

Illinois Department of Children and Family Services  
**AUTHORIZATION FOR BACKGROUND CHECK for Child Care**

READ INSTRUCTIONS ON PAGE 2. PRINT ALL INFORMATION ON PAGE 1. SIGN PAGE 1, 3 AND 4

|   |   |  |  |
|---|---|--|--|
| <b>CHECK ONE BOX IN EACH COLUMN IN EITHER ROW A or B:</b> |   |  |  |
|   | <b>Category of Facility</b>   | <b>Specific Type of Application</b>  | <b>Person in the Home/Facility</b>   |
| <b>1</b>  | <b>A</b><br><b>Child Care in the Home License Applying for</b>                  | <input type="checkbox"/> Day Care Home<br><input type="checkbox"/> Group Day Care Home   | <input type="checkbox"/> Applicant<br><input type="checkbox"/> Member of Household (ages 13 through 17)*<br>*Parent/Guardian signature required<br><input type="checkbox"/> Member of Household (age 18 and over)<br><input type="checkbox"/> Employee/Volunteer |
|   | <b>B</b><br><b>Child Care Facility (other than a home) License Applying for</b> | <input type="checkbox"/> Child Welfare Agency <input type="checkbox"/> Day Care Agency<br><input type="checkbox"/> Day Care Center <input type="checkbox"/> Youth Emergency Shelter<br><input checked="" type="checkbox"/> <b>Emergency Day Care Program</b> <input type="checkbox"/> Group Home<br><input type="checkbox"/> Child Care Institution/Maternity Center | <input type="checkbox"/> Applicant/Operator (Person applying to operate a licensed child care facility)<br><input type="checkbox"/> Executive Director/Day Care Center Director<br><input type="checkbox"/> Employee/Volunteer                                   |

**PERSONAL INFORMATION (Please see additions instructions on the back page)**

|  |     |  |   |  |                |  |                                 |               |  |
|--|-----|--|---|--|----------------|--|---------------------------------|---------------|--|
| Last Name/First Name/Middle Initial<br>_____                               |     | Social Security or ITIN Number<br>_____ - _____ - _____  |   |  |                |  |                                 |               |  |
| Maiden and/or Any Names Formerly Used (Last/First/Middle Initial)<br>_____ |     | Have you lived outside of Illinois in the past 5 years? <input type="checkbox"/> Yes <input type="checkbox"/> No                           |   |  |                |  |                                 |               |  |
| CURRENT ADDRESS, TELEPHONE (when applicable):<br>Street/Apt.#: _____       |     | List all previous addresses for the past five (5) years, including those outside of Illinois.<br>(Street/Apt.#/City/County/State/Zip Code) |   |  |                |  |                                 | Dates From/To |  |
| City: _____ State: _____   |     | _____  |   |  |                |  |                                 | _____         |  |
| Zip Code: _____ County: _____  |     | _____  |   |  |                |  |                                 | _____         |  |
| Home Telephone ( _____ ) _____ - _____                                     |     | _____  |   |  |                |  |                                 | _____         |  |
| Cell Phone ( _____ ) _____ - _____   |     | _____  |   |  |                |  |                                 | _____         |  |
| Date of Birth (Month/Date/Year)<br>____-____-____                          | Age | Place of Birth (City and State)  | Citizenship (Country)<br><input type="checkbox"/> USA<br><input type="checkbox"/> Other Specify | Gender<br><input type="checkbox"/> M<br><input type="checkbox"/> F | Height Ft. In. | Weight (lbs.)                                  | Hair (color)                    | Eye (color)   |  |
| Race (Check all that apply)  |     |  |   |  |                |  | Ethnicity (see codes on Page 2) |               |  |
| <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 |                                 |               |  |

**AUTHORIZATION /CERTIFICATIONS BELOW AND ON PAGES 2 AND 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.                                       |  |
| Signature _____                                 | Date _____   |  |
| Parent/Guardian Signature (if applicable) _____ | Date _____   |  |

|   |  |
|---|--|
| <b>TO BE COMPLETED BY SUPERVISING AGENCY</b>  |  |
| This authorization will not be processed without completion of this section. The licensing representative must complete the following |  |
| <b>4</b>  | Date Fingerprinted: _____ Employment Start Date: _____<br>Full Name of Provider _____<br>Provider ID # _____<br>Street Address: _____<br>City _____ IL ZIP: _____<br>Supervising Agency Name: _____<br>Provider ID# _____<br><b>Or</b><br>DCFS Region/Site/Field _____<br>Name of Worker _____ Worker ID#/Phone Number _____<br>Name of Supervisor _____ Supervisor ID#/Phone Number _____ |

|          |  |
|----------|--|
| <b>5</b> | BACKGROUND RESULTS AS APPLICABLE<br>Sex Offender Clearance: _____<br>CANTS Clearance: _____<br>Illinois State Police Clearance: _____<br>FBI Clearance: _____<br>Transfer Clearances: SO/CANTS: _____ ISP: _____<br>FOR CENTRAL OFFICE OF LICENSING USE<br>SID# _____ Clear _____ Record _____<br>BC-03 Registered: _____<br>FBI Sent Out: _____ |
|----------|--|

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

**Provider ID #**

**WHO SHOULD USE THIS FORM:** This form must be completed by every person age 13 or older as part of an application to operate or reside in a child care facility, or be employed by or volunteer at a day care or group day care home. Every person subject to a background check must complete the first three sections identifying the type of facility and what role they will have at the facility and all personal information. All identifying information must be accurate and complete. The Parent or Guardian's signature is required if background check is for a minor.

