



**ILLINOIS STATE POLICE
Information & Technology Command
Bureau of Identification
260 N. Chicago
Joliet, IL 60432
(815) 740-5160**

Enrollment Instructions for Submitting Conviction Inquiries

The following information is provided to assist in the Illinois State Police, Bureau of Identification's Criminal History Record Information Inquiry Program.

- I. Uniform Conviction Information Act (UCIA)
- II. Types of UCIA Requests
 - a. Fingerprint based requests
 - b. Non-fingerprint based requests
 - c. Electronic requests
- III. Electronic Enrollment Requirements
- IV. Answers to Frequently Asked Questions
- V. Using the Electronic Entry Program
- VI. User Agreement
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I. Uniform Conviction Information Act

On January 1, 1991, the Uniform Conviction Information Act (UCIA) became law in Illinois. This act mandates that all criminal history record conviction information collected and maintained by the Illinois State Police (ISP), Bureau of Identification (BOI), be made available to the public pursuant to 20 ILCS 2635/1 et seq. This law permits only conviction information to be disseminated to the public.

II. Types of UCIA requests

Uniform Conviction information can be obtained based on fingerprint identification or alphanumeric (non-fingerprint) subject identifiers. Requests for conviction information are

made by either hard copy (paper) forms provided by the Bureau of Identification or by electronic transfer. Hard copy requests and electronic transfers are explained below:

A. Fingerprint Requests.

The Illinois State Police recommends that fingerprints are obtained at a local Police Department or Sheriff's Office for accurate identification. Without fingerprints, conviction information is based on the identification information given by the subject. Fingerprint-based searches require the Illinois State Police Conviction Information Request form ISP6-404B. This paper form is available by contacting the Bureau of Identification Supply Room (815) 740-5216. The Form may also be requested on the Illinois State Police Home Page. The web address for Illinois State Police is www.isp.state.il.us.

B. Non-Fingerprint Requests

Non-fingerprint based searches require the Illinois State Police Conviction Information Request Form ISP6-405B. This is a paper form which may be requested by contacting the Illinois State Police Bureau of Identification Supply Room at (815) 740-5216. UCIA forms may also be requested on the Illinois State Police Home Page. The web address is www.isp.state.il.us.

Non-Fingerprint requests of the Illinois State Police's computerized criminal history record files using the identifiers contained in the request (e.g., name, sex, race, and date of birth). It is common for criminal offenders to use alias names and date of birth which could adversely affect the results of a non-fingerprint search.

C. Electronic Requests

The Bureau of Identification allows you to submit electronic requests for criminal history information over e-mail. Electronic requests are non-fingerprint-based searches. Your responses will have a notation stating one of the following:

NO RECORD - NAME SEARCH ONLY - There is no conviction data on file based on the subject information submitted in your file.

HC0000000CIRNFHCW DOE JANE E04171960FB1234567890092720001006NO RECORD - NAME SEARCH ONLY

PENDING - NAME SEARCH ONLY - Means that further processing is required to determine if the subject name has any conviction data on file. The processing time for Pending responses is approximately 30 days.

PK0000000CIRNFPKDDOE JOHN R05141957MW23456789003242001040413PENDING - NAME SEARCH ONLY

MULTI-HIT - SUBMIT FINGERPRINTS - Means the subject name pointed to more than one record and fingerprints are required to determine which record, if any, belongs to the subject.

MS0000000CIRNFMSCDDOE JOE J01241960MU0000000004192001040006MULTI HIT - SUBMIT FINGERPRINTS

ERROR - REQUIRED DATA - Means that there is an error in one or more of the required eight fields (Agency Identification Number, Transaction Applicant Position, Transaction Type Code, Last Name, First Name, Date of Birth, Sex and Race). The

record in question will have to be corrected and resubmitted.

MS0000000CIRNFMSCDOE JANICE N02130960MW01100000003212001040006ERROR - REQUIRED DATA

To submit your conviction information requests over e-mail, you must present subject information in a very specific format. You may use the Bureau of Identification Electronic Entry Program to create your data file.

