

# NAME BASED SCHOOL INQUIRY FORM FOR ILLINOIS CRIMINAL HISTORY CONVICTION INFORMATION

(Please see the reverse side for instructions on completing this form)



Transaction Control Number



FRM0730L30937954

Submitting Agency ORI - NCIC

IL									
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Submitting Agency Name

Cost Center  
(Office Use Only)

A **name based** criminal history record check will be performed based on the personal identifiers submitted pertaining to the applicant. Please note, however, that a "no record" response from the ISP does not ensure that conviction information does not exist under other personal identifiers for the individual in question. Conversely, a "record" response does not ensure that the record belongs to the subject in question. It is common for criminal offenders to use false or alias names and dates of birth which may not be detected by a name based request for conviction information. To ensure that the information furnished by the ISP positively pertains to the individual in question, a Fee Applicant fingerprint card form (#ISP6-404) should be submitted. Fingerprints are the only positive means of identification. To obtain more information about submitting fingerprint card inquiries, please contact the Civil Processing Unit at the phone number appearing on the reverse side of this form.

Subject's Last Name

First Name

Middle Name

Date of Birth

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Sex

Race

Social Security Number

Drivers License Number

DL State

Requestor's Name

Subject's Maiden Last Name

First Name

Middle Name

Fee Amount

The code values used in the Illinois State Police name search must include valid national crime information center code values for certain fields. These fields include sex codes and race codes. The standard code values for sex codes include "M" for Male, "F" for Female, or "U" for Unknown. The standard code values for race codes include "W" for White (includes Mexicans and Latins), "B" for Black, "A" for Asian/Pacific Islander, "I" for Indian/Alaskan Native, or "U" for unknown. If your submission contains values other than the standard code values, the search results could be adversely affected.

Signature of Applicant: \_\_\_\_\_

Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

ILLINOIS STATE POLICE  
Division of Administration  
Bureau of Identification  
P.O. Box 408380  
Chicago, Illinois 60640-8380

INSTRUCTIONS FOR COMPLETING THE ILLINOIS NAME BASED SCHOOL INQUIRY CONVICTION FORM

All school inquiry forms submitted for criminal history conviction information must be completed properly in order to be processed. Please follow the instructions appearing below when completing name based school inquiry forms.

- **SUBMIT ORIGINAL FORMS ONLY.** Each school inquiry form has a unique preprinted transaction control number (TCN) which is required for processing. Consequently, your inquiry cannot be processed if the form is Xeroxed or otherwise duplicated. If a supply of forms is needed, please contact the Bureau of Identification supply clerk at (815) 740-5216.
- Insert your agency identification number in the **ORI** field. Also, be sure the number you insert is correct.
- Insert your agency name in the **SUBMITTING AGENCY NAME** field.
- Complete the applicant's **NAME, SEX, RACE** and **DATE OF BIRTH** in the appropriate field. Also include the applicant's **MAIDEN NAME** if applicable.
- Complete the applicant's **SOCIAL SECURITY NUMBER, DRIVERS LICENSE NUMBER AND STATE** from which the license was issued.
- Have the applicant sign the form in the **SIGNATURE OF APPLICANT** field and include the date in the adjacent field.
- Complete all applicable fields on the form. All information should be typed or written legibly.
- Make all school district checks payable to Illinois State Police. Be sure the check is written for the correct amount and is signed.
- Fingerprints are the only positive means of identification. To obtain more information about submitting fingerprint card inquiries, please contact the Civil Processing Unit at the phone number listed below.
- **Submit all forms to the P.O. Box number appearing on the top of this form.**

School inquiry forms submitted incorrectly or illegibly will be returned unprocessed. An additional fee will be required to resubmit such forms.

Please note that school districts are now able to submit name based school inquiries electronically. To obtain more information about electronic processing, please contact the Civil Processing Unit at the phone number listed below.

If you have any questions regarding how to complete a name based school inquiry form, please contact the Bureau of Identification's Civil Processing Unit at the phone number listed below.

**PLEASE MAIL THIS FORM TO : ILLINOIS STATE POLICE, DIVISION OF ADMINISTRATION, BUREAU OF IDENTIFICATION, P.O. BOX 408380, CHICAGO, ILLINOIS 60640-8380      PHONE: (815) 740-5164**