



Criminal Background Checks (Fingerprinting)

Contact: 618-687-7290

Description

The fingerprinting requirement (PA 93-909) states that all certified and non-certified employees new to the district must undergo a national fingerprint history check.

→ **Substitute Teacher List**

For the Jackson/Perry sub-list cost is maintained for participating districts. If an individual is on our sub-list, the results of the fingerprinting process as well as their health form will be filed in the Regional Office of Education. Fingerprinting information can be shared with districts who currently use our sub list and other Regional Offices of Education.

→ **District Employees**

At the district's request, the Regional Office of Education will fingerprint new employees (employees working only for one district) at cost to the district.

→ **Districts and Applicants Directions** - Districts must complete the authorization form. The applicant to be fingerprinted must bring the form to the ROE office.

→ **Substitutes and District applicants Directions** - Applicant **must** call the Regional Office of Education to set up an appointment– Murphysboro 618-687-7290.

The applicant comes to the Regional Office of Education at the Jackson County Courthouse to complete the necessary paperwork; driver's license/ID is required. Once the paper work is completed at the Regional Office, the applicant will then go to the ROE Annex for scanning of the fingerprints.

Both the employing district and the employee will receive copies of the print results. A check of the Sex Offender Registry and Child Murderers websites will also be made.

