

State of Illinois  
Department of Children & Family Services  
Central Office of Licensing

**REQUEST FOR TRANSFER OF  
BACKGROUND CLEARANCE INFORMATION**

In accordance with Rule 385, Background Checks, facilities licensed by the Department of Children & Family Services may request transfer of background check clearances for their employees. In order to be eligible for transfer of information, the person must be transferring employment from one licensed child care **(Day Care)** facility to another.

This request must be completed by the facility operator and include a newly completed CFS-718-B, Authorization Form attached to this request.

Note: **Agencies and Institutions facilities: Form can only be used for Internal A & I transfers only**

|                                                   |                                |
|---------------------------------------------------|--------------------------------|
| <b>COMPLETE THE FOLLOWING INFORMATION:</b>        |                                |
| <b>Employee Name</b>                              | <b>SS#</b>                     |
| <b>Name of Facility Where Previously Employed</b> | <b>Provider ID# (if known)</b> |
| <b>Address of Facility/City/State/Zip</b>         |                                |
| <b>Date Employment Ended</b>                      |                                |
|                                                   |                                |
| <b>Name of Facility Where Currently Employed</b>  | <b>Provider ID#</b>            |
| <b>Date of Employment</b>                         |                                |
|                                                   |                                |

Attach CFS 718-B and FAX TO: (312) 328-2794

**OR**

**MAIL TO:** Central Office of Licensing/BCU  
Department of Children and Family Services  
1911 S. Indiana, 7<sup>th</sup> Floor  
Chicago, Illinois 60616  
Email via Outlook: DCFS.DG.BCU-Chgo