

## Illinois Instructions

*The following instructions were written for Early Childhood Education students who attend the University of Delaware but have lived in Illinois and need to obtain those out-of-state clearances. **If you are not a UD student, you will need to contact the state directly for additional help.***

### Criminal Record Check Services:

- Complete the [Illinois Fingerprint Authorization Form](#).
- Find a [Fingerprinting locations](#) (no appointment needed).
- Take your authorization form and government issued ID (driver's license or valid state identification card number).
- Retain the fingerprint receipt you receive for your records. It will contain the Transaction Control Number (TCN).
- Once you receive the clearance results, forward the results to the Office of Clinical Studies at [clinicalstudies@udel.edu](mailto:clinicalstudies@udel.edu) or drop off a copy at our office at 200 Academy Street.

### Adam Walsh/Child Protective Service Background Record Request:

- Complete the [Illinois Adam Walsh Child Neglect form](#).
- Fill in your personal information.
- List all previous addresses you have lived in Illinois for the past five years.
- List if you've used any other names
- Print the filled-out form, sign and date it.
- Submit using one of these methods:
  - Email: [CFS689Background@illinois.gov](mailto:CFS689Background@illinois.gov)
  - Mail: Department of Children and Family Services  
406 E. Monroe – Station #30  
Springfield, IL 62701
- Keep a copy for your records.
- Once you receive a copy of your results, email us a copy or drop a copy off at our office.

If you have any problems, send an email to [clinicalstudies@udel.edu](mailto:clinicalstudies@udel.edu).