The Bureau of Identification provides the Electronic Entry Form Program to assist you with formatting your requests. The Electronic Entry Program is an electronic form you can install on a personal computer. This electronic form is used to format your requests into records which are saved to a file. Once the file is created, you can e-mail the file to feesub@isp.state.il.us.

III. Electronic Enrollment Requirements

In order to process electronic inquiries, your agency head must sign the attached Interagency Agreement. The signed Interagency Agreement should be returned with an escrow check which will establish an account with the Bureau of Identification. The Bureau of Identification will return a copy of the agreement once it is signed by the Director of the Illinois State Police or designee. Your Originating Requestor Identifier (ORI) will be assigned by the BOI. This information will be included in Addendum 2 of the agreement and returned to your agency.

Your escrow account check must be submitted with the enclosed Interagency Agreement. A check must be submitted to establish an escrow account with BOI. The fee for each criminal background conviction inquiry will be drawn against your escrow account. The fee for each inquiry is \$10.00. To establish your escrow account, submit a check made payable to the Illinois State Police Services Fund. Please forward your escrow account check and Agreement to:

Illinois State Police
Bureau of Identification
Civil Processing Unit
260 North Chicago Street
Joliet, IL 60432-4072

Questions regarding the enrollment process should be forwarded to Customer Support at (815) 740-5160 between the hours of 7:00 am - 5:00 pm Central time.

IV. Answers to Most Frequently Asked Questions

Listed below are answers to a number of the most frequently asked questions when preparing to participate in the Electronic Inquiry program. These questions and answers are included in the section for your reference.

Q. The earlier versions of this program required that my inquiry be submitted over a modem, but my response was returned by mail. Will I now receive responses back by e-mail?

- A. Yes. Your response will now be returned electronically to the e-mail address supplied when enrolled. However, you will continue to receive “hits” or conviction data through regular mail. The information received via e-mail will be a listing of NO RECORD-NAME SEARCH ONLY, PENDING-NAME SEARCH ONLY, MULTI-HIT-SUBMIT FINGERPRINTS or ERROR - REQUIRED DATA. A NO RECORD notation next to the subject name means there is no conviction data on file based on the subject information submitted in your file. The PENDING notation means that further processing is required to determine if the subject name has any conviction data on file. The processing time for PENDING responses is between 30 and 45 days. The MULTI-HIT notation means the subject name pointed to more than one record and fingerprints are required to determine which record, if any, belongs to the subject. ERROR - REQUIRED DATA - notation means that there is an error in one or more of the required eight fields (Agency Identification Number, Transaction Applicant Position, Transaction Type Code, Last Name, First Name, Date of Birth, Sex and Race). The record in question will have to be corrected and resubmitted.
- Q. What is the response time for processing my files?
- A. Files submitted by 2:00 p.m. are processed that night and the corresponding response e-mail are normally sent out the following business day. Files e-mailed on weekends and holidays will be processed the next business day.
- Q. Is this program a web-based Internet program?
- A. No.
- Q. What race code should be used for people of Hispanic decent?
- A. The NCIC code table states, Hispanics should be entered with the race code most closely representing the individual. Most commonly, if this cannot be determined, the individual is submitted as “U” (Unknown), which includes all possible races within its search. The FBI created the NCIC code table and established the specific race code definition. ISP has no authority to modify the table’s race codes or change their definition.
- Q. What is the cost of submitting record checks?
- A. Currently, the cost of processing a request submitted electronically is \$10.00 per name inquiry. Name inquiries submitted manually are \$16.00 each.
- Q. How much money do I need to start an escrow account?
- A. There is no minimum amount required however, \$350.00 for 35 or fewer inquiries per year, \$500.00 for 36 to 70 inquiries per year, and \$1,000.00 for agencies submitting more than 70 inquiries per year.

- Q. Are credit cards accepted?
- A. No.
- Q. Would there be a carry over if the entire escrow amount is not depleted by the end of the contract period?
- A. Yes. The balance of your escrow account would be carried over. However, if you decide to discontinue submitting UCIA inquiries via electronic transfer, your escrow account balance would be returned upon request.
- Q. Does ISP provide any other information such as credit histories?
- A. No, ISP maintains and disseminates Illinois criminal history record information only.
- Q. How can I find out if a person is a registered sex offender?
- A. To determine if the subject of your inquiry is a registered sex offender, please check the Illinois State Police Registered Sex Offender Information web site at www.isp.state.il.us/sor/.
- Q. Is my inquiry checked against the FBI's national criminal history database?
- A. No, ISP is not permitted to check the FBI's national criminal history database for non-criminal justice purposes.
- Q. Does the law require that I obtain the applicant's signature and forward it to the BOI?
- A. If the inquiry is for employment or licensing purposes, you are required to obtain a signed release from the applicant and maintain it on file for at least two years. The release is not to be forwarded to the BOI. It should be maintained in your files.
- Q. If I include a certain dollar amount and my estimate is inaccurate, am I obliged to submit that volume of inquiries to the BOI?
- A. No. This is merely an estimate and is needed for planning purposes. The estimate is also necessary to comply with the rules and regulations governing ISP contractual agreements.
- Q. Regarding healthcare background checks, for what position titles am I required to submit a UCIA inquiry?
- A. Questions regarding position titles covered by the Health Care Worker Background Check Act, changes in the law effective January 1, 1997, the waiver process, and accessing the nurse's aid registry, etc., should be forwarded to the Illinois Department of Public Health.

Q. What are the State holidays?

A. The State holidays are:

New Year's Day
Martin L. King Birthday
Lincoln's Birthday
Washington's Birthday
Memorial Day
4th of July
Labor Day
Columbus Day
Election Day (General)
Veterans Day
Thanksgiving (Thursday)
Thanksgiving (Friday)
Christmas

Q. Who can I contact if I have additional questions?

A. You can contact the Customer Support Unit on (815) 740-5160, Monday thru Friday, between the hours of 7:00 am - 5:00 pm Central time.

V. Using the Electronic Entry Program

A. File Layout

Files to be transferred electronically must be formatted to meet specific file requirements. Records must also be prepared in an ASCII Text format. There will be one record per line; lines will be separated by a Carriage Return and Line Feed.

The Agency Identification Number/Originating Requestor Identifier has an assigned length of 9 pics in the required format. The Agency Identification Number/Originating Requestor Identifier must begin in the number 1 space on the line and end in the number 9 space of each line. If the data for a field is less than the required length, you must use blank spaces in order to maintain the required format. If data extends beyond the allowed length, the data cannot extend to the next field. If an error is made in one field, the fields following will also be misaligned. Data that is not properly formatted cannot be processed. Your records will be returned with error messages.

We also recommend naming your file with your numeric agency ID and a single 3 digit file extension. A filename example would be 12345678.F01.

The following table denotes the required format for electronic file submission.

FIELD NAME	LENGTH/PIC	POSITION
Agency Identification Number (AIN)	9	1-9
Originating Requestor Identifier (ORI)		

FIELD NAME	LENGTH/PIC	POSITION
Transaction Type Code	5	10-14
Transaction Applicant Position	3	15-17
Last Name	16	18-33
First Name	12	34-45
Middle Initial	1	46
Date of Birth	8	47-54
Sex	1	55
Race	1	56
Social Security Number	9	57-65
File Name	11	66-76
Filler	123	77-200

A set of Fictitious individual records within a file properly prepared for transfer would appear as follows:

```
PK8812899CIRNFPKDAPPLICANT  ANDY  A08211962MW33969995712899.F02
PK8812899CIRNFPKDCANDIDATE  CHRISTOPHER  C06031967FW35778860412899.F03
PK8812899CIRNFPKDPLEASEHIREME  PENNY  P06211966FW30966123412899.F04
PK0012899CIRNFPKDCONVICT  CONNIE  08211962MW33969925712899.F05
```

For most users, this layout is very difficult to compose. Minor format errors can cause your submission to be rejected. In order to make the record format easy, the Bureau of Identification provides a free, easy to use electronic form. The Electronic Entry Form Program formats and saves your data to a file which will help you submit conviction inquiries without error.

B. Electronic Entry Program

Electronic Entry Form Web Installation Instructions

www.isp.state.il.us/services/convictioninquires.htm

The Electronic Entry Form is provided by the Illinois State Police Bureau of Identification (BOI) to ensure that requests for background checks by electronic means are submitted accurately.

I Downloading the Application

1. Make three new folders on your hard drive.
 - 1.1. Double Click My Computer
 - 1.2. Double Click on your "C" drive
 - 1.3. Click file
 - 1.4. Click new folder
 - 1.4.1. Folder 1 rename this folder to - Modem Entry (Hit Enter)
 - 1.4.2. (Repeat steps C & D)
 - 1.4.3. Folder 2 rename this folder to - Trans (Hit Enter)
 - 1.4.4. (Repeat steps C & D)
 - 1.4.5. Folder 3 rename this folder to - TransArc (Hit Enter)
2. Go to the website - www.isp.state.il.us/services/convictioninquires.htm
 - 2.1. Under Criminal History Information

- 2.2. Click Electronic Conviction Inquires
- 2.3. Click FeeSub Program
3. Under File Download
 - 3.1. Click run program from its current location (or click Open)
 - 3.2. Click Ok
4. Security Warning Do you want to install and run namecheck.exe from www.isp.state.il.us
 - 4.1. Click Yes
5. Under WinZip self extractor
 - 5.1. Click Ok
6. Under WinZip self extractor to unzip all files in the namecheck.exe
 - 6.1. Click Browse. Browse for the folder named C:\Modem Entry
 - 6.2. Click Unzip
 - 6.3. Click Ok
 - 6.4. Click Close

II Software Installation

1. Change to the folder where you downloaded the software.
 - 1.1. Double Click on My Computer
 - 1.2. Double Click on the C drive
 - 1.3. Double Click on Modem Entry
2. Run the Setup Program.
 - 2.1. The Setup icon will look like a little computer with a blue screen.
 - 2.2. Double click on the Setup.exe icon.
 - 2.3. You will then see a window titled Install this window will show a message telling you the installation files are being copied to your system. After the files from disk one are copied, a window with the title Setup will appear.

Note: You may be stopped during the installation with a screen telling you your system files need to be updated. Click OK to allow the program to update your system files. You will then be prompted the restart your machine so your system files may be updated. By updating system files the program is merely telling the system that this new program is now installed. Once the Setup program is installed, The File Transfer Program Setup Screen will display

3. Install the program.
 - 3.1. Click OK in the File Transfer Program Setup window. The next screen will prompt you to begin the installation.
 - 3.2. Close any other programs you may be running on your computer before you begin Setup.
 - 3.3. Click the computer icon in the File Transfer Program Setup window to begin the installation.

- 3.4. The next screen will show you where the program will be installed on your computer
Click Continue.
- 3.5. The final screen will tell you the File Transfer Program Setup was completed
successfully. Click OK

The setup program will create two folders for itself on your C drive: C:\Program Files\ File Trans and C:\Modem Data.

4. Create an icon on your desktop to start the Electronic Entry Form from your desktop.
 - 4.1. Double click on My Computer.
 - 4.2. Double click on (C:). This will open your C: Drive.
 - 4.3. Double click on Program Files. The Program Files window will open.
 - 4.4. Double click on the folder File Trans.
 - 4.5. Click once on the File Trans icon.
 - 4.6. With the mouse pointer over the File Transfer Icon, press and hold the left mouse button.
 - 4.7. While holding the left mouse button down, drag the icon to an empty space on your desktop.
 - 4.8. Release the Mouse button.
 - 4.9. An icon will appear on your desktop labeled Shortcut to File Trans
 - 4.10. Open the Electronic Entry Form by double clicking the icon.

The Electronic Entry Form Program is a free and easy to use program provided by the Bureau of Identification to ensure accurate record submission. When you enter identification data on the Electronic Entry Form, a record is created. When you save the record, the form is cleared so you can enter as many records as you need.

Once you have finished entering and saving your records, the program enables you to prepare your records for transfer by creating a new file on your system. When you are ready to submit your records, you e-mail the new file to feesub@isp.state.il.us.

