

FROM: Human Resources

RE: Fingerprint Background Check

Human Resources has arranged for Biometric Impressions to fingerprint ISU employees on Wednesdays from 9:00 am to 4:00 pm. Biometric Impressions is located at 1016 Ekstam Drive, Bloomington, Illinois 61704 (Located inside of the G4S/Allied Universal Office). Appointments are not accepted, so you are encouraged to call (630) 532-5922 to check the availability.

* Return the attached completed “Background Check Authorization Form”  to Mackenzie Chapman at  [mrchap1@ilstu.edu](mailto:mrchap1@ilstu.edu) or FAX 309-438-0011
* Take the attached completed Biometric Impressions authorization form to your appointment.
* Upon arrival at your appointment, you must show a government issued ID and have your picture taken.

This process will generate fingerprint results that will be sent directly to Human Resources for review pursuant to University Policy 3.1.30 Criminal Background Investigation Policy and/or any contract or agreement with the University.  The policy can be accessed online at <http://policy.illinoisstate.edu/employee/3-1-30.shtml>.

Thank you for your cooperation.