

IMPORTANT FINGERPRINT INFORMATION

Pursuant to Public Act 97-622 an individual applying for an **initial** license as a physician or a chiropractic physician shall submit to a State and FBI criminal history background check.

Applicants who reside in the State of Illinois must schedule an appointment with a fingerprint vendor licensed by IDFPR. The list of licensed fingerprint vendors is available on the IDFPR website at <https://www.idfpr.com/FPVendor.asp>. The licensed vendor must take the applicant's fingerprints for submission to the State and the FBI. The electronic fingerprint information is initially transmitted from the licensed vendor to the Illinois State Police. A criminal history background check is then performed by the Illinois State Police and the FBI. When completed, the Illinois State Police transmits the results of the applicant's State and FBI criminal history background check to IDFPR. **Fingerprint cards are not required for this process.**

Applicants who reside in another state and are unable to schedule an appointment with a licensed fingerprint vendor may request a Fee Applicant Card for out-of-state fingerprinting. Fee Applicant Cards are issued by the Illinois State Police Bureau of Identification. Please contact IDFPR at 1-800-560-6420 or email your request for a Fee Applicant Card to FPR.PRFGROUP05@illinois.gov. IDFPR will mail one (1) Fee Applicant Card and one (1) Identity Verification Certifying Statement (Form OOS-FP) upon request.

The Fee Applicant Card and Identity Verification Certifying Statement (Form OOS-FP) must be taken to a police department in another state to obtain classifiable fingerprints. The police department must use ink to record the applicant's fingerprint images on the Fee Applicant Card. The police department must also complete and sign Section 2 of Form OOS-FP. Section 1 must be completed by the applicant.

The Fee Applicant Card and Form OOS-FP (with Sections 1 and 2 completed) must then be mailed to a licensed fingerprint vendor with "Card Scan" capability along with the required processing fee.

Please access the list of licensed fingerprint vendors on the IDFPR website at <https://www.idfpr.com/FPVendor.asp> and select a licensed vendor with "Card Scan" capability. Contact the licensed vendor to determine the processing fee for a "Card Scan" for Fee Applicants requesting a State & FBI criminal history background check. Then mail the Fee Applicant Card, Form OOS-FP (with Sections 1 and 2 completed), and the required processing fee directly to the licensed vendor at the address obtained from the IDFPR website. You must also mail a copy of Form OOS-FP (with Sections 1 and 2 completed) directly to IDFPR.

The licensed vendor will scan the Fee Applicant Card and transmit the applicant's fingerprint information to the Illinois State Police. A criminal history background check is then performed by the Illinois State Police and the FBI. When completed, the Illinois State Police transmits the results of the applicant's State and FBI criminal history background check to IDFPR.