C. Electronic Entry Form User Guide

The Electronic Entry Form is provided by the Illinois State Police Bureau of Identification (BOI) to ensure that requests for background checks by e-mail are submitted accurately. This user guide will acquaint users with the Electronic Entry Form features. On screen instructions are available for each field and button by holding your mouse pointer over the field or button.

a. Understanding the Electronic Entry Form

From the Electronic Entry Form, your records are saved to a file in the C:\Trans folder on your machine. The file in the C:\Trans folder will be labeled with your Agency ID Number plus an extension of "F01" No matter how many records you are sending they are all saved to this one file in the C:\Trans folder

When a file is transferred over e-mail, your records are archived in your computer according to the date they were sent. These instructions will show you one of several

ways to select and move the file from your C:\Trans folder to the C:\UCIAFILE folder on the BOI computer.

Warning: If you send the same record on different days, you will receive two responses. You will also be billed for two submissions. If you suspect you have sent the same record more than once, contact the Bureau of Identification so we can check your account.

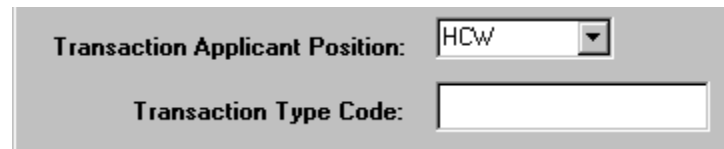
b. Using the Fields

Agency ID Number is assigned by Illinois State Police when user agreement is completed.



The screenshot shows a window titled "Modem Entry Form" with a blue header. Below the header is a text input field labeled "Agency Identification Number:".


Transaction Applicant Position is a dropped down box, from which you are to choose the code that matches the first two alphas of your agency ID. Type code on this form may not match the code on your contract.



The screenshot shows two fields: "Transaction Applicant Position:" with a dropdown menu showing "HCW" and a small downward arrow, and "Transaction Type Code:" with an empty text input field.

Transaction Type Code is automatically generated when Agency ID is entered. This code may not match the code on your contract.

Last Name Last Name is a required field. No special characters or punctuation are allowed.

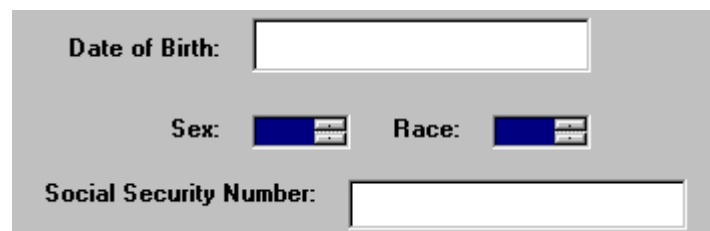


The screenshot shows three text input fields: "Last Name:", "First Name:", and "Middle Initial:".

First Name First Name is a required field. At least one character must be entered for First Name.

Middle Initial Optional field.

Date of Birth Required field. Enter date as xx/xx/19xx. When you save the record, the "/" /" are removed. If you want to edit or resave the record, you will need to put the "/" /" back in. Note: When you move from the Date of Birth field to the Sex and Race fields you must use the tab key to move key in Sex and Race, or you will receive an error message. The fields will retain their default color if entered correctly. If the background color is clear you will receive an error message telling you the date of birth field is not entered correctly.



The screenshot shows four fields: "Date of Birth:" with a text input field, "Sex:" with a dropdown menu, "Race:" with a dropdown menu, and "Social Security Number:" with a text input field.

Sex Use the keyboard to enter these fields. (M)=Male, (F)=Female, (U)=Unknown.

Race Use the keyboard to select race (A)= Asian/Pacific Islander, (B)=Black, (I)=American Indian/Alaskan Native, (W)=White, (U)=Unknown. Use the keyboard keys to make your selection.

Social Security Number Optional field. Use numbers only. No extra characters.

File Name Optional Field. If you would like an individual response for each inquiry, enter your Agency ID number plus a dot followed by a unique three digit number.



The image shows a grey rectangular box containing two input fields. The first field is labeled 'File Name:' and is a smaller rectangular box. The second field is labeled 'Filler:' and is a larger rectangular box.

