



April 2023

Probate Background Check Instructions for Minor GALs

In Cook County, petitioners in minor guardianship cases—both those seeking guardianship and parents seeking discharge—along with all adults in the home, are required to submit to two different background checks:

1. **CANTS / DCFS background check**
2. **LEADS / Criminal fingerprint background check**

The following parties, and any adults in their home, must submit to both background checks:

- Petitioners for guardianship
- Petitioners to discharge guardianship
- Anyone objecting to guardianship
- Anyone motioning for visitation

CANTS / DCFS

The GAL must obtain signed CANTS forms from all parties and any adults living in their home. This is best done during interviews with the parties. This is the only way for the GAL to have access to the parties' DCFS records. DCFS will accept e-signed CANTS forms.

Please make sure the case number (e.g. 23 P XXXXX) is included on the form. The completed form should be submitted to the Court at Emrhan.slaton@cookcountyil.gov. Please be sure to include in the subject line of the email the next court date, case number, and case name (Estate of XYZ). CC the GAL on this email.

A blank CANTS form is attached.

If the parties do not cooperate, speak to CVLS about your case, and include this information in your oral or written GAL report to the court.



September 2022

Criminal / LEADS

It is the responsibility of the petitioning parties, and all adults in their home, to obtain a full LEADS fingerprint background check. The parties have two options for this:

1. Free Fingerprint Checks at the Daley Center

- Parties in CVLS cases have access to free fingerprint background checks in Room 701 of the Daley Center at 50 W Washington St, Chicago, IL 60602.
- The parties will need both (1) an order for free fingerprints and (2) an ID. Template orders are included below.
- If the parties do not already have an order for a free background check, the GAL should prepare an order using the attached template, listing the full names of all adult parties who need to submit to a background check. Feel free to request a Word version of this template from CVLS.
- GALS can send this completed order to CVLS at msmith@cvls.org for entry.
- The Court will enter the order and return it to CVLS. The parties can then take this order and the Privacy Statement with them to get fingerprinted.
- **Please note that the ONLY location for free checks is Room 701 of the Daley Center.**

2. Paid Fingerprint Background Checks from Court-Approved Providers

- Alternatively, parties may pay out of pocket to submit to a fingerprint search from a private vendor. A list of private vendors is attached.
- Parties must sign the Private Statement and provide it to BOTH the court and the fingerprint vendor in order for fingerprints to be processed.
- Parties should take a photo or scan of the Privacy Consent Form and email to Joseph.Fleming@cookcountyil.gov. Please be sure to include in the subject line of the email the next court date, case number, and case name (Estate of ____).
- Parties should CC the GAL on this email. **Parties should give the vendor the Privacy Consent Form before getting and paying for the fingerprints to confirm the results can be sent to the Court.**
- The vendors on the list will NOT waive the fees, even if parties have an order for a free fingerprint background check. Free checks can only be obtained at the Daley Center.
- Out-of-state parties may seek out and find a comparable service in their state for a national/FBI and state background check via fingerprinting. The provider may not be willing to submit the results directly to the Court, but the Court will accept out of state results from a party.
- The GAL should be cc'd on all submissions to the Court. Once the parties have submitted these forms, please remind CVLS to request background check results a week before the following court date.

State of Illinois
Department of Children and Family Services

AUTHORIZATION FOR BACKGROUND CHECK
Child Abuse and Neglect Tracking System (CANTS)
For Programs NOT Licensed by DCFS

NOTE: Do not use this form if you are an applicant for licensure or an employee/volunteer of a licensed child care facility. Please contact your licensing representative.

Name: _____
Last First Middle

Date of Birth: [] -- [] -- [] Gender: Male Female Race: _____

Current Address: _____
Street/Apt #

City State Zip Code

If you currently reside in Illinois, please list all previous addresses for the past five years.

OR

If you currently reside out-of-state, please provide ALL Illinois addresses in which you did reside while living in Illinois.

(Street/Apt#/City/County/State/Zip Code)	Dates From/To
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

List maiden name and/or all other names by which you have been known: (last, first, middle)

I hereby authorize the Illinois Department of Children and Family Services to conduct a search of the Child Abuse and Neglect Tracking system (CANTS) to determine whether I have been a perpetrator of an indicated incident of child abuse and/or neglect or involved in a pending investigation. I further consent to the release of this information to the agency listed below.

