

National Service Criminal History Checks in Illinois

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Illinois is an open records state.

Some form of criminal history information is open to the public in “open records” states. In “closed records” states, access to criminal history information is not generally available to the public, but is available to authorized entities (e.g. law enforcement agencies).

Contact Information

Illinois State Police, Division of Administration

<http://www.isp.state.il.us/crimhistory/chri.cfm>

Phone number: 815-740-5160

State Checks

General Information on State Checks:

- While two options for types of state checks are listed below, name-based and fingerprint-based, only one type of state check is required. CNCS does not recommend one of these checks over the other. Either the name-based state check or the fingerprint-based state check is acceptable.
- Please note that to be in compliance with CNCS requirements, recipients may have to conduct checks in up to two states: the state of service/work check on individuals in covered positions, as well as a state of residence check (i.e. if the state of residence is different from the state of service/work at the time of application).

Name-Based State Checks

Available from: Name-based inquiries are available through the Criminal History Information Response Process (CHIRP). Though this is an option, it is highly recommended that individuals and organizations use the fingerprint process for more accuracy.

What is released: Charges that are reportable to ISP include felonies, class A and B misdemeanors, DUI charges, aggravated fleeing and eluding and anti-theft laws. Class C misdemeanors, local ordinances, and numerous traffic offenses are not mandated to be reported so these charges may not be available; however, if these offenses are reported, they may be disseminated

Cost: \$16

How long does it take to obtain results? 3-4 weeks for processing

Fingerprint-Based State Checks

What is released: Charges that are reportable to ISP include felonies, class A and B misdemeanors, DUI charges, aggravated fleeing and eluding and anti-theft laws. Class C misdemeanors, local ordinances, and numerous traffic offenses are not mandated to be reported so these charges may not be available; however, if these offenses are reported, they may be disseminated

Cost: \$20

How long does it take to obtain results? 3-4 weeks for processing

Available to: Individuals and organizations

Additional notes:

In State

- All fingerprint transactions must be submitted to ISP electronically through a licensed live scan fingerprint vendor. Illinois Department of Financial and Professional Regulation Licensed Live Scan Fingerprint Vendor List
- If your fingerprint based criminal history background check is required for licensing or other statutorily requirements for employment, please work with the agency to obtain the correct information prior to going to the live scan vendor.
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Out of State

- All fingerprint transactions must be submitted to ISP electronically through a licensed live scan fingerprint vendor. Illinois Department of Financial and Professional Regulation Licensed Live Scan Fingerprint Vendor List - select those vendors marked to submit via card scan
- If your fingerprint based criminal history background check is required for licensing or other statutorily requirements for employment, please work with the agency to obtain the correct information prior to going to the live scan vendor.
- Out of State Request (Uniform Conviction Information Act only)

Adjudication

The information at the following link demonstrates how to read and interpret the information provided on an Illinois State Bureau of Investigation rap sheet.

<http://www.isp.state.il.us/docs/5-727.pdf>

Approved Alternative Repositories

State repositories are institutions that house and maintain the arrest and disposition (or outcome) information for cases handled in that state. Each state has a central repository, and CNCS has designated one in each state that grantees must use. In some cases, generally when a different institution is able to provide information that is equivalent to what is provided by the state repository, CNCS may designate them as an Approved Alternative Repository.

None at this time.

FBI Checks

FBI Check guidance: <http://www.nationalservice.gov/FBIGuidance>

State Repository Provides FBI Checks: In some cases, yes.

Illinois State Police releases only IL conviction information. For FBI information, applicants must go through the FBI office in West Virginia.

The FBI channeler in Illinois can also assist in this process (information for both state and FBI can be found on the ISP website:

www.isp.state.il.us.)

Available to: Applicant fingerprint submissions are criminal history information requests authorized by Illinois Compiled Statutes for the purpose of licensing or employment screening. Requests of this type can be used to access both state and FBI criminal history information. Fee Applicant fingerprint submissions are retained on the state CHRI database. This facilitates subsequent automatic notifications to agencies when there has been a significant change to an individual's criminal history record. Subsequent notifications are provided at no additional cost to the requestor. Always record the TCN, which is located in the top right hand corner of the Fee Applicant request form. For live scan fingerprint submissions, request the TCN from the live scan vendor when the request is submitted. This number is used in tracking the status of the request form.

