

AUTHORIZATION FOR BACKGROUND CHECK for Agencies & Institutions

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

CHECK ONE BOX IN EACH COLUMN			
	Category of Facility	Specific Type of Application	Person in the Facility
1	Child Care Facility License	<input type="checkbox"/> Youth Transitional Housing Program <input type="checkbox"/> Group Home <input type="checkbox"/> Child Care Institution/Maternity Center <input type="checkbox"/> Youth Emergency Shelter <input type="checkbox"/> Secure Child Care Facility <input type="checkbox"/> Child Welfare Agency	<input type="checkbox"/> Applicant/Operator (Person applying to operate a licensed child care facility) <input type="checkbox"/> Executive Director <input type="checkbox"/> Employee/Volunteer

PERSONAL INFORMATION (Please see additional instructions on page 2)

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 complete addresses for the past five (5) years, including those outside of Illinois. (Street/Apt.#/City/State/Zip Code) Dates From/To																
CURRENT ADDRESS, TELEPHONE (when applicable): Street/Apt.#: _____ City: _____ State: ____ Zip Code: _____ County: _____ Home Telephone (____) _____ - _____ Cell Phone (____) _____ - _____		<table style="width:100%; border-collapse: collapse;"> <tr> <td style="width: 15%; padding: 5px;">Date of Birth (Month/Date/Year) ____-____-____</td> <td style="width: 10%; padding: 5px;">Age _____</td> <td style="width: 15%; padding: 5px;">Place of Birth (City and State) _____</td> <td style="width: 15%; padding: 5px;">Citizenship (Country) <input type="checkbox"/> USA <input type="checkbox"/> Other (Specify) _____</td> <td style="width: 5%; padding: 5px;">Sex <input type="checkbox"/> M <input type="checkbox"/> F</td> <td style="width: 5%; padding: 5px;">Height Ft. In. ____</td> <td style="width: 5%; padding: 5px;">Weight (lbs.) ____</td> <td style="width: 5%; padding: 5px;">Hair (color) _____</td> <td style="width: 5%; padding: 5px;">Eye (color) _____</td> </tr> </table>								Date of Birth (Month/Date/Year) ____-____-____	Age _____	Place of Birth (City and State) _____	Citizenship (Country) <input type="checkbox"/> USA <input type="checkbox"/> Other (Specify) _____	Sex <input type="checkbox"/> M <input type="checkbox"/> F	Height Ft. In. ____	Weight (lbs.) ____	Hair (color) _____	Eye (color) _____
Date of Birth (Month/Date/Year) ____-____-____	Age _____	Place of Birth (City and State) _____	Citizenship (Country) <input type="checkbox"/> USA <input type="checkbox"/> Other (Specify) _____	Sex <input type="checkbox"/> M <input type="checkbox"/> F	Height Ft. In. ____	Weight (lbs.) ____	Hair (color) _____	Eye (color) _____										
Race (Check all that apply) <input type="checkbox"/> Native American/Alaskan (Indian or Eskimo) Tribal Affiliation: <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Black/African American <input type="checkbox"/> Native Hawaiian/Pacific Islander <input type="checkbox"/> Asian <input type="checkbox"/> White <input type="checkbox"/> Unknown								Ethnicity (see codes on Page 2) <input type="checkbox"/> Declined to Identify <input type="checkbox"/> Could not be Verified										

AUTHORIZATION /CERTIFICATIONS BELOW AND ON PAGES 2 AND 3 MUST BE SIGNED AND DATED

3	Have you ever been indicated as a 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 _____
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TO BE COMPLETED BY SUPERVISING AGENCY	
This authorization will not be processed without completion of this section. The licensing representative must complete the following	
Date Fingerprinted: _____ Offer of Pre-Hire Employment Date: _____ Full Name of Provider _____ Provider ID # _____ Street Address: _____ City _____ IL ZIP: _____	Supervising Agency Name: _____ Provider ID# _____ Or DCFS Region/Site/Field _____ Name of Worker _____ Worker ID#/Phone Number _____ Name of Supervisor _____ Supervisor ID#/Phone Number _____

5	BACKGROUND CHECK RESULTS-BACKGROUND CHECK UNIT USE ONLY Sex Offender Clearance: _____ CANTS Clearance: _____ Illinois State Police Clearance: _____ FBI Clearance: _____ Transfer Clearances: SO/CANTS: _____ ISP: _____	FOR CENTRAL OFFICE OF LICENSING USE ONLY SID# _____ Clear _____ Record _____ BC-03 Registered: _____ FBI Sent Out: _____
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PRINT: Last Name/First Name/Middle Initial

Provider ID #

WHO SHOULD USE THIS FORM: This form must be completed by every person age 18 or older as part of an application to operate, be employed, or volunteer in a child care facility. 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.

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 #.	THIS FORM WILL NOT BE PROCESSED WITHOUT A COMPLETE SOCIAL SECURITY, INDIVIDUAL TAXPAYER IDENTIFICATION (ITIN) NUMBER OR DEPARTMENT ASSIGNED NUMBER	
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	

ADDITIONAL INSTRUCTIONS FOR SECTIONS 4 OF THE FRONT PAGE

Instruction for Left Side - Date Fingerprinted: Provide the date the individual is fingerprinted, and offer of pre-hire employment date Name of Provider: The full name which appears on the license application or the license. (DO NOT USE ACRONYMS) 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.) Street/City/Zip: The site of licensed facility where person is licensed or employed.	Instructions for Right Side - Supervising Agency: Print the name and Provider ID# of Agency which will supervise the facility Provider ID #: DCFS Region/Site/field: The DCFS Region/Site/Field (if licensed by DCFS) Name of the Worker: Name, ID and phone of the worker Name of the Supervisor: Name, ID and phone of the supervisor
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The Authorization for Background Check must be submitted to the licensing worker for completion of Section 4 and for forwarding to the DCFS pertinent Background Check Unit. The licensing worker must check the form for completeness and accuracy, confirm that the person 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 PRE-HIRE OFFER OF EMPLOYMENT AT A CHILD CARE FACILITY on page 3, the ISP/FBI PRIVACY ACT STATEMENT, and the AUTHORIZATION/CERTIFICATION on page 4 of this form must be signed and dated by the individual having a Background Check completed. Individuals authorizing background checks have a right to receive a copy of this form.

NOTICE of PRE-HIRE OFFER OF EMPLOYMENT AT A CHILD CARE FACILITY

Pre-hire offer of employment includes prospective:

- Employees
- Volunteers

A facility may extend a pre-hire offer of employment to prospective child welfare agency or congregate care facility staff (See Section 1 of this form for facility types included) until the prospective employee or volunteer receives a full background clearance and is eligible for an employment or volunteer start date. This background clearance includes receipt of all fingerprint checks, any history as a perpetrator of child abuse or neglect, and a search of pertinent sex offender registries. Persons extended a pre-hire offer of employment shall not be assigned an employment start date or begin volunteer services until notified by the employer that all background clearances have been processed and cleared. Upon receipt of all background clearances, the employer will contact the prospective employee to establish the official start date.

Certification:

I have read, understand, and shall follow stipulations set forth as a prospective employee or volunteer:

Signature: _____ **Date:** _____

Name: (Print) _____ **Last 4 digits of SSN** _____

Fully Cleared Existing Employee Only (if applicable)

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 registries to determine whether I have been a perpetrator of an “indicated” finding of child abuse or neglect pursuant to the Abused and Neglected Child Reporting Act. I authorize the Department to conduct periodic searches of pertinent sex offender registries. The child abuse and neglect background check, sex offender search, 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.

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 Illinois 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 _____