Signed _____ Date _____

PROBATE CASE INFO
Estate of _____
Case # _____

Please type, use bold letters or label:

N/A (Submitting Agency Fax Number)
Emrhan.Slaton@cookcountyil.gov (Submitting Email Address)

Cook County Circuit Court - Probate Division (Agency Name)
Emrhan Slaton (Contact Person)
50 West Washington Street Room 1806 (Address)
Chicago, Illinois 60602 (City/State/Zip)

Print Form

CIRCUIT COURT OF COOK COUNTY, ILLINOIS

Instructions

TO: Potential court-appointed guardians and related parties

SUBJECT: Instructions for background check – Obtaining fingerprint-based criminal record history information required by the court

1. Complete and sign two copies of the Privacy Statement Consent concerning criminal history record information (available from the court).
2. Give one copy to the court.
3. Visit a business on the attached list of vendors approved by the Illinois State Police (ISP).
4. Pay the vendor the processing fee.
5. Give the other copy of the Privacy Statement Consent to the vendor.
6. Allow the vendor to electronically scan your fingerprints, take your photograph and submit your photograph and fingerprints to the ISP and FBI.

Other information

Usually, only one set of your fingerprints must be submitted. The current vendor's flat fee charge range for processing is from \$55.00 to \$120.00 which includes any ISP or FBI fees. Please review the attached vendor list for the exact charge per vendor. If the ISP or FBI rejects your fingerprints, you must submit another set of fingerprints and pay a resubmission fee of \$20.00. It is recommended that you contact the vendor and verify the vendor's charge and hours of operation before visiting the vendor.

Your criminal history record information will be sent directly to the court. The court will give you a copy. You have the right to challenge any state or federal criminal history record information disseminated about you from these criminal justice agencies that you believe is inaccurate or incomplete.

CIRCUIT COURT OF COOK COUNTY, ILLINOIS

**PRIVACY STATEMENT CONSENT
Criminal History Record Information**

I, the undersigned, hereby authorize and consent to 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 am aware and understand that my fingerprints may be retained and will be used to check the criminal history record information files of the Illinois State Police (ISP) and/or the Federal Bureau of Investigation (FBI).

In addition, I authorize my photo to be taken, submitted to the ISP and/or FBI; photographic images may be shared for licensing and employment purposes only.

I further understand that I have the right to challenge any state or federal criminal history record information disseminated from these criminal justice agencies regarding me that may be inaccurate or incomplete.

Applicant's Name (printed):	
Applicant's Signature:	Date:
ORI#: CV2104739	Purpose Code: NCP

COPIES OF THIS FORM MUST BE PROVIDED TO THE COURT AND TO THE LICENSED LIVE SCAN FINGERPRINT VENDOR AGENCY

Cook County Live Scan Fingerprint Vendors

For details regarding vendors' office hours and to confirm pricing and acceptable forms of payment, you should contact one or more of the vendors listed below.

