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.**

Human Resources has arranged for Biometric Impressions to fingerprint ISU employees on Wednesdays from 9:00am to 4:00pm. Biometric Impressions is located at 1016 Ekstam Drive in Bloomington, IL 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 Lindsay Gremo at [lagremo@ilstu.edu](mailto:lagremo@ilstu.edu) or FAX 309-438-0011
* 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.

If you need options on days other than Wednesdays and/or outside of Bloomington, Biometric Impressions has locations across the state. You can find these locations here: <https://www.biometricimpressions.com/locations/>. You can be fingerprinted at any Biometric Impressions location 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.