



Instructions for Criminal Background Fingerprinting

1. Complete the Criminal Background Fingerprint Check Authorization Form (below)
Make sure to write legibly in ink, either by hand or by typewriter.

2. Make sure to sign and date the form

3. Staple your check or money order (payable to NIU) in the amount of \$68.00 to the form.
Do not send cash. Credit Card payment method is not available.

4. Return your completed form with your check or money order to:

Mail:

Teacher Certification
Williston Hall 214
Northern Illinois University
DeKalb, IL 60115

Drop off:

Teacher Certification
Williston Hall 214
Monday-Friday 8:30 AM – 4:30 PM

5. Fingerprints required for clinical courses at Northern Illinois University can be completed electronically at these locations and times: *You DO NOT need to call for an appointment*

- Holmes Student Center Room 118 (Primary Location for CBC)
 - 9:00 AM – 3:00 PM on days when classes are in session
- Northern Illinois University Department of Public Safety Office (next door to University Health Services)
 - If you are unable to go to the Holmes Student Center 9am-3pm on days classes are in session, the best time to come would be at night (after 7:00 PM) or during the day on the weekend. Please be cognizant of university events, such as Football games, Homecoming and Move In Day. On these dates, somebody may not be available to assist with fingerprints.

6. It is important to note:

- Please allow five (5) working days (if you mail your form and payment) before going to the NIU Public Safety Office to have your fingerprints taken.
- When you arrive at the location to have fingerprints taken, please have your driver's license, your state identification card or passport with you.
- There is no need to call before coming. Once prints are taken they are sent to the Illinois State Police Bureau of Identification in Joliet. Typical response time is currently three weeks to get results back after submitting fingerprints. The results are sent to Registration and Records, who then put them in MyNIU.
- Any questions please contact:
The University Office of Teacher Certification
(815) 753-0846
TeacherCertification@niu.edu

