

New Fingerprint Search Requirement

Effective November 1, 2011 Accurate Biometrics will not fingerprint any individual who presents a DCFS Authorization for Background form (CFS 718 series) without the Background Check Unit's – Finger Print Search authorization document attached to the CFS 718. The fingerprint authorization document is generated from the Fingerprint Search System upon a successful search of the DCFS Fingerprint Database. On July 6, 2011 notification was given in P.G. 2011.06 'Preliminary Process Prior to Requesting a Background Check' regarding the need of Departmental, Purchase of Service Agencies, and other Illinois State entities that use the Illinois Department of Children and Family Services licensing unit's background check system for the purpose of processing background checks (CA/N, ISP, SOR, and the FBI), to conduct a search of the Finger Print Search System to verify that an individual needed to be fingerprinted. The Fingerprint Search System's website address is:

<https://fingerprintsearch.dcf.illinois.gov/Default.aspx>

Questions regarding this Policy Guide may be directed to the Office of Child and Family Policy at 217-524-1983 or via Outlook at OCFP – Mailbox or cfpolicy@idcf.illinois.gov.

If you want to check the accuracy of what's on your public record you may want to do a self check on yourself to be sure the public information listed on your record is complete, accurate, and up-to-date, and your application process with us goes smoothly. You may contact Accurate Biometrics at http://www.accuratebiometrics.com/fingerprinting_FBI_Criminal_Background_Checks_Departmental_Order_55673.html to arrange for a self check. The State does not pay for this check--it would be up to you to pay for, and schedule, this procedure.

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.