

# CIRCUIT COURT OF COOK COUNTY, ILLINOIS

## Instructions

**TO:** Potential court-appointed guardians and related parties

**SUBJECT:** Instructions for background check – Obtaining fingerprint-based criminal record history information required by the court

1. Complete and sign two copies of the Privacy Statement Consent concerning criminal history record information (available from the court).
2. Give one copy to the court and email a copy to [joseph.fleming@cookcountyil.gov](mailto:joseph.fleming@cookcountyil.gov)
3. Visit a business on the attached list of vendors approved by the Illinois State Police (ISP).
4. Pay the vendor the processing fee.
5. Give the other copy of the Privacy Statement Consent to the vendor.
6. Allow the vendor to electronically scan your fingerprints, take your photograph and submit your photograph and fingerprints to the ISP and FBI.

## Other information

Usually, only one set of your fingerprints must be submitted. The current vendor's flat fee charge range for processing is from \$55.00 to \$120.00 which includes any ISP or FBI fees. Please review the attached vendor list for the exact charge per vendor. If the ISP or FBI rejects your fingerprints, you must submit another set of fingerprints and pay a resubmission fee of \$20.00. It is recommended that you contact the vendor and verify the vendor's charge and hours of operation before visiting the vendor.

Your criminal history record information will be sent directly to the court. The court will give you a copy. You have the right to challenge any state or federal criminal history record information disseminated about you from these criminal justice agencies that you believe is inaccurate or incomplete.