

Illinois Department of Children and Family Services  
**AUTHORIZATION FOR BACKGROUND CHECK  
FOR NON LICENSED CONTRACT STAFF**

READ INSTRUCTIONS ON PAGE 2. PRINT ALL INFORMATION ON PAGE 1. SIGN PAGES 1 AND 3.

<b>1</b>	<b>Name of Contractor:</b> _____ <b>Provider ID #</b> _____ <b>Name of Local CASA:</b> _____
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**PERSONAL INFORMATION (Please see additions instructions on the back page)**

<b>2</b>	Last Name/First Name/Middle Initial _____				Social Security or ITIN Number _____ - _____ - _____							
	Maiden and/or Any Names Formerly Used (Last/First/Middle Initial) _____ _____				Have you lived outside of Illinois in the past 5 years? <input type="checkbox"/> Yes <input type="checkbox"/> No List all previous addresses for the past five (5) years, including those outside of Illinois. (Street/Apt.#/City/County/State/Zip Code) <span style="float: right;">Dates From/To</span>							
	CURRENT ADDRESS, TELEPHONE (when applicable): Street/Apt.#: _____ City: _____ State: ____ Zip Code: ____ - ____ - ____ County: _____ Home Telephone ( ____ - ____ ) _____ - _____ Cell Phone ( ____ - ____ ) _____ - _____				_____		_____		_____		_____	
	Date of Birth (Month/Date/Year) ____ - ____ - ____		Age	Place of Birth (City and State)		Citizenship (Country) <input type="checkbox"/> USA <input type="checkbox"/> Other Specify		Gender <input type="checkbox"/> M <input type="checkbox"/> F	Height Ft. In.	Weight (lbs.)	Hair (color)	Eye (color)
<input type="checkbox"/> Native American/Alaskan (Indian or Eskimo) <input type="checkbox"/> Black/African American <input type="checkbox"/> White <input type="checkbox"/> Declined to Identify <input type="checkbox"/> Asian <input type="checkbox"/> Native Hawaiian/Pacific Islander <input type="checkbox"/> Unknown <input type="checkbox"/> Could not be Verified				Race (Check all that apply) <span style="float: right;">Ethnicity (see codes on Page 2)</span>								

**AUTHORIZATION /CERTIFICATIONS BELOW AND ON PAGE 3 MUST BE SIGNED AND DATED**

<b>3</b>	Have you ever been indicated as perpetrator in a child abuse/neglect investigation? <input type="checkbox"/> Yes <input type="checkbox"/> No Have you ever been convicted of a criminal offense, other than a minor traffic violation? <input type="checkbox"/> Yes <input type="checkbox"/> No I certify that I have read and understood the Authorization/Certification box on the back page of this form.  <b>Signature</b> _____ <b>Date</b> _____
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<b>TO BE COMPLETED BY CONTRACT LIAISON</b> This authorization form will not be processed without completion of this section.			
<b>4</b>	<table style="width:100%;"> <tr> <td style="width:50%;">           Date Fingerprinted: _____            Full Name of Contractor _____            Provider ID # _____            Street Address: _____            City _____ IL ZIP: _____ County: _____         </td> <td style="width:50%;">           Name of Contract Liaison _____             Phone Number of Contract Liaison ( _____ ) _____ - _____         </td> </tr> </table>	Date Fingerprinted: _____ Full Name of Contractor _____ Provider ID # _____ Street Address: _____ City _____ IL ZIP: _____ County: _____	Name of Contract Liaison _____  Phone Number of Contract Liaison ( _____ ) _____ - _____
Date Fingerprinted: _____ Full Name of Contractor _____ Provider ID # _____ Street Address: _____ City _____ IL ZIP: _____ County: _____	Name of Contract Liaison _____  Phone Number of Contract Liaison ( _____ ) _____ - _____		

<b>5</b>	<table style="width:100%;"> <tr> <td style="width:50%;"> <b>BACKGROUND RESULTS</b>            Sex Offender Clearance: _____            CANTS Clearance: _____            Illinois State Police Clearance: _____            FBI Clearance: _____         </td> <td style="width:50%;"> <b>FOR CENTRAL OFFICE OF LICENSING USE</b>             SID# _____         </td> </tr> </table>	<b>BACKGROUND RESULTS</b> Sex Offender Clearance: _____ CANTS Clearance: _____ Illinois State Police Clearance: _____ FBI Clearance: _____	<b>FOR CENTRAL OFFICE OF LICENSING USE</b>  SID# _____
<b>BACKGROUND RESULTS</b> Sex Offender Clearance: _____ CANTS Clearance: _____ Illinois State Police Clearance: _____ FBI Clearance: _____	<b>FOR CENTRAL OFFICE OF LICENSING USE</b>  SID# _____		

**PRINT: Last Name/First Name/Middle Initial**

**Provider ID #**

**WHO SHOULD USE THIS FORM:** This form must be completed by non licensed contract staff. The Contract Liaison must instruct every person subject to a background check to complete the first three sections. All identifying information must be accurate and complete.

