

Illinois Department of Children and Family Services  
**AUTHORIZATION FOR BACKGROUND CHECK for Day Care**

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

<b>CHECK ONE BOX IN EACH COLUMN IN EITHER ROW A or B:</b>			
	<b>Category of Facility</b>	<b>Specific Type of Application</b>	<b>Person in the Home/Facility</b>
<b>1</b>	<b>A</b>	<input type="checkbox"/> Day Care Home <input type="checkbox"/> Group Day Care Home	<input type="checkbox"/> Applicant <input type="checkbox"/> Member of Household (age 13 and over) <input type="checkbox"/> Employee/Volunteer (includes household member under age 18 who is also an employee/volunteer)
	<b>B</b>	<input type="checkbox"/> Day Care Center <input type="checkbox"/> Day Care Agency	<input type="checkbox"/> Applicant/Operator/Owner <input type="checkbox"/> Executive Director/Day Care Center Director <input type="checkbox"/> Employee/Volunteer

**PERSONAL INFORMATION (Please see additional instructions on page 2)**

<b>2</b>	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					
	CURRENT ADDRESS, TELEPHONE (when applicable): Street/Apt.#: _____ City: _____ State: ____ Zip Code: _____ County: _____ Home Telephone ( _____ ) _____ - _____ Cell Phone ( _____ ) _____ - _____				List all complete addresses for the past five (5) years, including those outside of Illinois. (Street/Apt.#/City/State/Zip Code) <span style="float: right;">Dates From/To</span>					
	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**

<b>3</b>	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 _____
Parent/Guardian Signature (if applicable) _____	Date _____

<b>TO BE COMPLETED BY SUPERVISING AGENCY</b>	
This authorization will not be processed without completion of this section. The licensing representative must complete the following	
<b>4</b> Date Fingerprinted: _____ Probationary Start Date (New Candidate/Probationary Employee): _____ Full Name of Provider _____ Provider ID # _____ Street Address: _____ City _____ IL ZIP: _____	Supervising Agency Name: _____ Provider ID# _____ <b>Or</b> DCFS Region/Site/Field _____ _____ Name of Worker _____ Worker ID#/Phone Number _____ _____ Name of Supervisor _____ Supervisor ID#/Phone Number _____

<b>5</b> 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 13 or older as part of an application to operate or reside in a day care home or group day care home, and all employees/volunteers at a day care facility regardless of age. 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. The Parent or Guardian's signature is required if background check is for a minor.

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

<b>Instruction for Left Side -</b>		<b>Instructions for Right Side -</b>	
Date Fingerprinted:	Provide the date the individual is fingerprinted, and probationary employee start date	Supervising Agency:	Print the name and Provider ID# of Agency which will supervise the facility
Name of Provider:	The full name which appears on the license application or the license. (DO NOT USE ACRONYMS)	Provider ID #:	
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.)	DCFS Region/Site/field:	The DCFS Region/Site/Field.
Street/City/Zip:	The site of licensed facility where person is licensed or employed.	Name of the Worker:	Name, ID and phone of the worker
		Name of the Supervisor:	Name, ID and phone of the supervisor
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, if applicable, 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 PROBATIONARY EMPLOYMENT STATUS AT A DAY 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 PROBATIONARY EMPLOYMENT STATUS AT A DAY CARE FACILITY**

**Probationary Employment status includes:**

- Employees
- Volunteers who may be left alone with children

A day care home, group day care home or day care center may extend an offer of probationary employment to a prospective day care staff member. A probationary employee or volunteer may begin employment once an initial background check clearance is received. An initial background check includes a fingerprint clearance from the state in which the employee or volunteer resides, or a fingerprint clearance from the FBI. A probationary employee or volunteer with an initial background check clearance must be under the supervision of an employee with a full comprehensive background check clearance (within the past five years) at all times. Persons in probationary employment status and volunteers shall not begin employment or volunteer services until notified by the employer of receipt of an initial background check clearance. A probationary employee or volunteer shall not be left alone with any child served by the licensed facility until notified by the employer that a full comprehensive background check clearance has been received.

**Certification:**

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

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Name:** (Print) \_\_\_\_\_

**Parent/Guardian Signature (if applicable)** \_\_\_\_\_ **Date** \_\_\_\_\_

**\*\*\* Licensed Day Care Facilities Only:** Assistants are not allowed to be alone with children served by the licensed facility, even when they have full background clearances, unless specified by Rule.

**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 or other states relevant laws. 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 day care facility. Authorization for household members 13 through 17 years of age must be obtained to conduct a search of pertinent child abuse/neglect databases and sex offender registries only and are not subject to fingerprinting, unless they are an employee/volunteer of a day care home, group day care home, or day care center.

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 \_\_\_\_\_