**Substance Abuse Prevention Program (SAPP)**

**Mentoring- Background Checks**

Effective FY15, all mentoring programs are required to conduct a four-part background check with all mentors (all individuals who will be paired with a youth/mentee). The four-part background check consists of the following: 1) FBI fingerprint, 2) statewide repository, 3) sex offender registry, and 4) DCFS CANTS checks. Grant funds may be used to support the checks that include a cost. **The mentor(s) is required to be under the direct supervision of the SAPP staff until either the state or the FBI check results are received and verified.** Please find information regarding each type of background check below.

1) FBI Fingerprint Check:

**Name:** Identity History Summary Request

**Cost:** $18

**Results:** Approximately 1 month

**Submission method:** Use paper form and send through the mail.

<http://www.fbi.gov/about-us/cjis/identity-history-summary-checks/submitting-an-identity-history-summary-request-to-the-fbi>

2) Illinois State Police Fingerprint Check:

**Name:** UCIA Fingerprint Conviction Information Request

**Cost:** $20

**Results:** 90-day window, but it usually takes only 1-2 months

**Submission method:** Request paper form from <http://www.isp.state.il.us/crimhistory/chri.cfm>

and send through via the mail.

\*The fingerprint check will only bring up Illinois convictions, but not convictions from other states.

**OR**

Illinois State Police AND FBI Fingerprint Check:

**Name:** Fee Applicant Fingerprint Inquiry

In this method, the Illinois State Police are able to do both the state and FBI fingerprint check, which prevents you from having to do two separate processes. Therefore, if you do the fee based method, you do not have to submit a separate request to the FBI; simply indicate on the request form that you would like both state and FBI reports. The Illinois State Police will give you a report of any state convictions, and then will send the fingerprints to the FBI and generate a separate report. However, a paper form cannot be used for this process; it can only be done electronically.

Cost: $30-35

Results: 90-day window

**Submission method:** Submit electronically via live scan (see pg. 20 of link below)

<http://www.isp.state.il.us/docs/5-727.pdf> (information on pgs. 20-25)

3) National Sex Offender Public Registry:

This is a name check that is verified by comparing the name and photo with that of the mentor. Verification will need to be documented and retained in the file for each mentor.

**Cost:** $0.00

**Results:** Immediate

<http://www.nsopw.gov/?AspxAutoDetectCookieSupport=1>

4)DCFS CANTS Check (See Attached PDF doc.)

**Cost:** $0.00

**Results:** Approximately two weeks

<http://www.state.il.us/dcfs/docs/cfs689.pdf> (form for clearance)

<http://www.state.il.us/dcfs/index.shtml> (Department of Children and Family Services website)

Attached you will also find a Criminal History Authorization form from another grant program. You are not required to use this form; however, you are required to obtain similar information from the potential mentor and obtain their signature and date.