**Background Check Rev. 9/2020 Check List**

Effective date: 1-27-2021

BGC Applicant Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date CFS 718 Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date CFS 718-C was submitted to IL CASA: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date CFS 718-C was submitted to DCFS: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Fingerprint Search Notice Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

TCN Receipt and number must be collected if Fingerprints are required.

Date FP Notice sent to Applicant: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Must complete within a week.

Date TCN emailed to IL CASA: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date Reprint notice sent to applicant: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date of Status Request Tracking with TCN #: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Clearance Date (good for 2 years): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

* State if applicant is Volunteer, Staff, of Board member- top corner of CFS 718-C form or in email.
* Correct form used Rev. 9/2020 check top left corner.
* Is the section 1 Provider name and Provider number filled out?
* