

## **Illinois Simple Card Scan Steps (OOS-FP):**

1. To start your Illinois Card Scanning process, **print out the attached OOS-FP form and bring it with you** to your local police department or a Live scan fingerprint vendor to get your fingerprints on an FD-258 Card or a Fee App card. Keep in mind that you can also purchase the FBI FD-258 fingerprint card by going to our [online store](#).
2. Make sure the **Identity Verification Certifying Statement (aka OOS-FP Form)** is filled out correctly. On the OOS-FP form (page 1 of PDF), Section 1 needs to be filled by the applicant, Section 2 needs to be filled out by the person who did your fingerprints and Section 3 is for us to fill so please leave it blank. We also ask if you can please include a quick cover letter. Nothing too fancy, just something that clearly states your name and the reason for submitting the fingerprints to us (let us know the specific license).
3. The next step in the process is to register online via our portal: <https://scancards.biometricimpressions.com/ScanCards/>.
4. Call us before mailing anything off so we can discuss your payment options
5. Send those documents to:  
**BioMetric Impressions**  
**188 W. Industrial Drive, Suite 101**  
**Elmhurst, IL 60126**  
We recommend that you use FedEx, UPS or USPS priority mail to send the documents and please make sure that they are sealed in a hard envelope. Why? This helps maintain the best quality prints and gets your fingerprints to us sooner.
6. Once we receive your fingerprint card and the OOS-FP form in the mail, we will e-mail you the required forms. Everything will be e-signed and you will receive the completed version of all the forms including the fingerprint receipt and OOS-FP form.
7. Once we have everything, we will process your fingerprints.
  - o Please note: nothing will be processed if there is no payment made
8. After your data has been transmitted, you will receive an email notification confirming that we have received and processed your fingerprint card.
9. Finally, the proper Illinois licensing department will receive the results, typically within 24 to 72 hours.
10. Rest easy, you've completed all the required steps for Illinois Card Scanning!

### **Illinois Card Scan Checklist**

- Identity Verification Certifying Statement (OOS-FP Form) – Page 1 in Step 2
- Fingerprint Card (either an FD-258 card or a Fee App Card)
  - o If you can't find the FD-258 fingerprint card, please visit our [online store](#)
- Required fingerprinting forms
  - o This will be sent to you electronically once we receive your fingerprints and OOS-FP form
  - o **Remember to register via our portal to receive our processing forms! (See Step 3)**
- Please include a typed or neatly written cover letter with: your name and Illinois license you are applying for

IMPORTANT NOTICE: Completion of this form is necessary for licensure/employment under provision set forth within the Illinois Compiled Statutes or other related Federal laws. Disclosure of this information is VOLUNTARY. However, failure to comply may result in the denial of your application.

## IDENTITY VERIFICATION CERTIFYING STATEMENT

# OOS-FP

Pursuant to Title 68 Part 1240.535 of the Private Detective, Private Alarm, Private Security, Fingerprint Vendor, and Locksmith Act of 2004 Rules, fingerprint vendors are required to confirm identity of the individual seeking to be fingerprinted. This identity verification form must be completed for out-of-state residents applying for licensure/employment in the State of Illinois. This form will be utilized to confirm the personal identifying information being placed on the Illinois State Police (ISP) Fee Applicant fingerprint card, form number ISP-404. The out-of-state agency chosen to take your fingerprints, must complete this form, as written confirmation that a valid government issued drivers license or State ID was presented and that the identification provided, belongs to the individual being fingerprinted.

**Instructions:** This form must be submitted, along with a manual Fee Applicant fingerprint card to which your fingerprints have been applied, to a licensed live scan fingerprint vendor in the State of Illinois possessing "Scan Card" capability to ensure electronic transmission of the Fee Applicant fingerprint card. The electronic transmission of fingerprints to the ISP is mandated pursuant to Title 20 Part 1265 "Electronic Transmission of Fingerprints". **The manual submission of fingerprints to ISP is no longer acceptable.** Once your fingerprints have been taken, a signed original of this form must be attached to your Fee Applicant fingerprint card and submitted to an Illinois licensed live scan fingerprint vendor. As well, an additional copy may be required to be submitted to the requesting State Agency along with any additional application or required documentation specified by the State Agency.