**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.<br>NA = Native American/Alaskan (Indian or Eskimo)      WH = White<br>AO = Asian      UK = Unknown<br>BL = Black/African American      DI = Declined to Identify<br>PI = Native Hawaiian/Pacific Islander      CV = Could not be Verified  |
| Ethnicity:                           | Enter the primary Ethnicity<br>NH = Not Hispanic (NONE)      HA = Hispanic Central American<br>HS = Hispanic South American      HN = Hispanic Dominican<br>HM = Hispanic Mexican      HO = Hispanic Other<br>HP = Hispanic Puerto Rican      UK = Unknown<br>HD = Hispanic Spanish Descent      DI = Declined to Identify<br>HC = Hispanic Cuban      CV = Could not be Verified |

**ADDITIONAL INSTRUCTIONS FOR SECTIONS 4 OF THE FRONT PAGE**

|   |   |
|---|---|
| <b>Instruction for Left Side -</b>  | <b>Instructions for Right Side -</b>  |
| Date Fingerprinted: Provide the date the individual is fingerprinted  | Supervising Agency: Print the name and Provider ID# of Agency which will supervise the facility |
| Name of Provider: The full name which appears on the license application or the license. (DO NOT USE ACRONYMS)  | Provider ID #: The DCFS Region/Site/Field.  |
| Provider ID #: The Provider ID. (The number which appears on the license certificate for the facility. Initial Applications will be assigned # by Background Check Unit.) | Name of the Worker: Name, ID and phone of the worker  |
| Street/City/Zip: The site of licensed facility where person is licensed or employed.  | Name of the Supervisor: Name, ID and phone of the supervisor                                    |

The Authorization for Background Check must be submitted to the worker for completion of Section 4 and for forwarding to the DCFS pertinent Background Check Unit. The worker must check the form for completeness and accuracy, confirm that the person (if age 18 or older) has been fingerprinted, and verify the correct spelling of names alongside a form of identification, such as a driver's license or photo ID.

**ADDITIONAL INSTRUCTIONS**

**NOTICE of CONDITIONS for EMPLOYMENT AT A CHILD CARE FACILITY BELOW, and ISP/FBI PRIVACY ACT STATEMENT and the AUTHORIZATION/CERTIFICATION on page 3 of this form must be signed and dated individuals having a Background Check completed. Individuals being background checked/fingerprinted have a right to receive a copy of this form.**

**NOTICE of CONDITIONS for EMPLOYMENT AT A CHILD CARE FACILITY**

**A conditional employee includes:**

- Employees
- Volunteers
- Non-Licensed Service Provider

A conditional employee shall not be alone with any youth-in-care or other child being served through the licensed child care facility program, until **all** background clearances have been received. This includes receipt of all fingerprint clearances and any history as a perpetrator of child abuse/neglect. A conditional employee shall have another facility employee with them who has full background clearances when any child is present. A conditional employee shall not be alone with any youth-in-care or other child served by the licensed facility, until notified by the employer that all background clearances have been received.

**Certification:**

I have read, understand and shall follow stipulations set forth as a conditional employee:

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**\*\*\* Licensed Day Care Facilities Only:** Assistants are not allowed to be alone with children served by the licensed facility, even when they have full background clearances, unless specified by Rule.

- No conditional certification required for transfers within the same organization. Attach CFS 718-4-Request for Transfer of Background Clearances

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 \_\_\_\_\_

Parent/Guardian Signature (if applicable) \_\_\_\_\_

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 Department of Law Enforcement in the conduct of this investigation. I authorize the Department to periodically search child abuse and neglect reports 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 child care facility. Persons 13-17 years of age signing this form authorize a search of CANTS and SOR only and are not subject to fingerprinting.

I understand that information obtained as a result of my authorizing this investigation is confidential. Only DCFS shall receive for review FBI Background check results and upon request the employee, prospective employee or volunteer will be provided a copy. *State conviction information provided by the Department of State Police regarding employees, prospective employees, or volunteers of non-licensed service providers and child care facilities licensed under this Act shall be provided to the operator of such facility, and, upon request, to the employee, prospective employee, or volunteer of a child care facility or non-licensed service provider.* [225 ILCS 10/4.1]. 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 the application for licensure.

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 \_\_\_\_\_

Parent/Guardian Signature (if applicable) \_\_\_\_\_

Date \_\_\_\_\_