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MAY 17 2021

State Office
Child Protection Services

ILLINOIS STATE POLICE
Division of Administration
Bureau of Identification
Uniform Conviction Information Act Information Sheet

On January 1, 1991 the Uniform Conviction Information Act (UCIA) became law in Illinois. This act mandates that all criminal history record conviction information collected and maintained by the Illinois State Police, Bureau of Identification, be made available to the public pursuant to 20 ILCS 2635/1 et seq. This law permits only conviction information to be disseminated to the public. All requests for UCIA information must be submitted on a Uniform Conviction Information Act Request form, either by mail or electronically. Forms can be ordered through the Internet by selecting the "Criminal History - Request UCIA Forms" entry on the Illinois State Police Internet Home Page. Our home page address is: <http://www.isp.state.il.us>. Each form has a unique Transaction Control Number. Consequently, photo copies of the form cannot be processed. All manual inquires must be submitted on an original form. There are two types of Uniform Conviction Information Act Request forms which can be used to request UCIA information. These forms include a non-fingerprint request form and a fingerprint request form.

Non-Fingerprint Conviction Information Request Form

Form ISP6-405B is to be used to initiate a request that is based on alpha-numeric subject identifiers. Such requests will result in a search of the Illinois State Police's computerized criminal history record files to produce a subject record which matches identifiers used in the search (e.g. name, sex, race, and date of birth). Any criminal history record information furnished as a result of a non-fingerprint based computerized criminal history check is based solely on a search of the identifiers provided in the request. It is not uncommon for criminal offenders to use alias names and dates of birth which could adversely affect the results of a non-fingerprint based search of the Illinois State Police's computerized criminal history record information files. The fee to process a NON-FINGERPRINT request is \$16.00. The fee for all checks not drawn on United States banks is \$30.00.

Fingerprint Conviction Information Request Form

Form ISP6-404B is to be used to initiate a fingerprint-based record search of the Illinois State Police criminal history record information files. Any criminal history record information provided as a result of a fingerprint based criminal history record information search confirms positive identification of the subject to whom the fingerprints belong contained on the fingerprint request form. The fee to process a FINGERPRINT request is \$20.00. The fee for all checks not drawn on United States banks is \$50.00.

Always record the Transaction Control Number which is located in the top right-hand corner of the UCIA request form. This number is used in tracking the status of the request form. Each request form must be accompanied by a check or money order in the appropriate amount made payable to the Illinois State Police. No other form of payment will be accepted for mailed in requests. Multiple requests may be submitted together with a single check or money order to cover the total costs. Additional information regarding UCIA inquiry procedures is contained on the request form. All UCIA requests must be made in accordance with the instructions contained on the form. Failure to follow the instructions may result in the return of the form unprocessed. Any fees received for requests that are returned unprocessed will be forfeited.

Any person who intentionally and knowingly requests, obtains or seeks to obtain conviction information under false pretenses, disseminates inaccuracies or incomplete conviction information, or violates any other provision of 20 ILCS 2635/1 et seq. may be guilty of a crime punishable by up to one year of imprisonment and/or may incur civil liabilities.

The BOI Customer Support Unit is available Monday through Friday, from 8:00 a.m. to 4:00 p.m. and can be contacted via email at ISP.BOI.customer.support@illinois.gov for assistance.

Illinois State Police
Bureau of Identification
260 North Chicago Street
Joliet, Illinois 60432

UNIFORM CONVICTION INFORMATION ACT NAME INQUIRY

(Please see the reverse side for instructions on completing this form.)
(All fields marked in **BOLD** are mandatory.)

Please type or print all information.



Transaction Control Number



FRM1130L78870526

Cost Center
(Office Use Only)

Document Control Number

L78870526

Submitting Agency ORI – NCIC (If applicable)

IL

Subject's Last Name

First Name

Middle Name

Date of Birth

Sex

Race

Driver's License (DL) Number

DL State

The code values used in the Illinois State Police name search must include valid National Crime Information Center code values for certain fields. These fields include sex codes and race codes. The standard code values for sex codes include "M" for Male or "F" for Female. The standard code values for race codes include "W" for White (includes Mexicans and Latinos), "B" for Black, "A" for Asian/Pacific Islander, "I" for Indian/Alaskan Native, or "U" for Unknown. If your submission contains values other than the standard code values, the search results could be adversely affected.

Requester's Name

Office of Licensure & Accreditation

Agency/Company Name (Either the requester name or agency must be provided)

Kyli Hill

Return Address (Use the address you wish to have your response mailed to.)

Street Address: 700 Governor's Drive

City: Pierre

State: SD

Zip Code: 57501

Foreign State/Country

Foreign Postal Code

Licensing or
Employment Purpose
(Must select one)



(Yes)



(No)

Fee Amount

\$16.00

Privacy Statement

I, the undersigned, hereby authorize the release of any criminal history record information that may exist regarding me from any agency, organization, institution, or entity having such information on file. I understand that I have the right to challenge any information disseminated from these criminal justice agencies regarding me that may be inaccurate or incomplete pursuant to Chapter 20 ILCS 2635/7 of the Uniform Conviction Information Act. This form is designed to capture the necessary information required to ensure the proper demographic information is collected. This document also serves as a consent form which may be maintained on file by the requester. Consequently, the form may require a signature by the applicant in order to authorize the release of any criminal history record information that may exist regarding the applicant. An Illinois based criminal background check will be conducted by the Illinois State Police and the results of this inquiry will be forwarded to the requester for review and consideration.

Applicant Name (Printed): _____

Applicant Name (Signature): _____

Date: ____ / ____ / ____

PLEASE MAIL THIS FORM TO:

ILLINOIS STATE POLICE • BUREAU OF IDENTIFICATION • 260 NORTH CHICAGO STREET • JOLIET, ILLINOIS 60432-4075