

Electronic Fingerprint Instructions for Students

State of Illinois fingerprint background check results are required as part of the application process for prospective students applying to teacher preparation programs who do not hold a Professional Educator License (PEL).

Please follow the instructions below:

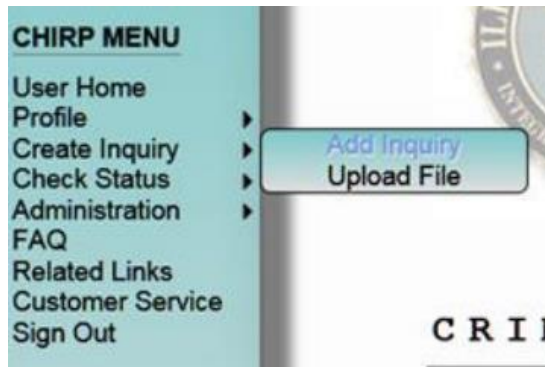
1. **Digital ID Registration:** Before accessing CHIRP (online system that allows users to obtain a name-based or fingerprint-based criminal history response), obtain a Digital ID. Visit the CHIRP login page at <https://chirp.isp.illinois.gov/CHIRP/login.action>, and click on “Get a Digital ID”. Illinois residents will need a valid Illinois Driver’s License or State Identification card. Non-Illinois residents should follow the alternate process, which requires notarization and takes approximately 3-4 weeks.

2. **CHIRP Registration:** After obtaining your Digital ID, return to the CHIRP login page to register. Click on “Register Here” and complete the registration, ensuring you check the “Agency User” checkbox, select the “ORI User” profile, and enter our ORI Number.

ORI-CV0014443

3. **Creating a Background Check Inquiry:** Once logged into CHIRP, navigate to “Create Inquiry” from the menu and then:

- Select “Add Inquiry.”



- For the Submission type, select UCIA, and for the “Purpose Code,” select "Education"

CRIMINAL HISTORY RECORD

To obtain criminal history record information on a subject, the completed. All mandatory fields are shown in bold and marked with an asterisk. The Cost Center field is mandatory if selected as a payment method.

General Information

Agency ORI: ILLCHIRP0
 Name: CHIRP
 Submission Type: UCIA
 Purpose Code:* **Select:**

Payment Methods
 Once a payment is processed, a new transaction is created.

Cost Center
 Registered ORI users and account holders must select a Cost Center. If the payment type is Credit Card or eCheck, the default payment method is Credit Card or eCheck.

Credit Card
 The following cards are accepted:

- Visa Card
- Master Card
- Discover Card

Purpose Code List:

- ANIMAL/VETERINARY SERVICE
- BANKING
- CEMETARY
- CHILD CARE
- COUNSELING
- EDUCATION
- EMPLOYMENT
- FOOD SERVICE
- GAMING
- HEALTH CARE WORKER
- HOUSING
- LICENSING
- MILITARY
- MISCELLANEOUS
- NURSING HOME RESIDENT
- PARK DISTRICT
- REJECTED FINGERPRINTS
- RETAIL
- VOLUNTEER

- For payment type,
 - If Northeastern Illinois University (NEIU) is covering the expenses, please select "Cost Center" as the payment type. This option is applicable for Agency users (ORI Users) who are associated with NEIU and have a designated Cost Center.
 - Alternatively, if NEIU is not responsible for payment, please choose "Credit Card or eCheck" as the payment method. This option is suitable for Agency Users who intend to make payment via credit card.

Payment Type:* Cost Center Credit Card Or eCheck

4. **Completing Inquiry Details:** Fill in the required information for the background check, including your name, date of birth, and other personal details. Make sure all information is accurate and complete. After entering your details, click on “Save Inquiry” to add the inquiry to your cart.

Subject Information

Clicking on the help icon (displayed as a question mark) data entry information for each field. Clicking the help information from the screen. You must save the inquiry p button.

Last Name:* ?

First Name:

Middle Initial:

Suffix:

Date of Birth:* ?

Race:* ?

Sex:* ?

For Licensing or Employment Purposes:* ?

5. **Submitting Your Inquiry:** With your inquiry saved, click on “View Cart” and then “Checkout” to proceed with the submission. The system will confirm the number of transactions (which should be one) and prompt you for payment. Follow the on-screen instructions to complete the payment process.

Cart: **1** indicates the number of inquiries saved in the system

Subject Information

Clicking on the help icon (displayed as a question mark) data entry information for each field. Clicking the help information from the screen. You must save the inquiry p button.

Last Name:* ?

First Name:

Middle Initial:

Suffix:

Date of Birth:* ?

Race:* ?

Sex:* ?

For Licensing or Employment Purposes:* ?

6. Checking Inquiry Status: To view your background check results, navigate to “Check Status” in the CHIRP menu. You can search for your inquiry by Transaction Control Number (TCN), date range, or your name. Please note that results are available for viewing for 30 days (UCIA submissions) from the result date listed in CHIRP.

Note: ORI Admin (NEIU) will have the ability to approve or reject CHIRP access Requests, and also view all responses for an ORI.

Search
Use only one search category when performing a search.

A. Enter TCN: ?

Or

B. From Date: And To Date: ?

Or

C. Subject's Last Name: And Subject's First Name: ?

Date	TCN	Last Name	First Name	Result Date	Result	Status
10/1/19	CHP1930002671450	DOE	JOHN		NON-FINGERPRINT INQUIRIES WAITING TO BE PROCESSED	In Process

If you have any questions regarding this process, please contact the Goodwin College of Education, Office of the Dean: GCOE-BackgroundCheck@neiu.edu