

## Fingerprint-Based Criminal Background Check

The DuPage Regional Office of Education is authorized to conduct fingerprint-based criminal history checks for substitute teachers and multi-district hires. Many school districts send substitute applicants to the Regional Office of Education (ROE).

If you need a fingerprint based criminal history check from the DuPage Regional Office of Education, you need to:

1. Make an appointment for fingerprinting online at the DuPage Regional Office of Education by going to the following link and choose your appointment time based on availability: <https://register.dupageroe.org/Public/Appointment/Fingerprinting.aspx>
2. **The ROE no longer makes appointments by phone or accepts walk-ins for fingerprinting. You must make an appointment online.**
3. Complete the Fingerprint Information and Release Form [https://www.dupageroe.org/wp-content/uploads/Fingerprinting\\_Form.pdf](https://www.dupageroe.org/wp-content/uploads/Fingerprinting_Form.pdf) before arriving at the ROE.
4. The ROE fingerprint fee is \$50 and payable by cash, check, Visa or Master Card.
5. You must show your valid driver's license or other photo I.D. at the time of fingerprinting.

The Regional Office of Education will:

1. Complete and submit fingerprints to the Illinois State Police and Federal Bureau of Investigation.
2. Receive and review your ISP and FBI criminal history check reports.
3. Look for your name on the Illinois State-wide Sex Offender data base and Illinois State-wide Child Murderer and Violent Crimes Against Youth data base.
4. Issue a Criminal Background Report to you containing your ISP and FBI results and notation that your name does not appear on either state-wide data base.
5. After that, you can present that paper evidence to any school district in DuPage County as verification that the Fingerprint Based Criminal History Check has been completed and that you have not been convicted of the enumerated offenses in the legislation.

You will:

1. Apply to Substitute teach contacting the district(s) for which you want to substitute teach.
2. Fill out the district's application and follow their instructions.
3. Turn in your Criminal Background Report and Physical exam to the DuPage County School District(s) in which you want to substitute teach.

If you need assistance or have questions, please contact the DuPage Regional Office of Education at 630-407-5800 or by email at [cert@dupageroe.org](mailto:cert@dupageroe.org)