LEADS Daily Bulletin

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Fingerprinting Requirements for New Hire

A Criminal Justice Fingerprint Inquiry (FP-INQ) is to positively identify the existence or non-existence of any criminal history based on fingerprints. However, these prints will not be kept in the CHRI database and **will not** produce a State Identification Number (SID).

An Applicant is a fingerprint submission also used to positively identify the existence or non-existence of any criminal history based on fingerprints. These submissions are submitted to the Bureau of Identification (BOI) for **criminal justice employment background checks**. The difference between these two submissions, is the applicant card will be permanently maintained on the CHRI database and a State Identification Number will be assigned. Remember to use Purpose Code/CJE.

When submitting fingerprints for a new hire, make sure the applicant is being fingerprinted **under your agencies ORI** and use the Applicant Submission on the Livescan machine or a manual fingerprint card. Note the Transaction Control Number (TCN), as the TCN is used to look up the fingerprints and locate the status.

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

Operator's Initials	Date	Operator's Initials	Date	Operator's Initials	Date	Operator's Initials	Date	Operator's Initials	Date