

# LEADS Daily Bulletin

June 24, 2026

## Fingerprinting Requirements for New Hire

The Illinois State Police Bureau of Identification would like this bulletin to serve as a reminder regarding fingerprint submission types and procedures for criminal justice employment processing.

### Fingerprint Inquiry (FP-INQ)

**Purpose:** To confirm the existence or non-existence of a criminal history based on fingerprints. Used when a subject's identifiers are not known.

- Important Information:
  - These submissions **do NOT** create a State Identification Number (SID). They will only provide a SID response, if one already exists in the current CHRI system.
  - Fingerprints from Fingerprint Inquiry submissions are **not stored** in the CHRI database.

### Criminal Justice Applicant Fingerprints (CJE)

**Purpose:** Used for criminal justice employment background checks of new agency hires.

- Important Information:
  - Fingerprints are submitted to the Bureau of Identification (BOI).
  - A State Identification Number (SID) WILL be assigned.
  - The fingerprint card will be permanently retained in the CHRI database.
  - Be sure to use **Purpose Code: CJE** when submitting.
  - FEAPP prints **will not** be accepted for Criminal Justice Agencies.

### New Employee Fingerprinting Requirements

- All newly hired employees, including transfers, must be fingerprinted under your **agency's ORI**, not the ORI on the Livescan machine that is submitting prints on your agency's behalf.
- Important Information:
  - A SID from a prior agency **may not** be used under your current agency's ORI.
  - LEADS cannot be used solely for the purpose of locating a SID.

### Submission Process

- When submitting fingerprints:
  - Use the Applicant Submission option on the Livescan machine or complete an Applicant manual fingerprint card using Purpose Code CJE. Do not place anything in this field that is not an approved Purpose Code.
  - Ensure the fingerprints are submitted under **your agency's ORI**.
  - Be sure to record the Transaction Control Number (TCN), this is used to track and access fingerprint submission details. The Livescan machine can provide a printout of the Criminal Justice Application and the TCN that was submitted.
  - If the background printout of the Applicant Submission is not received, you may email a request to the Data Entry Unit for further information:  
[ISP.DataEntry.Unit@Illinois.gov](mailto:ISP.DataEntry.Unit@Illinois.gov) Please provide the TCN with your request.

**Please ensure full compliance with these procedures to maintain proper identification and background check protocols.**

If you have any questions or need help, please contact the ISP Help Desk [ISP.HelpDesk@illinois.gov](mailto:ISP.HelpDesk@illinois.gov) or at 866/LEADS-00 (866/532-3700).