*Do not send a request for a background check to Central Licensing until the person has been fingerprinted.*

**ADDITIONAL INSTRUCTIONS FOR SECTIONS 2 AND 3 OF THE FRONT PAGE**

Name:	Current and all former names used by the individual must be included. If no other names, write "none."
Social Security, ITIN or Assigned #.	<b>THIS FORM WILL NOT BE PROCESSED WITHOUT A COMPLETE SOCIAL SECURITY, INDIVIDUAL TAXPAYER IDENTIFICATION (ITIN) NUMBER OR DEPARTMENT ASSIGNED NUMBER</b>
Address:	Current and all addresses, including county, where the person has lived in the past five years (Indicate if outside of Illinois)
Race:	Enter all race codes that apply. NA = Native American/Alaskan (Indian or Eskimo)      WH = White AS = Asian      UK = Unknown BL = Black/African American      DI = Declined to Identify PI = Native Hawaiian/Pacific Islander      CV = Could not be Verified
Ethnicity:	Enter the primary Ethnicity NH = Not Hispanic (NONE)      HA = Hispanic Central American HS = Hispanic South American      HN = Hispanic Dominican HM = Hispanic Mexican      HO = Hispanic Other HP = Hispanic Puerto Rican      UK = Unknown HD = Hispanic Spanish Descent      DI = Declined to Identify HC = Hispanic Cuban      CV = Could not be Verified

**SECTION 4**

The Authorization for Background Check must be submitted to the contract liaison for completion of Section 4. The form is checked for completeness and accuracy before the contractor is fingerprinted.

Contract Liaison must complete the following:

Provide the date the individual is fingerprinted.

Name of Contractor

Street/City/Zip

Provider ID #      The Provider ID # is required.

**ADDITIONAL INSTRUCTIONS FOR PAGE 3**

**The ISP/FBI PRIVACY ACT STATEMENT and the AUTHORIZATION/CERTIFICATION on page 3 of this form must be signed and dated by individuals having a Background Check completed. Individuals being background checked/fingerprinted have a right to receive a copy of this form.**

ISP/FBI PRIVACY ACT STATEMENT

**Authority:** The FBI’s acquisition, preservation, and exchange of fingerprints and associated information is generally authorized under 28 U.S.C. 534. Depending on the nature of your application, supplemental authorities include Federal statutes, State statutes pursuant to Pub. L. 92-544, Presidential Executive Orders, and federal regulations. Providing your fingerprints and associated information is voluntary; however, failure to do so may affect completion or approval of your application.

**Principal Purpose:** Certain determinations, such as employment, licensing, and security clearances, may be predicated on fingerprint-based background checks. Your fingerprints and associated information/biometrics may be provided to the employing, investigating, or otherwise responsible agency, and/or the FBI for the purpose of comparing your fingerprints to other fingerprints in the FBI’s Next Generation identification (NGI) system or its successor systems (including civil, criminal, and latent fingerprint repositories) or other available records of the employing, investigating, or otherwise responsible agency. The FBI may retain your fingerprints and associated information/biometrics in NGI after the completion of this application and while retained, your fingerprints may continue to be compared against other fingerprints submitted to or retained by NGI.

**Routine Uses:** During the processing of this application and for as long thereafter as your fingerprints and associated information/biometrics are retained in NGI, your information may be disclosed pursuant to your consent, and may be disclosed without your consent as permitted by the Privacy Act of 1974 and all applicable Routine Uses as may be published at any time in the Federal Register, including the Routine Uses for the NGI system and the FBI’s Blanket Routine Uses. Routine uses include, but are not limited to, disclosures to: employing, governmental or authorized non-governmental agencies responsible for employment, contracting, licensing, security clearances, and other suitability determinations; local, state, tribal, or federal law enforcement agencies; criminal justice agencies; and agencies responsible for national security or public safety.

**Applicant Record Notification:** Your fingerprints will be used to check the criminal history records of the FBI. Procedures for obtaining a copy or change, correction or updating of FBI criminal history record are set forth at Title 28, Code of Federal Regulations (CFR), Section 16.30 through 16.34 or go to the FBI website at <http://www.fbi.gov/about-us/cjis/background-checks>.

Signature \_\_\_\_\_ Date \_\_\_\_\_

AUTHORIZATION/CERTIFICATION

" I, hereby authorize the release of any criminal history record information, that may exist, regarding me from any agency, organization, institution, or entity having such information on file. I am aware and understand that my fingerprints may be retained and will be used to check the criminal history record information files of the Illinois State Police and/or the Federal Bureau of Investigation, to include but not limited to civil, criminal and latent fingerprint databases. I also understand that if my photo was taken, my photo may be shared only for employment or licensing purposes. I further understand that I have the right to challenge any information disseminated from these criminal justice agencies regarding me that may be inaccurate or incomplete pursuant to Title 28 Code of Federal Regulation 16.34 and Chapter 20 ILCS 2630/7 of the Criminal Identification Act."

I AUTHORIZE THE Illinois Department of Children and Family Services to conduct an investigation to determine whether I have ever been charged with a crime and, if so, the disposition of those charges. I authorize the Department to request information and assistance from the U.S. Justice Department and the Illinois Law Enforcement in the conduct of this investigation. I authorize the Department to periodically search the Child Abuse and Neglect Tracking System to determine whether I have been a perpetrator of an “indicated” incident of child abuse or neglect pursuant to the Abused and Neglected Child Reporting Act. The child abuse and neglect background check and the criminal history investigation may be used for considering an application for license, current or prospective employment, or service as a volunteer in a facility.

I understand that information obtained as a result of my authorizing this investigation is confidential and may be shared with my employer, or prospective employer only in accordance with applicable state and federal law and DCFS Regulations. I further certify that the information provided on this form is true and correct. I acknowledge that falsification of any information provided above and/or the results of the background check may be full and sufficient grounds to deny my application as a unlicensed contractor or may result in the termination of my contract.

Should you feel that the information on your Illinois State Police record or Federal Bureau of Investigation record is incorrect you may visit: <http://www.ilga.gov/commission/jcar/admincode/020/02001210sections.html> for the ISP and <http://www.fbi.gov> for FBI.

Signature \_\_\_\_\_ Date \_\_\_\_\_