# Goodwin College of Education

**Federal and State Background Check Instructions**

Revised Oct. 18, 2018

### The Goodwin College of Education (GCOE) requires Federal and State of Illinois fingerprint­ based criminal background check reports per the Uniform Conviction Information Act (UCIA) effective December 1, 2011. Students who will complete a GCOE Teacher Licensure program must provide current FBI and State of Illinois fingerprint-based background check reports as part of their GCOE application.

Applicants who have FBI and Illinois State Police background check results which are less than 12 months from a school district or another institution may submit these to meet the GCOE application background check requirement. Please see "Obtaining Copies of Your Illinois State Police and Federal Background Check Results from the Chicago Public Schools (CPS)" for instructions on how to obtain your background check results if they are on file with CPS.

Applicants who do not have current FBI and Illinois State Police background check results must have their GCOE application background checks conducted at Accurate Biometrics (Accurate Biometrics sites may be found at http ://www.accuratebiometrics.com). Please carefully read and follow the below background check instructions prior to having your FBI and Illinois State Police background check conducted at Accurate Biometrics.

**Illinois State Police Background Check:**

**1.** Complete the "Northeastern Illinois University UCIA" form.

1. Bring your completed "Northeastern Illinois University UCIA" form to Accurate Biometrics along with two forms of identification-a valid government-issued photo identification and your NEIU student identification card.
2. Your Illinois State Police background check will cost $30.00. Please note that Accurate Biometrics will not accept personal checks. You will need to pay by cashier's check/money order, cash, or credit card.
3. The Illinois State Police will mail your state background check results directly to the GCOE. This typically takes 2-4 weeks.

**FBI Background Check:**

1. Complete the "Application Information Form."
   * Select Option 1 as your preferred method of sending your FBI report to you.
   * Provide your email address.
   * Select your payment method.
   * In the "Reason for Request" section, mark "Other Court-Related Matters." Then write, "Self, for the Northeastern Illinois University Teacher Preparation Program."
2. Bring your completed "Application Information Form" form to Accurate Biometrics along with two forms of identification -a valid government-issued photo identification and your NEIU student identification card.
3. Your FBI background check will cost $45.00. Please note that Accurate Biometrics will not accept personal checks. You will need to pay by cashier's check/money order, cash, or credit card.
4. Your FBI background check results will not be mailed directly to the GCOE. Instead, you must retrieve, save, and print your own FBI background check report through the Accurate Biometrics Customer Website. Please follow the access and retrieval instructions printed on your Accurate Biometrics customer receipt.
5. You must submit your FBI background check report to the GCOE to meet the application background check requirement.
6. Do not email or fax your State of Illinois or Federal Fingerprint background check results to the Goodwin College of Education. You must deliver your results to the Goodwin College of Education, Dean's Office LWH-4045.
7. If you are contacted by the Goodwin College of Education Dean's office to meet with Dr. Alberto Lopez, Associate Dean, Goodwin College of Education regarding your fingerprint results, please be aware that you must obtain court disposition letter(s) if there are any offenses on your fingerprint results. You must contact the State in which the offense occurred to obtain court disposition letter(s).

Please note that all teacher candidates must have a new Illinois State Police and FBI background check conducted within 90 days of the start of their student teaching experience.

##### **Instructions**

**Obtaining Copies of Your Illinois State Police and Federal Background Check Results from the Chicago Public Schools (CPS)**

If you had an Illinois State Police and federal background check conducted at Accurate Biometrics and used the CPS Background Check form, your background check results were sent directly to CPS. Neither the CEST Office nor the Daniel L. Goodwin College of Education received copies of your background check results.

To obtain a copy of your Illinois State Police and federal background check results from CPS, please follow the below instructions:

1. From your NEIU email account, send an email request to the CPS Background Check Department at backgroundcheck @cps.edu.
2. In your email to the CPS Background Check Department, politely request a copy of your Illinois State Police and federal background check results. Please include your formal name, NEIU email address and telephone number, and that you are a NEIU student in your email request.
3. The CPS Background Check Department will process your request within 2-3 weeks of receiving your email. Once your background check results are ready for pick up, the CPS Background Check Committee will contact you via email.
4. CPS will not mail, fax, or email your background check results. You must obtain them in person at CPS located at 42 West Madison Street, Chicago after you are notified to do so by the CPS Background Check Department. Students may only obtain their results at CPS on Thursdays and Fridays.
5. You must bring an Illinois Driver's license or Illinois State identification card with you to obtain copies of your Illinois State Police and federal background check results.
6. If you have questions regarding the above, please contact Cate Wycoff (Director of the Clinical Experiences and Student Teaching Office) at c-wycoff@neiu .edu.

Updated 4/27/2017



**Phone: 773-685-5699**

**Fax: 773-685-5433** [**www.accuratebiometrics.com**](http://www.accuratebiometrics.com/)

**Northeastern Illinois University**

**UCIA**

Thank you for choosing Accurate Biometrics for your fingerprinting needs.

**PLEASE PROVIDE THE FOLLOWING INFORMATION (PLEASE PRINT AND SIGN)**

Last name:

First name:       Middle Initial:

Daytime Phone:       Date of Birth:

Sex: Male  Female

Race: White  Black  Hispanic  Asia  American Indian/Alaskan  Other

**CJ ORI- CV0014443**

**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.

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Signature Date

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

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

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

**AFTER FINISHING THIS FORM, PLEASE COMPLETE THE ACCURATE BIOMETRICS APPLICANT INFORMATION FORM ALSO AVAILABLE IN NEIU GOODWIN COLLEGE WEBSITE.** [**https://www.neiu.edu/academics/college-of-education/admission-retention-and-graduation-requirements**](https://www.neiu.edu/academics/college-of-education/admission-retention-and-graduation-requirements)