

**REQUEST FOR TRANSFER OF
BACKGROUND CLEARANCE INFORMATION**

In accordance with Rule 385, Background Checks, facilities licensed by the Department of Children & Family Services may request transfer of background check clearances for their employees. In order to be eligible for transfer of information, the person must be transferring employment from one licensed child care (**Day Care**) facility to another.

This request must be completed by the facility operator and include a newly completed CFS-718-B, Authorization Form attached to this request.

Note: **Agencies and Institutions facilities: Form can only be used for Internal A & I transfers only**

COMPLETE THE FOLLOWING INFORMATION:	
Employee Name	SS#
Name of Facility Where Previously Employed	Provider ID# (if known)
Address of Facility/City/State/Zip	
Date Employment Ended	
Name of Facility Where Currently Employed	Provider ID#
Date of Employment	

Attach CFS 718-B and FAX TO: (312) 328-2794

OR

MAIL TO: Central Office of Licensing/BCU
Department of Children and Family Services
1911 S. Indiana, 7th Floor
Chicago, Illinois 60616
Email via Outlook: DCFS.DG.BCU-Chgo