

Criminal Background Check Procedures

The Illinois Department of Public Health (IDPH) requires a criminal background check done **before** the first day of class. **You must complete this by the first week of class.** This must be done by an approved IDPH vendor. We have a contract with Accurate Biometrics to have them done at their site for \$35. To complete this process please read the instructions below:

- When registering for class, please list an email address. After you register and pay your deposit, an email will be sent from Wilco to you with the IDPH background information sheet.
- Fill out the IDPH background information sheet & scan it & email to: sperkins@wilco.k12.il.us or bring it into Ms. Perkins at Wilco. You may also mail it to Wilco Area Career Center, Attn: Ms. Perkins, 500 Wilco Blvd., Romeoville, IL 60446.
- Please notify Ms. Perkins when you will be going to have your background test done. You will be entered into the IDPH system, and then you have 10 days to do your fingerprinting.
- Once you are entered into the IDPH system, it creates a live scan sheet for you, which you will need to take with you to your background check.
- Notify Ms. Perkins if you will pick up your live scan sheet for the fingerprinting or if you want it scanned and emailed to you.
- Once you have your live scan sheet and know you are entered into the IDPH system, go have your fingerprinting done **within 10 days** of being entered into the system.
- When you report to the fingerprinting location, you must have your live scan sheet, and your driver's license or government ID with a picture. The fingerprinting company will bill Wilco \$35 for the background check. You will pay that amount in your fees to Wilco.

The approved company we use for the criminal background checks is Accurate Biometrics. They have a location at 310 N. Hammes, Suite LL3, Joliet, IL 60435. They only do these on certain days of the week, which varies by location. You can see which days they accept walk-ins on this site:

http://accuratebiometrics.com/fingerprint_results_by_zipcode.php

On the site, enter your zip code and it will show you the closest Accurate Biometrics location to you. The closest one to Wilco (zip code 60446) is in Joliet. Make sure you take note of which days they are available for walk-in fingerprinting!

If you have any questions about this process, please do not hesitate to call Ms. Perkins at (815) 838-6941 or email: sperkins@wilco.k12.il.us. As you can see, this takes some communication!