

ILLINOIS STATE
UNIVERSITY



FROM: Human Resources
RE: Fingerprint Background Check

As part of the criminal background check, all ISU employees and vendor employees assigned work on the Laboratory Schools property must undergo a fingerprint check at the University's expense by state statute. **The fingerprinting must be completed and results evaluated by the University prior to the begin date of your employment/work on Laboratory school property.**

Biometric Impressions

Human Resources has arranged for Biometric Impressions to fingerprint ISU employees on Wednesdays from 9:00 am to 4:00 pm. Biometric Impressions is located at 1016 Ekstam Drive, Bloomington, Illinois 61704 (Located inside of the G4S/Allied Universal Office). **Appointments are not accepted, so you are encouraged to call (630) 532-5922 to check the availability.**

- Return the attached completed "Background Check Authorization Form" to Marissa Held at mvheld@ilstu.edu or FAX 309-438-2580
- Take the attached completed Biometric Impressions authorization form to your appointment.
- Upon arrival at your appointment, you must show a government issued ID and have your picture taken.

To find additional locations and hours of operation to complete the fingerprinting process [click here](#). **As appointments are not accepted, please call to confirm availability.** Fingerprints can be taken at any Biometric Impressions location as long as it is within the state of Illinois.

This will generate fingerprint results that will be sent directly to Human Resources for review pursuant to University Policy 3.1.30 Criminal Background Investigation Policy and/or any contract or agreement with the University. The policy can be accessed online at <http://policy.illinoisstate.edu/employee/3-1-30.shtml>.

Thank you for your cooperation.