

PCN: 16285906 F

DCN: 319814770

Cost Center

ILLINOIS STATE POLICE

Division of Administration
Bureau of Identification
260 N. Chicago Street
Joliet, Illinois 60432-4075

CONVICTION INFORMATION REQUEST—NON FINGERPRINT FORM

Agency Number: _____

Instructions: This form must be filled out completely and correct fees attached. Make all checks payable to the Illinois State Police. Failure to comply with these instructions will result in the return of this request unprocessed. Errors caused by illegible writing will be returned and require an additional fee upon resubmission.

This request is for employment or licensing purposes.

Yes ☒No ☐**Subject Information**

Subject

Name: _____

Last Name

First Name

Middle Initial

Date of Birth

____ / ____ / ____
month day year

Sex: _____

Race: _____

Valid Codes for Sex

Male M

Female F

Unknown U

Valid Codes for Race

White W

Black B

Asian/Pacific Islands A

American Indian/Alaskan I

Unknown U

SS# _____

Subject Signature _____

Requester Information

Requester

Name: _____

Last Name

First Name

Middle Initial

Agency: Alternatives for the Older Adult

(if any)

Street Address: 1803 7th StreetCity: MolineState: ILZip Code: 61265

Requester Signature _____

(Please Type or Print All Information)

Only Original Form Will Be Accepted By ISP

PRE-NOTIFICATION OF BACKGROUND INQUIRY

For and in consideration of my contracted services thru **Alternatives for the Older Adult**, I hereby authorize and request that an "investigative consumer report" (background inquiry) be compiled regarding the undersigned. I understand that this inquiry may include information regarding my character, personal characteristics, mode of living, and general reputation.

By placing my signature below, I acknowledge that this background inquiry may involve the request of any or all of the following (as allowed by law):

- Any public record of criminal convictions.
- Any incident of dishonesty, theft, moral turpitude, violence, or drug-related offenses reported by merchants, employers, businesses or individuals.
- Any credit bureau report.
- Any driving history related to infractions or accidents.
- Any previous employment records
- Any public, semi-public, or proprietary records from any record repository

(Initials of applicant)

I hereby authorize and request the cooperation of any governmental or law enforcement agencies, credit bureaus, proprietary databases, former employers, business sources, or individuals called upon by **Alternatives for the Older Adult** or its authorized agent, Per Mar Security and Research Corporation (henceforth: "Per Mar"), in the release and dissemination of the requested information.

(Initials of applicant)

I further authorize **Alternatives for the Older Adult** or its agent, Per Mar, to make further like inquiries from time to time, as deemed necessary for employment purposes. I waive any further notice with respect to the inquiries made by or on behalf of **Alternatives for the Older Adult**, and agree to generally release and fully discharge **Alternatives for the Older Adult**, Per Mar, every such law enforcement agency, every such governmental agency, every such prior employer, every such credit bureau, database, or individual with regard to the release and dissemination of the requested information.

(Initials of applicant)

I understand that I may obtain a free copy of this "consumer report," where applicable, if an adverse action or decision is made based upon the information in the "consumer report." I must make a written request within 60 days of the adverse action/decision.

A photocopy of this authorization and release shall be considered as effective and valid as the original.

Applicant, please complete all of the following information (additional pages may be used, if needed):

Full Legal Name: _____

Addresses for the last seven years to include house number, street name, City, State, and County:

Previous names or aliases: _____

Social Security Number: _____

Date of Birth: _____

Driver's License State: _____ Driver's License Number: _____

Signature

Date

The information requested above is done so for the purpose of conducting a continued employment investigation only.

CONSUMER SUMMARY

A Summary of Your Rights Under the Fair Credit Reporting Act

The federal Fair Credit Reporting Act ("FCRA") is designed to promote accuracy, fairness, and privacy of information in the files of every "consumer reporting agency" (CRA). Most CRAs are credit bureaus that gather and sell information about you – such as if you pay your bills on time or have filed bankruptcy – to creditors, employers, landlords, and other businesses. You can find the complete text of the FCRA, 15 U.S.C. 1681 – 1681u, at the Federal Trade Commission's web site (<http://www.ftc.gov>). The FCRA gives you specific rights, as outlined below. You may have additional rights under state law. You may contact a state or local consumer protection agency or state attorney general to learn those rights.

- **You must be told if information in your file has been used against you.** Anyone who uses information from a CRA to take action against you – such as denying an application for credit, insurance, or employment – must tell you, and give you the name, address, and phone number of the CRA that provided the consumer report.
- **You can find out what is in your file.** At your request, a CRA must give you the information in your file, and a list of everyone who has requested it recently. There is no charge for the report if a person has taken action against you because of information supplied by the CRA, if you request the report within 60 days of receiving notice of the action. You are also entitled to one free report every twelve months upon request if you certify that (1) you are unemployed and plan to seek employment within 60 days, (2) you are on welfare, or (3) your report is inaccurate due to fraud. Otherwise, a CRA may charge you up to eight dollars.
- **You can dispute inaccurate information with the CRA.** If you tell a CRA that your file contains inaccurate information, the CRA must investigate the items (usually within 30 days) by presenting to its information source all relevant evidence you submit, unless your dispute is frivolous. The source must review your evidence and report its findings to the CRA. (The source also must advise national CRAs – to which it has provided the data of any error). The CRA must give you a written report of the investigation and a copy of your report if the investigation results in any change. If the CRA's investigation does not resolve the dispute, you may add a brief statement in future reports. If an item is deleted or a dispute statement is filed, you may ask that anyone who has recently received your report be notified of the change.
- **Inaccurate information must be corrected or deleted.** A CRA must remove or correct inaccurate or unverified information from its files, usually within 30 days after you dispute it. However, the CRA is not required to remove accurate data from your file unless it is outdated (as described below) or cannot be verified. If your dispute results in any change to your report, the CRA cannot reinsert into your file a disputed item unless the information source verifies its accuracy and completeness. In addition, the CRA must give you a written notice telling you it has reinserted the item. The notice must include the name, address and phone number of the information source.
- **You can dispute inaccurate items with the source of the information.** If you tell anyone such as a creditor, who reports to a CRA, that you dispute an item, they may not then report the information to a CRA without including a notice of your dispute. In addition, once you have notified the source of the error in writing, it may not continue to report the information if it is, in fact, an error.
- **Outdated information may not be reported.** In most cases, a CRA may not report negative information that is more than seven years old - ten years for bankruptcies.
- **Access to your file is limited.** A CRA may provide information about you only to people with a need recognized by the FCRA usually to consider an application with a creditor, insurer, employer, landlord, or other business.
- **Your consent is required for reports that are provided to employers, or reports that contain medical information.** A CRA may not give out information about you to your employer, or prospective employer, without your written consent. A CRA may not report medical information about you to creditors, insurers, or employers without your permission.