CNCS FBI Channeler: Organizations that cannot successfully use the state repository for FBI Checks may use CNCS's FBI-approved Channeler, Fieldprint, for FBI checks.

Cost: The cost for one FBI check through Fieldprint is \$27.50.

How long does it take to receive results? The majority of checks conducted electronically take no more than two business days from the date the fingerprints are captured. If an applicant does not live near a Fieldprint livescan location and fingerprints must be taken manually and mailed, it will take longer to receive the results. See the Fieldprint Guide and FAQ (linked below) for more information.

View these links for more information:

- Fieldprint Guide and FAQs: <https://www.nationalservice.gov/FBIGuidance> (see document, "Using Fieldprint as an FBI Channeler – A Guide for CNCS Recipients")
- Fieldprint website: <http://www.fieldprintcnscs.com/>

NSOPW (National Sex Offender Public Website) Check

nsopw.gov

A required component of the NSCHC is a nationwide check of NSOPW.gov before an individual begins work or service in a covered position. Please note that a compliant nationwide NSOPW check must include reports from all states, territories, and tribes. If any state, territory, or tribe is unavailable at the time the NSOPW check is conducted, you must either run a nationwide NSOPW check again through NSOPW.gov and ensure that all entities are reporting, or run a separate check for each entity that is not reporting through the state sex offender registry website.

Please note that a check of a single state's sex offender registry alone is not sufficient to meet the requirements of the nationwide NSOPW check requirement. The information provided in the State Sex Offender Registry Information section is for reference purposes only in the event that a single state sex offender registry check is necessary to supplement an incomplete nationwide NSOPW check.

State Sex Offender Registry Information

Illinois Sex Offender Registry: <http://www.isp.state.il.us/sor/>

Individuals Requesting Criminal History Records (versus Organizations)

In order for a non-criminal user agency to receive FBI fingerprint based information, a state or federal statute must be in place indicating that a particular user agency or organization has the authority to receive FBI information. The FBI only performs fingerprint based criminal history information checks. An FBI response to a fingerprint based criminal history information check will show all arrest information, unlike Illinois which can only provide conviction information. Due to this statutory difference, a user could receive a no record for conviction information from an Illinois criminal history information check and receive the arrest data from the FBI. Individuals using a UCIA form cannot request an FBI criminal history information check through the BOI. To obtain FBI information, the subject must send an FBI fingerprint I Guide to Understanding Criminal History Record Check Information - 45 - card along with a certified check or money order for \$18

Revised as of 2/24/2017

made payable to the U.S. Treasury. Once results are received, bring sealed results to program to ensure chain of custody.

Complete and forward a letter to the FBI requesting a copy of your FBI criminal history record. If the request is for a couple, or family, etc., all persons must sign the request letter and provide a legible set of fingerprints. Include your complete mailing address. If there is a deadline (e.g., an immigration deadline), please include the deadline in the request letter and on the outside of the envelope. The request letter must be accompanied by a legible set of fingerprints. Obtain proof of identity, which consists of a set of your fingerprints (original card, no copies), with your name, date of birth and place of birth. Fingerprints should be placed on a standard fingerprint form (FD 258) commonly used for applicant or law enforcement purposes. Include rolled impressions of all ten fingerprints and impressions of all ten fingerprints taken simultaneously (these are sometimes referred to as plain or flat impressions.) If possible have your fingerprints taken by a fingerprinting technician (this service may be available at a Law Enforcement Agency.) Previously processed fingerprint cards will not be accepted.

Include \$18 (U.S. funds) in the form of a money order, certified check made payable to the Treasury of the United States, or you may pay by credit card. Be sure to sign where required. No personal checks or cash will be accepted. Payment must be the exact amount. If for a couple, family, etc., include \$18 for each person. If paying by credit card you must include the completed credit card payment form. Credit cards will not be used for expedited mail services. Mail the items listed above to the following address: FBI CJIS Division - Record Request 1000 Custer Hollow Road Clarksburg, West Virginia 26306 if any of the above items are missing or incomplete, the request will be returned. Allow approximately 8 to 10 weeks for processing, upon receipt to the FBI. What You Will Receive if no criminal history record exists, the original fingerprint card will be returned stamped "No Record" and returned to the individual. If criminal history information exists, the subject's FBI Identification Record will be returned.