



## Fingerprint Authorization & Release

Section 10-21.9 of the Illinois School Code requires all applicants for employment with a school district including persons or firms holding contracts with the district, who have direct daily contact with the pupils of any district school, to authorize a fingerprint-based criminal history records check to determine if the applicant has been convicted of certain enumerated offenses. A school board shall not knowingly employ a person for whom a criminal background investigation has not been initiated. By completing and signing this form I authorize South Cook Intermediate Service Center – Region 7 to submit fingerprints and other necessary information electronically to the Illinois State Police (ISP) & the Federal Bureau of Investigation (FBI).

**To Be Completed By Applicant (photo ID required):**

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_ Middle Name: \_\_\_\_\_  
 City/State/Zip: \_\_\_\_\_ Telephone Number: \_\_\_\_\_  
 Email Address: \_\_\_\_\_  
 Date of Birth: \_\_\_\_/\_\_\_\_/\_\_\_\_ Place of Birth: \_\_\_\_\_ US Citizen:  Yes  No  
 Social Security Number: \_\_\_\_ - \_\_\_\_ - \_\_\_\_ Drivers License Number: \_\_\_\_\_ State: Illinois

Please use the following codes when completing this form:

SEX	RACE	HAIR	EYES
<b>M</b> = Male	<b>W</b> = White	<b>BAL</b> = Bald	<b>BLK</b> = Black
<b>F</b> = Female	<b>B</b> = Black	<b>GRY</b> = Gray	<b>BLU</b> = Blue
<b>U</b> = Unknown	<b>H</b> = Hispanic	<b>BRO</b> = Brown	<b>BRO</b> = Brown
	<b>A</b> = Asian/PI	<b>BLK</b> = Black	<b>GRN</b> = Green
	<b>I</b> = Native American	<b>BLN</b> = Blonde	<b>MUL</b> = Multi
	<b>U</b> = Unknown	<b>RED</b> = Red	<b>PNK</b> = Pink
		<b>SDY</b> = Sandy	<b>U</b> = Unknown
		<b>WHI</b> = White	<b>GRY</b> = Gray
		<b>OTH</b> = Other	<b>HZL</b> = Hazel

\*Sex: \_\_\_\_\_  
 \*Race: \_\_\_\_\_  
 \*Eyes: \_\_\_\_\_  
 \*Hair: \_\_\_\_\_  
 Height: \_\_\_\_\_ Feet \_\_\_\_\_ Inches  
 Weight (pounds): \_\_\_\_\_

I authorize South Cook ISC – Region 7 to submit the above information, that I acknowledge being true and accurate, to the best of my knowledge, to the Illinois State Police (ISP) and the FBI. The ISP shall conduct a fingerprint-based criminal history records check and shall furnish to the president of the school board of the receiving school district the applicant's records of convictions, until expunged. The president of the school board shall keep a conviction record confidential and share it only with the Superintendent, the appropriate Regional Superintendent/Executive Director, the State Superintendent of Schools, the State Teacher Certification Board, or any other person necessary to the hiring decision. **A copy of the record of convictions shall be provided to the applicant for employment.**

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_