

ILLINOIS STATE  
UNIVERSITY



MEMORANDUM

TO: \_\_\_\_\_  
Print Employee Name

FROM: Human Resources

SUBJECT: Campus Security Fingerprinting Check

DATE: \_\_\_\_\_

As part of the criminal background check, all new ISU Laboratory School employees must undergo a fingerprint check at the University's expense per Public Act 093-0909. **The fingerprinting must be completed and results evaluated by the University prior to the begin date of your employment.**

Human Resources has arranged for MorphoTrust USA (formerly L-1 Enrollment Services Division) to fingerprint ISU employees. The office is located at 1701 Empire Suite 360, Bloomington. **They are available for fingerprinting Monday through Friday.** You may call **1-800-377-2080 immediately to schedule your fingerprinting appointment.** Tell MorphoTrust USA it is for Illinois State University and the billing account number is L12817S. Or you may **schedule an appointment on-line** at [www.morphotrust.com](http://www.morphotrust.com) by following the procedures listed on the back side of this letter.

Upon arrival at your appointment, you must show either your driver's license or another valid State or Federal photo ID.

The legislation is very specific regarding the results of the fingerprint check. It states that no person may be employed who has been convicted of committing or attempting to commit any one or more of the offenses cited in 1 and 2 below:

1. Has been convicted of committing or attempting to commit any one or more of the following offenses:
  - a. Attempted first-degree murder or first-degree murder or any Class X felony.
  - b. Those defined in Sections 11-6, 11-9, 11-14, 11-15, 11-15.1, 11-16, 11-17, 11-18, 11-19, 11-19.1, 11-19.2, 11-20, 11-20.1, 11-21, 12-13, 12-14, 12-14.1, 12-15, and 12-16 of the Criminal Code of 1961.
  - c. Those defined in the Cannabis Control Act, 720 ILCS 550/1 *et seq.*, except 720 ILCS 550/4(a), 550/4(b), and 550/5(a).
  - d. Those defined in the Illinois Controlled Substances Act, 720 ILCS 570/100 *et seq.*
  - e. Any offense committed or attempted in any other state or against the laws of the United States, which if committed or attempted in Illinois, would have been punishable as one or more of the foregoing offenses.
2. Has been found to be the perpetrator of sexual or physical abuse of any minor less than 18 years of age pursuant to proceedings under Article II of the Juvenile Court Act of 1987.

Fingerprint results will be sent by the Illinois State Police to Human Resources. Any information concerning a record of conviction will be kept strictly confidential and shared only with the Lab School Director and school Principal.

Thank you for your cooperation.

## **FINGERPRINTING APPOINTMENT PROCESS**

1. PERS 944 Background Information Request form must be completed and sent to Human Resources.
2. Visit [www.MorphoTrust.com](http://www.MorphoTrust.com) and click on Enrollment in the upper left portion of the website
  - Select “Need a fingerprinting or background check for your job?”
  - Select Schedule an appointment located next to “Need Prints for a Job?”
  - Select Schedule Fingerprinting Appointment online (from menu on left hand side of screen)
  - Select State: Illinois
  - Select: Online Scheduling
  - Click on Begin Registration
  - Insert First and Last Name and then click go
  - Application Category: Select **Public Schools** and then click go
  - Agency #/ORI: Select **Illinois State University** and then click go
  - Enter the zip code as 61701 for nearest location and then click go
  - For location, select Bloomington
  - For date and time: select a date on the calendar that is highlighted in blue
  - Then select a time for the appointment and then click go
  - Personal Information: Will need to complete all areas marked with red asterisk.
  - Payment Method: select billing account
  - Billing Account Number: Fill in the number L12817S
  - Once completed, click Send Information