

UCIA FINGERPRINTING

Monroe-Randolph Regional Office of Education #45

107 East Mill Street, Waterloo, IL 62298

Phone: 618.939.5650 Fax: 618.939.5332

Hours: Monday – Friday 8:30a.m. – 4:00p.m. and break from 12:00p.m. – 1:30 p.m. for lunch

Cost: \$25.00 Cash or Money Order ONLY

Please submit this document with the appropriate fee payable to the Monroe-Randolph Regional Office of Education.

To facilitate prompt processing please complete all items below.

PLEASE PRINT LEGIBLY

_____	_____	_____	_____	_____
First Name	Last Name	Middle Initial	DOB	Sex
_____	_____	_____		
Race	Driver's License	State Issued		
Requestor's Name _____				
Agency Name (If applicable) _____				
Street Address _____		City _____	State _____	
Zip Code _____	Phone Number _____			

Applicant Verification and Authorization

I, the undersigned, hereby authorize the release of any criminal history record information that may exist regarding me from any agency organization, institution, or entity having such information on file. I authorize the Monroe-Randolph Regional Office of Education to capture and securely transmit my fingerprints to the Illinois State Police and/or Federal Bureau of Investigations for the purpose of checking my criminal history record information. I further understand that my fingerprints may be retained by the Illinois State Police and/or Federal Bureau of Investigation pursuant to applicable statute.

If your fingerprints are AFIS unacceptable and reprinting is necessary to receive results, the customer is required to pay the reprint fee charged by the Illinois State Police.

Applicant Signature

Date

Office Use Only

Transaction Control Number (TCN): _____

Technician Signature: _____

Date _____ Time _____