

# LEADS Daily Bulletin

June 3, 2025

## Fingerprinting Requirements for New Hire

This bulletin serves 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** result in a State Identification Number (SID).
  - Fingerprints from FP-INQ 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 CJ Agencies.

### New Employee Fingerprinting Requirements

- All newly hired employees, including transfers, must be fingerprinted under employing **agency's ORI**, not the ORI on the machine that submitting prints on the agency's behalf.
- **IMPORTANT:**
  - A SID from a prior agency **may not** be used under the hiring agency's ORI.
  - **LEADS is not to 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**.
  - Ensure the fingerprints are submitted under **the employing agency's ORI**.
  - Upon successful submission, the Livescan will generate an **Acknowledgment Response**.
  - Be sure to **record the Transaction Control Number (TCN)** — this is used to track and access fingerprint submission details.
  - IF the background printout of the Applicant Submission is not received, agencies may email a request to the Data Entry Unit for further information:  
[ISP.DataEntry.Unit@Illinois.gov](mailto:ISP.DataEntry.Unit@Illinois.gov)

All agencies are responsible to 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).

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