Name	Phone	Location/Website	Charge
0 A FINGERPRINTING US PHOTO INC SHREYAS SHAH	312-782-8144	www.fingerprintingchicago.com 210 South Clark Street at Clark and Adams The Clark Adams Building Ground Level - Lobby Chicago, IL 60603	\$60.00 (Cash) \$62.50 (C.C.)
0 ABBOTT BIOMETRICS LLC NICOLE LOZANO	773-654-1956	www.abbottbiometrics.com Abbott Biometrics 2958 W. Belmont Ave. Chicago, IL 60618	\$60.00 (Cash Only)
123 FINGER PRINT ME, INC BEN BRYANT	708-898-0365	www.123fingerprintmeinc.com 21141 Governors Hwy. Ste. 208 Matteson, IL 60443	\$65.00
312-IL LLC-On Q Biometrics FRANCESCA RIVERA	773-697-4249	www.onppi.com 3004 W Belmont Ave Chicago, IL 60618	\$60.00 (Cash) \$62.50 (C.C.)
A+ SECURITY AND SAFETY TRAINING INC Richard A Wooten	773-260-0247	www.aplustrainingchicago.com 8012 S. Ashland Ave. Chicago, IL 60620	\$60.00 (Cash) \$63.00 (C.C.)
ACCURATE BIOMETRICS INC PEGGY CRITCHFIELD	(773) 685-5699	www.accuratebiometrics.com Chicago - Loop Metropolitan Building 134 N. La Salle St. Suite 2060 Chicago, Illinois 60602	\$120.00
ADVANCED SECURITY SOLUTIONS INC	847-299-0210	www.advancedguards.com 1645 Birchwood Ave., Des Plaines, IL 60018	\$60.00
AGB INVESTIGATIVE SERVICES INC JOHN GRIFFIN JR	773-445-4300	www.agbinvestigative.com 7545 S. Western Ave. Chicago, Il 60620	\$60.00
ALPHA TRAINING & BIOMETRIC SOLUTIONS LLC	708-737-7280	9013 Windsor Drive Orland Park, IL 60462	\$65.00
AMERICAN HERITAGE PROTECTIVE SERVICES INC	708-388-7900	www.ahpservices.com 5100 West 127th Street Alsip, IL 60803	\$60.00 (Cash Only)
AMERICAN SECURITY SERVICES INC	708-383-6969	www.americansecurityservices.com 1515 S Harlem Ave, Unit 2	\$70.00 (Cash Only)

JAMES P NEWSOME		Forest Park, IL 60130-2655	
ANSON B SHAREEF DBA PRIDE EYE	708-754-7753	20200 Governors Drive, Ste. 201A Olympia Fields, Illinois 60461	\$60.00
ARGUS SERVICES INC ROBERT KURZ	312-377-9441	http://argus-services.com 2603 W. 22 nd Street, Ste. 18 Oak Brook, IL 60523	\$60.00 (Cash Only)
BIOMETRIC IMPRESSIONS CORP JAMES E WILLIAMS JR	630-532-5922	www.biometricimpressions.com 188 W. Industrial Dr. Suite 214B Elmhurst, IL 60126	\$60.00
BIOSCAN TEK INC MARYANN KAVADIAS	630-890-7108	www.bioscantek.com 2100 Manchester Road Bldg. C, #1615, Wheaton, IL 60187	\$60.00
CHOICE BIOMETRICS LLC Jeff Copeland	312-964-5205	ChoiceBiometrics.com 939 W. North Ave Suite 750 Chicago, IL. 60610	\$65.00
e2 Biometrics	312-961-0805	www.e2biometrics.com 509 N Racine Avenue, #1 South, Chicago, IL 60642	\$65.00 (Cash Only)
ETS INTELLIGENCE LLC DAVID RATKOVICH	847-702-4401	http://etsintelligence.com/ 10 N. Martingale Rd. Suite 400 Schaumburg, IL 60173	\$79.00 (C.C.) \$75.00 (Cash Only)
FACT FINDERS GROUP INC Kenneth M Webb Sr.	708-283-4200	www.factfindersgroup.com 4747 Lincoln Mall Dr., Suite 300 Matteson, IL 60443	\$65.00
FMJ BIOMETRIC SERVICES LLC JAMES M FALKMAN	708-357-0580	www.fmjbiometrics.com 9114 N. Waukegan Rd Unit #551 Morton Grove, IL 60053	\$60.00
GLOBAL SECURITY GROUP CORP MONTAGUE A HALL IV	847-815-2447	17 W 697 Butterfield Rd. Suite F Oakbrook Terrace, IL 60181	\$65.00
HOMELAND PROTECTION MANAGEMENT INC	708-898-2111	www.hpmsecure.com 8925 Golfview Dr. Orland Park, IL 60462	\$55.00
HRRC SCREENING SOLUTION INC	312-662-8826	http://www.hrrcscreeningsolution.com/ 2503 W. Cermak Chicago, IL 60608	\$55.00
IDEMIA IDENTITY & SECURITY USA, LLC	800-377-2080	http://identogo.com/ 11006 W 179th St Orland Park, IL 60467-9440	\$55.00
INGRAM SECURITY &	773-316-4050	www.ingramsecurity.com	\$60.00

