LEADS Daily Bulletin

September 12, 2024

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 <u>will not</u> produce a State Identification Number (SID).

A Criminal Justice 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 (SID) will be assigned. Remember to use Purpose Code/CJE.

Anytime a new employee is hired at your agency, regardless of prior employment status, you must have the employee printed underneath your agency ORI. The SID from another agency may not be used for your agency ORI.

When submitting fingerprints for a new hire (<u>to include transfers</u>), make sure the applicant is being fingerprinted **under your agency's ORI** and use the Applicant Submission on the Livescan machine or a manual fingerprint card. The Livescan will produce an <u>Acknowledgement Response</u> when the fingerprints successfully went through to the Bureau of Identification. Note the Transaction Control Number (TCN), as the TCN is used to look up the fingerprints and locate additional information.

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								