONEY ORDER  CREDIT CARD FORM

*You may request a copy of your own Identity History Summary to review it or obtain a change, correction, or an update to the summary. This is not a national background check and may not include information from state repositories which would be included on an employment background check. If you are requesting a background check for employment or licensing within the U.S., you may be required by state statute or federal law to submit your request through your state identification bureau, the requesting federal agency, or another authorized channeling agency.*

\* **REQUESTOR SIGNATURE**  **DATE**

**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 FBI 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.

**PAPERWORK REDUCTION ACT STATEMENT:**

Under the Paperwork Reduction Act, you are not required to complete this form unless it contains a valid OMB control number. The form takes approximately 3 minutes to complete.

# DELIVERY OPTIONS

## FBI Identity History

### Summary Request Form



**Please submit this completed form along with the other required forms from the "By-Mail" forms packet.**

Per FBI requirements, applications submitted from outside the U.S. cannot be accepted or processed. Results can only be picked up within the United States or its territories. Please contact the FBI if you need to apply internationally.

Check box and initial that you understand \_\_\_\_\_

\* Indicates a Required Field

U.S. Citizen or Legal Permanent Resident\*:  Yes  No

Sex\*: \_\_\_\_\_ Race\*: \_\_\_\_\_ Height\*: \_\_\_\_\_ Weight\*: \_\_\_\_\_

Hair Color\*: \_\_\_\_\_ Eye Color\*: \_\_\_\_\_

Social Security #: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_  Check box and initial that you understand \_\_\_\_\_

Please Note: Adding your SSN is optional, however if you want the last 4 digits of your SSN to appear on your response, we require the full SSN of the applicant. If an applicant wants the last 4 digits to appear on the response and does not want to provide the full SSN to an FBI Channeler (such as Accurate Biometrics), then they must make their background check request directly to the FBI.

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

**Option 1 – Web Portal Pick Up** – quick response time. FBI report access – a one-time digital download from the Accurate Biometrics customer website. This service allows the applicant to retrieve/save/print their individual FBI response, usually within 24 hours, after fingerprints are either processed using live scan (electronic capture) or card scan through our office (if FBI FD-1164 card(s) are submitted). Two factor authentication is required. ("How-to" instructions will be included in a confirmation email sent when your report is available for online pick-up.) You will get an email from us once your response has been returned to us from the FBI. Online access to the FBI response report is available online for 30 days via your computer following the email notice to the applicant. Once the report is accessed or 30 days (whichever is shorter), the record is permanently deleted.

**Option 2\*** – includes Option 1 **Plus US Mail** (First Class) to U.S. addresses only. Must complete the address area below.

\_\_\_\_ Number of additional copies requested. **Additional copies are \$10 each** and will be added to your total processing charge.

**Option 3\*** – includes Option 1 **Plus 2-Day Priority Service** to U.S. addresses only. Must complete the address area below.

\_\_\_\_ Number of additional copies requested. **Additional copies are \$10 each** and will be added to your total processing charge.

**"Mail Results To" Information** – the "mail to" name must be the name of the applicant requesting the Identity History Summary Report or the applicant's attorney. If response is being sent to the applicant's attorney, the attorney must include a letter of release statement on the attorney's letterhead and include signatures of both the applicant and the attorney.

See a sample attorney release letter here: [https://accuratebiometrics.com/files/Attorney%20Release\\_DO\\_Sample.pdf](https://accuratebiometrics.com/files/Attorney%20Release_DO_Sample.pdf)

Please Note: **No PO boxes, No "In Care Of" or Third Parties are allowed in the address below.**

(The address below is only for mailing. It will not appear on the response form.)

