

**ILLINOIS DEPARTMENT OF JUVENILE JUSTICE
Request for Background Investigation**

Complete Investigation for: Juvenile Justice Intern Employee Contractual Unpaid Intern Paid Intern Volunteer
 Computer name check only for: Outside Worker Occasional Volunteer Other: _____

Subject: _____
Last Name First Name Middle Initial

Other Names known by: _____

Address: _____ **City:** _____ **State:** _____ **Zip:** _____

States or countries in which subject has resided (list all): _____

SSN: _____ **DOB:** _____ **Gender:** Female Male

Requested by: _____
Print Name Title

Youth Center and Address

Requestor's Signature Date

Requestor's Checklist

Each type of document is required for complete background investigations unless otherwise specified. Indicate below all of the documents included with this request.

- Application (CMS 100 for State employment, DJJ 0033 for contractual service, or DJJ 0005 for volunteer service)
- Applicant Information Sheet, DJJ 0031 (for State employment or contractual service only)
- Volunteer Information Sheet, DJJ 0267 (for volunteer service only)
- Release and Consent, (DJJ 0035 for State employment or DJJ 0108 for contractual or volunteer services)
- Employment Reference Check, DJJ 0037 (for State employment or contractual service only, usually 3 separate forms)
- ISP and FBI Fingerprint Card Originals (use ORI No. IL 084395C)
 Fingerprint cards: Previously printed Included Submitted electronically Will be sent upon offer of employment or hire

**For completion by
Background Investigations Unit**

Reviewed By <small>(initials)</small>	Date
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

For completion by Background Investigations Unit

	Conducted	Not applicable	Reviewer's Initials	Date
Computer Criminal History Check	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____
Driver's License Check	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____
Employment Reference Check	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____
Administrative Review	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____
Education or License Check	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____

Eligible for Hire or Service: Yes No (Date not eligible letter sent to subject _____)

Comments: _____

Signature Title Date

Appeal Decision If Determined Not Eligible Above:

Eligible for Hire or Service: Yes No (Date not eligible letter sent to subject _____)

Comments: _____

Signature Title Date