

## SCREENING EMPLOYEES

All new employees must be fingerprinted for the purpose of obtaining a background check. Fingerprints will be submitted to the Illinois State Police and the Federal Bureau of Investigation for clearance as a condition of employment.

Re-screening is required every five years except for those who have been fingerprinted. In renewing the background check of a current employee, two options are available:

Option # 1: Premier InfoSource Contact Mr. Bob Bonacci (☎800.557.2220) for information regarding release forms, etc. The person is required to sign another release form in order to be re-screened.

Option #2: Accurate Biometrics

Because fingerprinting provides information about convictions, sex offender registers ([www.isp.state.il.us/sor](http://www.isp.state.il.us/sor) and [www.nsopr.gov](http://www.nsopr.gov) ) are also to be checked.

Conducting a free *CANTS* screening may provide additional information about the individual who has been fingerprinted. (Log onto the Illinois Department of Children & Family Services website: [www.state.il.us/dcfs](http://www.state.il.us/dcfs). Click on *Forms*. Choose a form: (English) CFS 689 Authorization for Background Check for Programs not Licensed by DCFS or (Spanish) CFS 689/S))