\_\_\_\_\_  
APPLICANT SIGNATURE

\_\_\_\_\_  
PLEASE PRINT APPLICANT NAME

\_\_\_\_\_  
APPLICANT ATTORNEY NAME (IF ATTORNEY IS TO RECEIVE RESPONSE)

\_\_\_\_\_  
ADDRESS

\_\_\_\_\_  
CITY

\_\_\_\_\_  
STATE

\_\_\_\_\_  
ZIP CODE

## NONCRIMINAL JUSTICE APPLICANT'S PRIVACY RIGHTS

As an applicant who is the subject of a national fingerprint-based criminal history record check for a noncriminal justice purpose (such as an application for employment or a license, an immigration or naturalization matter, security clearance, or adoption), you have certain rights which are discussed below. All notices must be provided to you in writing.<sup>1</sup> These obligations are pursuant to the Privacy Act of 1974, Title 5, United States Code (U.S.C.) Section 552a, and Title 28 Code of Federal Regulations (CFR), 50.12, among other authorities.

- You must be provided an adequate written FBI Privacy Act Statement (dated 2013 or later) when you submit your fingerprints and associated personal information. This Privacy Act Statement must explain the authority for collecting your fingerprints and associated information and whether your fingerprints and associated information will be searched, shared, or retained.<sup>2</sup>
- You must be advised in writing of the procedures for obtaining a change, correction, or update of your FBI criminal history record as set forth at 28 CFR 16.34.
- You must be provided the opportunity to complete or challenge the accuracy of the information in your FBI criminal history record (if you have such a record).
- If you have a criminal history record, you should be afforded a reasonable amount of time to correct or complete the record (or decline to do so) before the officials deny you the employment, license, or other benefit based on information in the FBI criminal history record.
- If agency policy permits, the officials may provide you with a copy of your FBI criminal history record for review and possible challenge. If agency policy does not permit it to provide you a copy of the record, you may obtain a copy of the record by submitting fingerprints and a fee to the FBI. Information regarding this process may be obtained at <https://www.fbi.gov/services/cjis/identity-history-summary-checks> and <https://www.edo.cjis.gov>.
- If you decide to challenge the accuracy or completeness of your FBI criminal history record, you should send your challenge to the agency that contributed the questioned information to the FBI. Alternatively, you may send your challenge directly to the FBI by submitting a request via <https://www.edo.cjis.gov>. The FBI will then forward your challenge to the agency that contributed the questioned information and request the agency to verify or correct the challenged entry. Upon receipt of an official communication from that agency, the FBI will make any necessary changes/corrections to your record in accordance with the information supplied by that agency. (See 28 CFR 16.30 through 16.34.)
- You have the right to expect that officials receiving the results of the criminal history record check will use it only for authorized purposes and will not retain or disseminate it in violation of federal statute, regulation or executive order, or rule, procedure or standard established by the National Crime Prevention and Privacy Compact Council.<sup>3</sup>

<sup>1</sup> Written notification includes electronic notification, but excludes oral notification.

<sup>2</sup> <https://www.fbi.gov/services/cjis/compact-council/privacy-act-statement>

<sup>3</sup> See 5 U.S.C. 552a(b); 28 U.S.C. 534(b); 34 U.S.C. § 40316 (formerly cited as 42 U.S.C. § 14616), Article IV(c); 28 CFR 20.21(c), 20.33(d) and 906.2(d).

## DERECHOS DE PRIVACIDAD DE SOLICITANTES - JUSTICIA, NO CRIMINAL

Como solicitante sujeto a una indagación nacional de antecedentes criminales basado en huellas dactilares, para un propósito no criminal (tal como una solicitud para empleo o una licencia, un propósito de inmigración o naturalización, autorización de seguridad, o adopción), usted tiene ciertos derechos que se entablan a continuación. Toda notificación se le debe proveer por escrito.<sup>1</sup> Estas obligaciones son de acuerdo al Privacy Act of 1974, Title 5, United States Code (U.S.C.) Section 552a, y Title 28 Code of Federal Regulations (CFR), 50.12, entre otras autorizaciones.

