

Technician Instructions

Machine: **Firm or Cross Match**
Form Type: **UCIA**
Purpose Code: **MSC**
ORI: **ILLUFPOO (GENERIC FINGERPRINT CODE)**
Tech: _____
PAID: _____ Type: _____



UCIA BACK GROUND REQUEST FORM

Last Name: _____ First Name: _____

Day Time Phone: _____ - _____ - _____ Date of Birth: ____/____/____

Sex: Male or Female

A = Asian/Pacific Islander: B = Black/African American:
C = Caucasian: I = Native American/Alaskan: U = Unknown

Race: _____

Requester information

Name: Last _____, First _____

Company Name _____

Address _____

City _____ State _____ Zip code _____

Be advised that the fingerprint results will be mailed to the requester address above. If you want the results to be mailed to you simply use your information as the requester.

Fingerprinting Policy and Procedures

The information above is needed in order for us to provide sufficient information to the Illinois State Police and or the FBI to perform your background check. Be advised that your fingerprints expire after 30 days from the date that you were fingerprinted. So you would need to submit your license application to the requesting agency ASAP! If you fail to send and your fingerprints expire. You will have to be re-fingerprinted at your own expense. Please check to make sure you are fingerprinted for the correct license above, if you fail to give us the correct information and your fingerprints go to the wrong agency you will have to be re-fingerprinted at your own expense.

Be advised that we are not responsible if your fingerprints are worn down and are unable to be read by the Illinois State Police and or FBI. Should you need to be re-fingerprinted for worn out fingerprints you will be charged a 10.00 re-print fee. The Illinois State police want you to be fingerprinted at least twice for worn out fingerprints then they would perform a name check. You will not be charged for the name check. If your fingerprints are worn it will prolong your process in getting your license.

ATTENTION! Understand that a Tracking number can only be used one time per request. You cannot use the same tracking number for another license or background check. You will need to fingerprint again and get a new Tracking number if you are trying to get multiple licenses or have to send your background results to more than one receiving agency.

By signing below you acknowledge our fingerprinting policies, and have checked to made sure you are fingerprinting for the correct license. You further understand that we will not audit the personal information that you have provided to us. The information that you have provided is true and correct to the best of your knowledge. You also give AGB Investigative Services permission to collect your personal information and send it to the Illinois state police and or FBI for Licensing and or background and or licensing purposes.

NOTE: IF YOU HAVE BEEN FINGERPRINTED AND YOU AND OR THE RECEIVING AGENCY HAVE NOT RECEIVED YOUR BACKGROUND CHECK WITHIN 30 DAYS. PLEASE CALL THE ILLINOIS STATE POLICE AT (815) 740-5160 EXT. 5. THEY WILL HAVE THE INFORMAITON ON THE CURRENT STATUS OF YOUR FINGERPRINT RESULTS, USING THE CHECKED OFF FINGERPRINT TRACKING NUMBER BELOW.

Applicant Signature: _____ Date: _____

Fingerprint Tracking number: **LS10674L6178** _____ -- _____ -- _____ -- _____

Fingerprint Tracking number: **LS10968L7487** _____ -- _____ -- _____ -- _____

FINGERPRINTING SERVICES PROVIDED BY:
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