MEMO RE: PRIVATE VENDOR FINGERPRINTING PROCEDURE FOR RELATED ADOPTIONS

Updated: November, 2023

What: Fingerprinting for all related adoption cases (state and FBI)
Who: Adoption clients
Why: Cook County Sheriff's Office no longer provides fingerprinting services at Daley Center

New Procedure:

In most cases, the court will require a criminal background check for all non-biological parents seeking to adopt AND for any other adult in the household. FBI and Illinois State Police ("ISP") fingerprint background-checks must be performed and obtained by Family Supportive Services ("FSS") in related adoptions.

Follow the below steps:

1. Volunteer and/or client complete the following form (found as additional Appendix here):

    a. Fingerprint Applicant Form (separate Appendix VII)

2. Find the closest Accurate Biometrics fingerprint location and its hours of operation by clicking here. All locations are walk-in only (no appt's). Client must bring the completed applicant form and a valid government-issued photo ID (e.g., driver's license, State ID, or passport). **Client will pay the $58.25 fee (per person).** If client submitted their court costs to CVLS prior, they may pick up, from CVLS, a check written to Accurate Biometrics to pay said fee(s).

3. Have client send you a copy or picture of the receipt with the Transaction Control Number ("TCN").

4. Once you have the Transaction Control Number, you need to email FSS (in related cases) the following documents:

    a. Order Appointing GAL/Investigator
    b. Case Management Order
    c. Petition for Adoption
    d. CLSP
    e. Copy/Pic of Receipt(s) from Accurate Biometrics with the TCN number
    f. Direct your email to drd.family@cookcountyil.gov; cc'ing supervisor Dakeda Horton at dakedar.horton@cookcountyil.gov and cc your GAL. In your email inform FSS that you have filed a Petition for Adoption, that you are requesting that FSS process the fingerprinting results, and that all relevant documents are attached, including a copy of the fingerprinting receipt with TCN.

    Here are contact numbers for FSS, (312) 603-0551 or 0569 if needed.