- Se le debe proveer una Declaración de la Ley de Privacidad del FBI (con fecha de 2013 o más reciente) por escrito cuando presente sus huellas digitales e información personal relacionada. La Declaración de la Ley de Privacidad debe explicar la autorización para tomar sus huellas digitales e información relacionada y si se investigarán, compartirán, o retendrán sus huellas digitales e información relacionada.<sup>2</sup>
- Se le debe notificar por escrito el proceso para obtener un cambio, corrección, o actualización de su historial criminal del FBI según delineado en el 28 CFR 16.34.
- Se le tiene que proveer una oportunidad de completar o disputar la exactitud de la información contenida en su historial criminal del FBI (si tiene dicho historial).
- Si tiene un historial criminal, se le debe dar un tiempo razonable para corregir o completar el historial (o para rechazar hacerlo) antes de que los funcionarios le nieguen el empleo, licencia, u otro beneficio basado en la información contenida en su historial criminal del FBI.
- Si lo permite la política de la agencia, el funcionario le podría otorgar una copia de su historial criminal del FBI para repasarlo y posiblemente cuestionarlo. Si la política de la agencia no permite que se le provea una copia del historial, usted puede obtener una copia del historial presentando sus huellas digitales y una tarifa al FBI. Puede obtener información referente a este proceso en <https://www.fbi.gov/services/cjis/identity-history-summary-checks> y <https://www.edo.cjis.gov>.
- Si decide cuestionar la veracidad o totalidad de su historial criminal del FBI, deberá presentar sus preguntas a la agencia que contribuyó la información cuestionada al FBI. Alternativamente, puede enviar sus preguntas directamente al FBI presentando un petición por medio de <https://www.edo.cjis.gov>. El FBI luego enviará su petición a la agencia que contribuyó la información cuestionada, y solicitará que la agencia verifique o corrija la información cuestionada. Al recibir un comunicado oficial de esa agencia, el FBI hará cualquier cambio/corrección necesaria a su historial de acuerdo con la información proveída por la agencia. (Vea 28 CFR 16.30 al 16.34.)
- Usted tiene el derecho de esperar que los funcionarios que reciban los resultados de la investigación de su historial criminal lo usarán para los propósitos autorizados y que no los retendrán o diseminarán en violación a los estatutos, normas u órdenes ejecutivos federales, o reglas, procedimientos o normas establecidas por el National Crime Prevention and Privacy Compact Council.<sup>3</sup>

<sup>1</sup> La notificación por escrito incluye la notificación electrónica, pero excluye la notificación verbal.

<sup>2</sup> <https://www.fbi.gov/services/cjis/compact-council/privacy-act-statement>

<sup>3</sup> Vea 5 U.S.C. 552a(b); 28 U.S.C. 534(b); 34 U.S.C. § 40316 (anteriormente citada como 42 U.S.C. § 14616), Article IV(c); 28 CFR 20.21(c), 20.33(d) y 906.2(d).

## Right to Report PII Breach to the FBI

If you believe that a breach of your Personally Identifiable Information (PII) has occurred as a result of our service, you have the right to report the incident to the FBI.

The FBI defines PII as\*:

*Personally Identifiable Information (PII) means information which can be used to distinguish or trace an individual's identity, such as name, social security number, or biometric records, alone or when combined with other personal or identifying information which is linked or linkable to a specific individual, such as date and place of birth, or mother's maiden name.*

The FBI defines PII breach as\*:

*PII Breach means the loss of control, compromise, unauthorized disclosure, unauthorized acquisition, unauthorized access or any similar term referring to situations where persons other than the authorized users, and for other than authorized purposes, have access or potential access to PII, whether physical or electronic.*

Please report the PII breach as soon as possible by contacting the FBI CJIS division at (304) 625-2000 or by mail at:

FBI CJIS Division Attention:

Criminal History Analysis Team 1

1000 Custer Hollow Road

Clarksburg, WV 26306

For additional assistance, please call our Customer Service Team at (866) 361-9944 or email us at [info@accuratebiometrics.com](mailto:info@accuratebiometrics.com).

Thank you. We appreciate the opportunity to serve you.