



Authorization for Release of Criminal History Information

Pursuant to Administrative Order #1 (2013) and in accordance with State law, it is the policy of the State of Illinois not to base employment decisions on the criminal history of an applicant for state employment unless: (1) federal or state law prohibits hiring an individual with certain criminal convictions for the position that an applicant is seeking; or (2) the applicant has been convicted of an infraction that is substantially related to the position sought or the granting or continuation of the employment would involve an unreasonable risk to property or to the safety or welfare of specific individuals or the general public, and denial of employment based on that criminal history is consistent with the State's duty to serve and protect its citizens.

Printed Name (include full name, maiden name, and include any other names by which you have been known).

Signature _____ Date _____

Email: _____

Address _____ Date of Birth _____

City _____ State _____ ZIP Code _____ Driver's License Number _____ State Issued _____

Male Female American Indian or Alaskan Native
 Asian or Pacific Islander
 Black
 White
 Other Specify _____

INTERNAL INSTRUCTIONS FOR HIRING AGENCY

This form must be accompanied by either the UCIA Name Inquiry form (Form ISP 6-405B) or the UCIA Fingerprint Inquiry form (Form ISP 6-404B) and is to be completed by the hiring agency. These ISP forms provide Principal Requester Contact Information and Category of Inquiries Information. These forms may only be ordered from the ISP home page (<http://www.isp.state.il.us>) and selecting the Criminal History link on the left side under Agency Links or by calling ISP Bureau of Identification at 815-740-5160 between 8 a.m. and 4 p.m. Monday through Friday. The name check process can be performed electronically and details are provided at: <http://www.isp.state.il.us/crimhistory/chri.cfm>. The UCIA fingerprint form can be ordered and then taken to a local law enforcement agency for fingerprinting or the individual applicant may contact one of ISP's licensed live scan fingerprint vendors listed at: <https://www.idfpr.com/LicenseLookup/fingerprintlist.asp>. Each form may only be used once and cannot be copied or duplicated as each form contains a unique Transaction Control Number used for internal ISP tracking purposes.

The Illinois Uniform Conviction Information Act, 20 ILCS 2635/13, provides that results pursuant to this criminal background check should only be relied upon for 30 days. As such, this background check is not limited to a specific position and may be secondarily disseminated for a period of 30 days and is not limited to a single reason for inquiry. Each executed Authorization for Release of Criminal History Information must be maintained on file for at least 2 years pursuant to 20 ILCS 2635/7.

Upon receipt of the criminal history record information, the hiring agency, board or commission shall provide a copy to the candidate and notify him/her that he/she has the obligation and responsibility to notify the hiring agency within seven (7) days if the information is inaccurate or incomplete.

Any questions related to the UCIA program may be directed to the ISP Bureau of Identification at 815-740-5160.

COMPLETE AND SIGN BOTH SIDES OF THIS FORM