

MEMO RE: PRIVATE VENDOR FINGERPRINTING PROCEDURE FOR ADOPTIONS

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Updated: Kejai McNeal and Allie Gecas

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What: Fingerprinting for all adoption cases (state and FBI)

Who: Adoption clients

Why: Cook County Sheriff's Office no longer provides fingerprinting services at Daley Center

New Procedure:

1) The Department of Adoption and Family Support Services (DAFSS – formerly Office of Adoption and Child Custody Advocacy – OACCA) still manages the fingerprinting results.

2) The state-approved vendors list can be found here:
<https://www.idfpr.com/LicenseLookUp/fingerprintlist.asp> Also see attached.

Clients may use any state-approved vendor. However, the “preferred” vendor per DAFSS is **Accurate Biometrics**. Accurate Biometrics has numerous locations in the city and suburbs. Appointments are walk-ins only. See list of all locations, along with addresses, hours of operation, and phone numbers, here:
http://www.accuratebiometrics.com/fingerprint_results_by_region.php?region=2

3) Fees.

DAFSS has arranged for a reduced fee with Accurate Biometrics of **\$55.00** for both state and federal fingerprinting procedures. Checks to be made out to Accurate Biometrics.

Fees for other private vendors can be found by calling that particular vendor.

4) Form.

For Accurate Biometrics, the Client must bring the form titled “**Office of Adoption and Child Custody Advocacy: Fingerprint Application Form**.” See attached. We will be obtaining a new form that will list OACCA as Department of Adoption and Family Support Services shortly.

For other private vendors, the Client must bring the form titled “Livescan Vendor Information and Applicant Consent Form.” See attached. It contains the ORI number for DAFSS. Some private vendors may not take this form. The purpose of the form is to ensure that the results go directly to DAFSS, as the Illinois State Police does not want the results going to anyone who does not have an ORI number.

5) Photo Identification

Client must also bring a valid government-issued photo identification to the appointment (driver's license, state ID, or passport).

6) Receiving Results from DAFSS

Once client has completed the fingerprinting process with Accurate Biometrics, you should contact Melissa Reyes (information listed below) at DAFSS via email informing her that you client has submitted a background check and the name and contact information for the GAL in the matter along with a copy the following documents attached: *[Note: if you have the GAL's email information, CC the GAL in your initial email to Melissa]*

- A. Order Appointing GAL
- B. Case Management Order
- C. Order granting access to court file (if you obtained)
- D. Petition
- E. Copy of the receipt from Accurate Biometrics (Melissa needs the TCN number)

Once Melissa receives the fingerprinting results she will send a copy to both you and the GAL.

DAFSS Contact Person re: Fingerprinting

Melissa Reyes

312-603-0552

melissa.reyes@cookcountyil.gov