LEADS Daily Bulletin
February 13, 2025

Background Screening for Tow Truck Rotation Lists

Pursuant to 625 ILCS 5/4-203.5, Illinois law enforcement agencies keeping a tow rotation list MAY require tow company owners and operators to submit fingerprints to the Illinois State Police (ISP) for the purpose of obtaining state and Federal Bureau of Investigation (FBI) criminal history record information.

These non-criminal justice (NCJ) submissions will require the law enforcement agency to obtain an NCJ ORI from the ISP, execution of an NCJ user agreement, and registration to utilize a secure web portal to retrieve the responses. The use of LEADS or a criminal justice ORI for this purpose is prohibited.

Scanned and transmitted fingerprints to the ISP by a state licensed live scan vendor is suggested. There are state and FBI fees associated with NCJ criminal history checks. The live scan vendor will also charge a service fee. It is recommended the individuals make payment directly to the live scan vendor at the time of fingerprint scanning in order for the law enforcement agency to avoid the responsibility of collecting and forwarding the required fees to the ISP.

For more information, please contact the Bureau of identification (BOI) Customer Support at ISP.BOI.Customer.Support@illinois.gov

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