



**Regional Office of Education 41**  
 157 North Main Street, Suite 438  
 Edwardsville, Illinois 62025

Phone: 618-296-4530  
 Fax: 618-692-7018  
[www.roe41.org](http://www.roe41.org)

We are located on the 4<sup>th</sup> floor of the Madison County Administration Building next to the Madison County Courthouse

Please submit this document with the appropriate fee of \$25.00 in the form of cash or money order made out to the Regional Office of Education. To facilitate prompt processing please complete all items below. PLEASE PRINT LEGIBLY.

Last Name

First Name

Middle Initial

Date of Birth

Sex

Race

Driver's License Number

State Issued

Requestor's Name

Agency Name

Street Address

City

State

Zip code

Phone Number

By signing below, I acknowledge and hereby authorize the release of any criminal history record information that may exist regarding me from any agency, organization, institution, or entity having such information on file. I am aware and understand that my fingerprints may be retained and will be used to check the criminal history record information files of the Illinois State Police and/or the Federal Bureau of Investigation, to include but not limited to civil, criminal and latent fingerprint databases. I also understand that if my photo was taken, my photo may be shared only for employment or licensing purposes. I further understand that I have the right to challenge any information disseminated from these criminal justice agencies regarding me that may be inaccurate or incomplete pursuant to Title 28 Code of Federal Regulation 16.34 and Chapter 20 ILCS 2630/7 of the Criminal Identification Act.

If your fingerprints are AFIS unacceptable and reprinting is necessary to receive results, the customer is required to pay a reprint fee charged by the Illinois State Police.

Signature

Date

Please retain this receipt for your records. There is a \$10.00 Replacement Fee.

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**Internal Use Only**

Technician Name

Date

Technician Signature

Sex Offender

Child Murder

Transaction Control Number (TCN)

**Privacy Act Statement**

**Authority:** The FBI's acquisition, preservation, and exchange of fingerprints and associated information is generally authorized under 28 U.S.C. 534. Depending on the nature of your application, supplemental authorities include Federal statutes, State statutes pursuant to Pub. L. 92-544, Presidential Executive Orders, and federal regulations. Providing your fingerprints and associated information is voluntary; however, failure to do so may affect completion or approval of your application.

**Principal Purpose:** Certain determinations, such as employment, licensing, and security clearances, may be predicated on fingerprint-based background checks. Your fingerprints and associated information/biometrics may be provided to the employing, investigating, or otherwise responsible agency, and/or the FBI for the purpose of comparing your fingerprints to other fingerprints in the FBI's Next Generation Identification (NGI) system or its successor systems (including civil, criminal, and latent fingerprint repositories) or other available records of the employing, investigating, or otherwise responsible agency. The FBI may retain your fingerprints and associated information/biometrics in NGI after the completion of this application and, while retained, your fingerprints may continue to be compared against other fingerprints submitted to or retained by NGI.

**Routine Uses:** During the processing of this application and for as long thereafter as your fingerprints and associated information/biometrics are retained in NGI, your information may be disclosed pursuant to your consent, and may be disclosed without your consent as permitted by the Privacy Act of 1974 and all applicable Routine Uses as may be published at any time in the Federal Register, including the Routine Uses for the NGI system and the FBI's Blanket Routine Uses. Routine uses include, but are not limited to, disclosures to: employing, governmental or authorized non-governmental agencies responsible for employment, contracting, licensing, security clearances, and other suitability determinations; local, state, tribal, or federal law enforcement agencies; criminal justice agencies; and agencies responsible for national security or public safety.