DETECTIVE SERVICES LLC DBA INGRAM FINGERPRINTI WADE INGRAM		1655 S Blue Island Ave Chicago, IL 60608	
ITOUCH BIOMETRICS LLC LOUISE A BORNHOFEN	847-706-6789	http://www.itouchbiometrics.com 2300 N. Barrington Road, Ste. 325 Hoffman Estates, IL 60169	\$70.00
JK GUARDIAN SECURITY SERVICES INC	708-385-3300	www.guardiansecurityinc.com 3300 W. 127 th Street Blue Island, IL 60406	\$60.00 (Cash Only)
JMD DEFENSE & INVESTIGATIONS LLC JAVONDLYNN DUNAGAN	773-217-0488	www.jmddefense.com 1447 W 103rd St Chicago, Illinois 60643	\$60.00
KENTECH CONSULTING INC KENNETH COATS	312-780-0470	www.ekentech.com 520 W Erie Suite 440 Chicago, IL 60654	\$65.00
PAGE SECURITY INC Henry J Page	773-988-9414	www.pagesecurityagency.net 9453 S. Ashland Ave., Suite 7 Chicago, IL 60620	\$60.00
PETE A WILSON dba Apex Credentials	630-984-0022	www.apexcredentials.com 535 Pennsylvania Avenue Glen Ellyn, IL. 60137	\$60.00
Precision Biometrics PLLC	773-770-5194	314 East 75th Street Chicago, Illinois 60619	\$65.00
PTC Finger Printing Services Inc Louis Phillips	773-445-8566	8754 S. Ashland Ave. Chicago IL. 60620	\$60.00
SAYF CONSULTING PLLC	312-285-0187	2911 North Cicero Avenue Chicago, Illinois 60641	\$65.00
TRACE IDENTITY SERVICES INC ROSALIND A CALDWELL	708-754-2900	www.traceidentitysi.com 222 Vollmer Rd., Suite AC Chicago Heights, IL 60411	\$65.00
TRACE2 BIOMETRICS LLC PRISCILLA LUGO	773-344-1907	6832 W. North Avenue Ste. 2A Chicago, IL 60707	\$55.00
UNITED SECURITY SERVICES INC	312-922-8558	1550 S. Indiana Ave. Ste. #300 Chicago, IL 60605	\$65.00 (Cash, Check, or Money Order)

**IN THE CIRCUIT COURT OF COOK COUNTY, ILLINOIS
COUNTY DEPARTMENT – PROBATE DIVISION**

ESTATE OF

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Case No.

A minor.

ORDER
FINGERPRINT/BACKGROUND CHECK – MINOR GUARDIANSHIP (298)

This Court having approved Petitioner’s application for waiver of court fees under Supreme Court Rule 298, and, to implement the provisions of 755 ILCS 5/11-3, having found it necessary that Petitioner and any other adult(s) residing in Petitioner’s home submit to a criminal background check that uses Live Scan fingerprint technology and provide their fingerprints to the Cook County Sheriff’s Office for transmittal to the Illinois State Police for that purpose,

IT IS HEREBY ORDERED that, when obtaining said fingerprints from the following individuals, the Cook County Sheriff’s Office shall not charge or collect any associated fees, and a Rule 298 Waiver shall not be required:

1. _____
2. _____
3. _____
4. _____

CVLS CLIENT, FEES WAIVED

ENTER:

Date: _____

Judge

No.

Mail to:

msmith@cvls.org

**IN THE CIRCUIT COURT OF COOK COUNTY, ILLINOIS
COUNTY DEPARTMENT – PROBATE DIVISION**

ESTATE OF _____)
)
) **Case No.** _____)
)
 minors. _____)

ORDER
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IT IS HEREBY ORDERED that, when obtaining said fingerprints from the following individuals, the Cook County Sheriff’s Office shall not charge or collect any associated fees:

1. _____
2. _____
3. _____
4. _____

CVLS CLIENT, FEES WAIVED

ENTER:

Date: _____ Judge _____ No. _____

Mail to:

msmith@cvls.org