

ILLINOIS STATE
UNIVERSITY



FROM: Human Resources
RE: Fingerprint Background Check

Human Resources has arranged for Accurate Biometrics to fingerprint ISU employees on Tuesdays and Thursdays from 9:00 am to 12:30 pm and 1:30 pm to 5:00pm. Accurate Biometrics is located at 1717 R T Dunn Dr, Suite 201-1, Bloomington, Illinois 61701. Appointments are not accepted, so you are encouraged to call (866) 361-9944 to check the availability.

- Return the attached completed "Background Check Authorization Form" to Marissa Held at mvheld@ilstu.edu
- Take the attached completed Accurate Biometrics 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 Accurate Biometrics 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,