Example: If your Agency ID Number is HC9511001 the first file name would be 9511001.F01. The second file name would be 9511001.F02. The third will be 9511001.FO3, etc.

Even with this method of giving unique names to multiple records, you will notice the Electronic Entry Program saves all the records in a single file which is named with your Agency ID plus a file extension of .f01. This is because the Electronic Entry Program creates a single file which is capable of containing hundreds of uniquely named records. **Filler** This field is not used by Illinois State Police. Field is provided for submitting Agency Use.

c. Using the Buttons

If a field is not correct it will return you to the field that needs to be corrected. The most common error is related to the Date of Birth. You must use the tab key to move from the Date of Birth Field to the Sex and Race fields. You must also enter the date of birth in the required format. Files are saved by date. You can retrieve your records for review by going to the date they were saved.

SAVE Saves the record that was entered. The Save button only saves the record to the database. You will save your database to the file in your C:\Trans folder after you have entered all your records by using the Prepare File for Transfer button.



NEXT Moves to the next record in your database. Use this field to find a record you might want to edit in your database. Use Next and Previous to make sure you have not entered the same record twice. You may be billed for duplicate records.



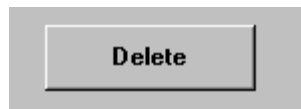
PREVIOUS Moves to the previous saved record in your database.



EDIT Allows you to make changes to the displayed record that has been saved.



DELETE Allows you to delete a record you do not want to submit. Delete also enables you to delete duplicate or unwanted records.



EXIT Exit allows you to close the form window without saving or preparing file for transfer.

A rectangular button with the text "Exit" centered inside.

PREPARE FILE FOR TRANSFER Prepare file for transfer brings up a calendar. This button allows you to choose a specific date of records that have been saved to the database.

A rectangular button with the text "Prepare File for Transfer" centered inside.

d. Using the Calendar

This screen is activated when the **Prepare file for Transfer** button is pressed. A calendar appears with the current date selected. To retrieve files saved on a specific date, click on that date. Press enter to select today's date. After clicking on the date, your records are saved to a newly created file in your **Trans** folder. You will then see your file was completed successfully. If you receive an error saying "**No files found**" when you try to save your entries to today's date, your C:**Trans** folder is either missing or not installed on the root of your drive C:\



D. E-Mailing File

After your file is prepared for transfer, e-mail the file as an attachment to feesub@isp.state.il.us. If you are using the electronic entry program provided by the Illinois State Police, this file will be located at: "C:\Trans\xxxxxxx"(x=file name). **Note: Please do not send the Trans folder, double click on the Trans folder to open it and just send the file.** Do not send any zipped files. AOL users can only send one file per e-mail. This file can contain multiple names. You will receive all your responses from the BOI on a single printout. If you require separate printouts for individual submissions, you will need to use separate names in the Filename field (see page 11). Please **DO NOT** use feesub@isp.state.il.us for any other communication. This address is for files only.

For further assistance call:
Illinois State Police
Customer Support
(815) 740-5160

Customer Support is available 7:00 am - 5:00 pm, Central time, Monday through Friday.



**STATE OF ILLINOIS
USER AGREEMENT BETWEEN
THE ILLINOIS STATE POLICE**

**AND
UNIFORM CONVICTION INFORMATION ACT REQUESTER**

The Illinois State Police (hereinafter called “ISP”) acting as the state central repository for criminal history record information (hereinafter “CHRI”) and

Uniform Conviction Information Act Requester

(hereinafter “Requester”) hereby agree to the following term, provisions, and conditions:

I. Purpose:

Requester requires criminal background conviction information for employment or licensing purposes. ISP, in its capacity as the state central repository, has the authority to provide Requester with CHRI, pursuant to the Uniform Conviction Information Act (UCIA), 20 ILCS 2635/1, et seq. and be paid for its expenses. This agreement establishes the terms of this relationship.

II. Effective Date:

This agreement will commence upon execution of the signature of the Director of the Illinois State Police and continues unless canceled by either party upon thirty (30) days written notice.

III. Services ISP Agrees to Provide Requester:

ISP agrees to provide conviction criminal history record information authorized by law to be released.

