

**Instructions for 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 Chicago Public Schools. Neither the CEST Office nor the Daniel L. Goodwin College of Education received your actual background check results (just confirmations of your passing).

**If the fingerprinting results are not older than 12 months, you can
request free copies from CPS with these steps:**

1. From your NEIU email account, send an email request to the CPS Background Check Team at **backgroundcheck@cps.edu**.
2. In your email, politely request a copy of your Illinois State Police and federal background check results. Specify that you are a NEIU student, and include your formal name and telephone number.
3. The CPS Background Check Team 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 Team.
4. If no response from CPS after 2-3 weeks, please re-forward your original email, changing the subject line to "2nd Request. Copies of fingerprint results urgently needed". If no response to that after 1 additional week, please call CPS at (773) 553-6503.
5. CPS will not mail, fax, or email your background check results. You must pick them up in person at CPS located at 42 W. Madison St, Garden Level, Chicago, IL 60602 after you are notified to do so by the CPS Background Check Department. Students may obtain their results at CPS only on Thursdays and Fridays. You will be given a specific date and time for your pick-up.
6. You must have an Illinois Driver's license or Illinois State identification card with you to pick up your background results.
7. Please bring the hard copies of the two received documents to **GCOE Admissions Office LWH 4045**, as they need to be added to your application file.
8. If you have questions regarding the above, please contact Marlena Kruk, GCOE Admission Specialist at m-kruk@neiu.edu.