

The College of Health & Human Sciences has two methods for obtaining the
CRIMINAL BACKGROUND CHECK
that is required of all clinical students

Please read the following instructions carefully.

Method #1: is required only for Speech Language Pathology students and select students in other College of Health and Human Sciences programs.

The required Illinois State Police (ISP) and FBI criminal background checks are obtained through ACCURATE BIOMETRICS. There are many locations in the area where students can go to submit their applications and get fingerprinted electronically. Office locations and hours are listed on their website: www.accuratebiometrics.com

- Following are the TWO application forms that MUST be completed and submitted when requesting a background check.
- Use the Illinois State Police NIU UCIA form with the NIU identification number "ORI-MS1210749" to be sure your application is processed properly.
- There are TWO APPLICATIONS – one for the Illinois State Police (ISP) report and one for the FBI report.
- Students must be sure BOTH applications are complete and ready to submit to the technician along with payment and identification.

THE STUDENT WILL BE FINGERPRINTED TWICE

ILLINOIS STATE POLICE REPORT:

- The ISP report will now be sent electronically, directly to the Chief Clerk in the College of Health & Human Sciences.
- After fingerprinting, there is no other action needed by the student for the ISP reporting.

FBI REPORT:

- The student MUST bring TWO (2) FORMS OF I.D along with the completed application and payment.
- One must be a valid, government-issued PHOTO I.D. and at least one must have the student's CORRECT ADDRESS.

The STUDENT is the ONLY person who has access to the completed FBI report ! After fingerprinting, the student will be given a RECEIPT with their TCN (unique transaction number) to use when accessing their report online. DO NOT LOSE THIS RECEIPT/TCN !

THE STUDENT MUST GO TO THE ACCURATE BIOMETRICS WEBSITE TO DOWNLOAD THE FBI REPORT, PRINT THE RESULT AND SUBMIT TO THE CHIEF CLERK IN THE COLLEGE OF HEALTH & HUMAN SCIENCES.

- This page, showing the result of the FBI check, can be emailed to chscbc@niu.edu; mailed to the address below; or FAXed to 815-753-8153.

Students should NOT attempt to access the FBI report until AT LEAST 24 HOURS AFTER THE TIME FINGERPRINTS ARE CAPTURED or the system will lock and the student will have to call Customer Service at 866-361-9944.

THE FBI REPORT WILL ONLY BE ACCESSIBLE FOR 30 DAYS

- The student has 30 days to access the FBI report from the Accurate Biometrics website portal.
- Once the report has been accessed, it is DELETED from the web portal.
- The student should NOT access this report unless they are at a device that will allow them to SAVE/PRINT their report.
- No one at the university or elsewhere will have access to the student's FBI report, so it is critical to follow the protocol to capture the information in a timely manner.

THE COST OF BOTH BACKGROUND CHECKS IS

\$75.00

(there is an additional \$2 fee if student uses a credit card)

**Payment is made directly to the fingerprint technician at
Accurate Biometrics**

Acceptable forms of payment are:

MONEY ORDER, CASHIERS CHECK or CREDIT CARD

(money order or cashiers check made out to: Accurate Biometrics)

(personal checks are NOT accepted)

As of January 1, 2014 CASH IS NOT ACCEPTED

LOCATIONS, OFFICE HOURS, and other important information about this process are available at www.accuratebiometrics.com

If there are questions about this process, contact either the Chief Clerk in the College of Health & Human Sciences.

SUBMIT ALL CLINICAL REQUIREMENTS, INCLUDING THE FBI REPORT TO:

Chief Clerk
College of Health & Human
Sciences Northern Illinois University
Wirtz 227
DeKalb, IL 60115
FAX: 815-753-8153
EMAIL: hhsclinicals@niu.edu

Method #2: College of Health and Human Sciences program coordinators provide specific direction to students based on their timing in the program. See your program coordinator for more information.