IV. Duties of Requester:

Requester agrees to undertake and perform the following duties:

- (1). Requester shall electronically submit inquiries in the format provided by ISP.
- (2). Requester shall be responsible for ensuring data quality conformity with ISP processing requirements.
- (3). Requester shall maintain, on file for at least two (2) years, a release authorizing ISP to provide conviction information, signed by the individual to whom the information request pertains.

- (4). Requester shall provide the individual named in the inquiry a copy of the response disseminated by ISP.
- (5). Requester agrees to maintain records pursuant to the UCIA law in order to facilitate audits. Requester shall make these records available to ISP for the purpose of conducting such audits to ensure compliance with all laws, rules, and regulations regarding the processing of CHRI furnished by ISP to Requester.
- (6). Requester shall prepay ISP not less than \$250.00 to activate their account. Payments for services rendered by ISP pursuant to the terms of this Agreement shall be paid in full not later than forty-five (45) calendar days from the last date of the billing cycle. Failure to pay on a timely basis could result in an interruption in services rendered by ISP. If, at the end of the year, there is a credit balance in the account, it will carry over into the following year or be refunded upon termination of this agreement.
- (7). The Requester shall comply with all provisions of the UCIA law (20 ILCS 2635/1, et seq.)

V. Dissemination:

Unless otherwise permitted by law or in the case of an exigency, the subsequent dissemination of conviction information furnished by the ISP pursuant to this Act shall only be permitted by a requester for the 30-day period immediately following receipt of the information.

VI. Duties of ISP:

ISP agrees to undertake and perform the following duties:

- (1). ISP will process requests submitted in the form and manner prescribed by the ISP.
- (2). ISP shall, if requested, assist in the interpretation or translation of any CHRI requiring clarification.
- (3). ISP fees shall be based upon the cost of providing CHRI services, as required by law. Requester shall be notified of any change in ISP fees. Pursuant to notification by ISP, any new ISP fee established shall replace the ISP fee identified in Addendum 1.
- (4) ISP shall provide the Electronic Entry Form program which is utilized to correctly format Requester's files.

VII. General Provisions:

- (1). ISP agrees to notify Requester thirty (30) days prior to making changes in rules,

procedures, and policies incorporated in this memorandum. However, changes in the rules, procedures, and policies required as a result of federal or state executive order, congressional or state legislative enactment, or by court decision shall be implemented as required by law.

- (2). The individual named in the inquiry has the obligation and responsibility to notify the Requester within seven (7) days if the information is inaccurate or incomplete.
- (3). Payment for conviction information request processing will be made payable to the Illinois State Police Services Fund and mailed to the Illinois State Police Bureau of Identification, Fiscal Unit, 260 North Chicago Street, Joliet, IL 60432-4072.

Signature of Director
Illinois State Police

Date

Signature of UCIA Requester

Date

Type or Print Name of UCIA Requestor

**UNIFORM CONVICTION INFORMATION ACT REQUEST
ADDENDUM 1**

AUTHORIZATION: ISP will provide Requester with Uniform Conviction Information Act information pursuant to and limited by: 20 ILCS 2635/1, et seq.

FORM: Email to: feesub@isp.state.il.us

FEES: Services performed by ISP will be based upon the following fee schedule.

\$10.00 for each electronic name-based inquiry submitted for processing.

\$15.00 for each electronic fingerprint based inquiry submitted for processing.

\$20.00 for each manual fingerprint inquiry submitted for processing.

NOTICES: All correspondence shall be directed to:

ILLINOIS STATE POLICE
Bureau of Identification
260 North Chicago Street
Joliet, IL 60432-4072

REQUESTER:

Principle UCIA Requester

Company Name

Street Address

City IL Zip Code

Telephone

E-mail Address

Facsimile (Fax) Number

Category of Inquiries: i.e. Healthcare Workers

UNIFORM CONVICTION INFORMATION ACT REQUEST

ADDENDUM 2

ORGANIZATION IDENTIFICATION NUMBER

TRANSACTION TYPE CODE

TRANSACTION PURPOSE CODE