### Section 1 Applicant Information (All fields mandatory)

LAST NAME:	FIRST:	MIDDLE:	PHONE NUMBER:
MAIDEN NAME/GIVEN SURNAME:	POSITION / REASON FINGERPRINTED: (NURSE/DOCTOR/SECURITY GUARD, ETC)		
ADDRESS: (STREET/CITY/STATE/ZIP)	DATE OF BIRTH:	SOCIAL SECURITY NUMBER:	

### Section 2 Certifying Agency Taking Fingerprints (Include TCN from Fee Applicant card)

AGENCY NAME:	TCN: FRM
DATE FINGERPRINT TAKEN: / /	CONTACT PHONE NUMBER: ( ) -
PRINTING AGENT'S NAME: LAST	FIRST
<input type="checkbox"/> I have compared the government issued identification presented by the applicant and attest that to the best determination, I have fingerprinted the same individual. (Must be checked to certify)	
PRINTING AGENT'S SIGNATURE:	

## Illinois Live Scan Fingerprint Vendor Information

### Section 3 Fingerprint Vendor Agency Name

LIVE SCAN FP AGENCY NAME: <b>Biometric Impressions Corp</b>	
REQUESTING STATE AGENCY:	REQUESTING STATE AGENCY ORI:
DATE FINGERPRINTS SUBMITTED TO ISP: / /	COST CENTER USED: <b>5051</b>

TCN #: LS



## **BIOMETRIC IMPRESSIONS CORP.'S BIOMETRIC DATA RETENTION AND DESTRUCTION POLICY**

### **1. Introduction**

#### **1.1 Background**

BioMetric Impressions Corp. is a licensed fingerprint vendor in the State of Illinois. Section 1240.535(c)(8) of the Illinois Administrative Code provides: "A licensed fingerprint vendor must develop a written policy, made available to the public, establishing a retention schedule and guidelines for permanently destroying identifiers and other biometric information when the initial purpose for collecting or obtaining the identifiers or information has been satisfied or after 3 years from the individual's last interaction with the licensed fingerprint vendor, whichever occurs first. Absent a valid warrant or subpoena issued by a court of competent jurisdiction, a private entity in possession of biometric identifiers or biometric information must comply with its established retention schedule and destruction guidelines" (the "Regulation"). This Policy is made pursuant to and in accordance with the Regulation.

#### **1.2 Definitions**

The Regulation generally tracks language in the Illinois Biometric Information Privacy Act, 740 ILCS 14/1, et seq. (the "Act"). The Regulation does not define the terms "identifiers" and "biometric information," but the Act defines the terms "biometric identifier" and "biometric information." BioMetric Impressions therefore construes the phrase "identifiers and other biometric information" as it appears in the Regulation to be consistent with the definitions in the Act. Accordingly, whenever used within the Policy, unless otherwise clearly documented:

- (1) "Biometric data" means "biometric identifiers" and "biometric information."
- (2) "Biometric identifier" means a retina or iris scan, fingerprint, voiceprint, or scan of hand or face geometry. Biometric identifiers do not include writing samples, written signatures, photographs, human biological samples used for scientific testing or screening, demographic data, tattoo descriptions, or physical descriptions such as height, weight, hair color, or eye color. Biometric identifiers do not include donated organs, tissues, or parts as defined in the Illinois Anatomical Gift Act or blood or serum stored on behalf of recipients or potential recipients of living or cadaveric transplants and obtained or stored by a federally designated organ procurement agency. Biometric identifiers do not include biological materials regulated under the Genetic Information Privacy Act. Biometric identifiers do not include information captured from a patient in a health care setting or information collected, used, or stored for health care treatment, payment, or operations under the federal Health Insurance Portability and Accountability Act of 1996. Biometric identifiers do not include an X-ray, roentgen process, computed tomography, MRI, PET scan, mammography, or other image or film of the human anatomy used to diagnose, prognose, or treat an illness or other medical condition or to further validate scientific testing or screening.
- (3) "Biometric information" means any information, regardless of how it is captured, converted, stored, or shared, based on an individual's biometric identifier used to identify an individual. Biometric information does not include information derived from items or procedures excluded under the definition of biometric identifiers.
- (4) "Identifiers and other biometric information" means biometric identifiers and biometric information.

