

Instructions for Criminal Background Fingerprinting

- 1. Complete the Criminal Background Fingerprint Check Authorization Form (below) Make sure to write legibly in ink, either by hand or by typewriter.
- 2. Make sure to sign and date the form
- 3. Staple your check or money order (payable to NIU) in the amount of \$68.00 to the form. Do not send cash. Credit Card payment method is not available.
- 4. Return your completed form with your check or money order to:
  - Mail:

Teacher Certification Williston Hall 214 Northern Illinois University DeKalb, IL 60115 Drop off: Teacher Certification Williston Hall 214 Monday-Friday 8:30 AM – 4:30 PM

- 5. Fingerprints required for clinical courses at Northern Illinois University can be completed electronically at these locations and times: *You DO NOT need to call for an appointment* 
  - Holmes Student Center Room 118 (Primary Location for CBC) o 9:00 AM – 3:00 PM on days when classes are in session
  - Northern Illinois University Department of Public Safety Office (next door to University Health Services)

     If you are unable to go to the Holmes Student Center 9am-3pm on days classes are in session, the best time to come would be at night (after 7:00 PM) or during the day on the weekend. Please be cognizant of university events, such as Football games, Homecoming and Move In Day. On these dates, somebody may not be available to assist with fingerprints.
- 6. It is important to note:
  - Please allow five (5) working days (if you mail your form and payment) before going to the NIU Public Safety Office to have your fingerprints taken.
  - When you arrive at the location to have fingerprints taken, please have your driver's license, your state identification card or passport with you.
  - There is no need to call before coming. Once prints are taken they are sent to the Illinois State Police Bureau of Identification in Joliet. Typical response time is currently three weeks to get results back after submitting fingerprints. The results are sent to Registration and Records, who then put them in MyNIU.
  - Any questions please contact: The University Office of Teacher Certification (815) 753-0846 <u>TeacherCertification@niu.edu</u>



(Please print legibly):

The following information is **required** to complete the criminal background check

Criminal Background Check Authorization

Attached is a check or money order (no cash or credit cards accepted) payable to Northern Illinois University in the amount of \$68.00, to cover the cost of obtaining a criminal history report. Results of the completed reports will be sent to Northern Illinois University.

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|---|---|
|   |   |
| Last Name   |   |
|   | First   |
| Name MI   | Maiden/Former Name  |
|   |   |
| Date of Birth Gender Ethnicity                                  |   |
|   |   |
| Z ID/Student ID   |   |
|   |   |
| Program   | []  |
| (i.e., Biology, Elementary Ed., Music, Special Ed., F&CS, etc.) | For NIU Office Use Only:<br>Illinois Sex Offender and Illinois<br>Child Murderer and Violent Offender<br>Against Youth Databases. |
| Home Address:   | ☐ <b>Hit</b> (Registry Name)  |
| Name:   |   |
| Street/PO Box:  | □ No Record   |
| City, State, Zip:   |   |

I irrevocably release Northern Illinois University and its officers, employees and agents from all liability or claims of any kind that I may have arising from obtaining the "investigative report," the information it contains or the investigation from which such information is compiled. Except for gross negligence, I further release all persons or entities from liability or claims that I may have arising from the furnishing of any information contained in the report.

I irrevocably authorize Northern Illinois University to obtain criminal history information on me from the Illinois State Police, Federal Bureau of Investigation (under the Adam Walsh Child Protection Act) Illinois Sex Offender, Illinois Missing Sex Offender, Dru Sjodin National Sex Offender Public Website and Illinois Child Murderer and Violent Offender Against Youth Registries in accordance with Illinois Statues and University/program policies.

I irrevocably authorize Northern Illinois University to disseminate, as required by clinical/student learning experience institutions, the results of this criminal history report, to include all information on the report, including but not limited to name, criminal history, social security number, date of birth, ethnicity and gender.

03/25/2011