

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, you will be contacted via email by the CPS Background Check Committee.
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.