

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 inside G4S/Allied Universal at 1016 Ekstam Dr, Bloomington, IL 61704. 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.

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.