

Daniel L. Goodwin College of Education
Office of the Dean
4044 Lech Walesa Hall
Northeastern Illinois University
5500 North St. Louis Avenue
Chicago, IL 60625
Phone: (773) 442-5500

Goodwin College of Education Federal and State Background Check Instructions

(Updated: March 30, 2017)

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.
2. 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.
3. 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.
4. The Illinois State Police will mail your state background check results directly to the GCOE. This typically takes 2-4 weeks.

Daniel L. Goodwin College of Education
Office of the Dean
4044 Lech Walesa Hall
Northeastern Illinois University
5500 North St. Louis Avenue
Chicago, IL 60625
Phone: (773) 442-5500

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.

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.

Daniel L. Goodwin College of Education
Office of the Dean
4044 Lech Walesa Hall
Northeastern Illinois University
5500 North St. Louis Avenue
Chicago, IL 60625
Phone: (773) 442-5500

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.
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.

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. If you require an Apostille, you must make your criminal history 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 * Denotes 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		
*U.S. Citizen or Legal Permanent Resident <input type="checkbox"/> Yes <input type="checkbox"/> 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.

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.

*Name

*Address

*City

*State

*Postal (ZIP) Code

*Payment

☐ CASHIER'S CHECK / MONEY ORDER
☐ CASH

☐ CREDIT CARD (if by mail, please submit credit card form, available on our website)

*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 _____

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- 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.

Signature _____ **Date** _____

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

F.P. Tech: _____ TCN: _____

Date Fingerprinted: _____