### **2. Retention Policy**

BioMetric Impressions retains identifiers and other biometric information, including fingerprint images, for a period of up to Forty-Five (45) days from the date of receipt, fingerprint capture or card scan date.

If a collection or transmission error results in the need for a new set of fingerprint images to be taken, a new fingerprint inquiry transaction is created with a new date of fingerprint capture, which in turn starts the 45-day retention date from the revised date of fingerprint capture.

### **3. Permanent Destruction Policy**

#### **3.1 Electronic Documents**

Upon the expiration of the retention period for given identifiers and other biometric information, BioMetric Impressions securely deletes such identifiers and other biometric information. Through that deletion process, the identifiers and other biometric information are no longer accessible and permanently destroyed on the applicable storage drive and/or server space.

#### **3.2 Physical Documents**

Some identifiers and other biometric information may be received in paper form, e.g., fingerprint cards. Those identifiers and other biometric information are converted into an electronic/digital format. Thereafter the physical documents are placed in a file for a period of up to 30 days. On or before such 30 days expires, the physical documents are placed in a secure shred bin.

### **4. Exceptions to Policy**

Absent a valid warrant or subpoena issued by a court of competent jurisdiction or other applicable law or legal requirement, BioMetric Impressions will comply with this Policy.

### **5. Roles and Responsibilities**

BioMetric Impressions has assigned its President to be responsible for overseeing and implementing the Policy.

### **6. Questions and Copies**

This policy shall be available to the public and be provided upon request. Questions related to the Policy, including requests for the most recent version of the Policy, should be directed to:

Attn: President  
BioMetric Impressions  
188 W. Industrial Dr. Suite .101 Elmhurst, IL 60126  
e-Mail: [compliance@biometricimpressions.com](mailto:compliance@biometricimpressions.com)



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**ILLINOIS STATE POLICE**  
*Division of Justice Services#*

JB Pritzker  
*Governor*

Brendan F. Kelly  
*Director*

**RIGHT OF ACCESS AND REVIEW PROCEDURE**

Pursuant to Illinois Administrative Rule Title 20 Chapter II Part 1210, effective July 1, 2015, an individual may retain a copy of their Illinois criminal history record obtained through the right of Access and Review process. The individual must submit a set of fingerprints to the Illinois State Police (ISP), Bureau of Identification (BOI) in the form and manner prescribed by the ISP. An individual may submit the request through a local law enforcement agency, correctional facility (if incarcerated), or an Illinois licensed live scan fingerprint vendor. The Illinois State Police does not charge a fee for this service. However, the entity providing the fingerprint service may charge a processing fee.

The ISP will return a copy of the Illinois criminal history transcript record along with a Record Challenge form to the address provided with the Access and Review submission. The ISP will send the response to the local law enforcement agency or correctional facility for pick up by the individual if no requester address is included in the submission.

Individuals may challenge their record and request corrections by completing and submitting the Record Challenge form. The ISP will respond in writing to the record challenge. Additional information or instructions on challenging Illinois criminal history record information is located on the ISP web site <https://isp.illinois.gov/BureauOfIdentification/MyRecord>.

The ISP, BOI does not maintain arrest case reports or statements taken by other arresting agencies. Requests for this type of information should be directed to the investigating police department or the circuit clerk of the county where the case was heard.

Any person wishing to review their Federal Bureau of Investigation criminal history record should access the instructions provided via the internet at <https://www.fbi.gov/services/cjis/identity-history-summary-checks>.

Individuals may also be fingerprinted for Access and Review purposes by an Illinois Licensed live scan fingerprint vendor. The list of licensed fingerprint vendors is located online at: <https://idfpr.illinois.gov/LicenseLookUp/fingerprintlist.asp>.

Questions related to Illinois Access and Review procedures can be directed to the BOI Customer Support Unit staff via email at: [ISP.BOI.Customer.Support@illinois.gov](mailto:ISP.BOI.Customer.Support@illinois.gov).