

MEMO RE: PRIVATE VENDOR FINGERPRINTING PROCEDURE FOR ADOPTIONS

Updated: November 1, 2018

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 Supportive 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 accuratibiometrics.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 “**The Department of Adoption and Family Supportive Services**.” See attached.

- 5) Photo Identification

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

- 6) Engage DAFSS as Fingerprint Administrator

One the client(s) and any other adult in the household completes their fingerprinting:

- a) CLIENT MUST DELIVER TO YOU A COPY OF THEIR RECEIPT FOR THE BACKGROUND CHECK. The receipt will have id numbers on it that DAFSS will need to obtain the background check results.
- b) Contact Melissa Reyes (information listed below) at DAFSS via email informing her that you client has submitted performed an Accurate Biometrics 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. CLSP
- F. Receipts from Accurate Biometrics (Melissa needs the TCN number)

7) Receiving Results from DAFSS

Once Melissa receives the fingerprinting results (usually within 2 weeks) 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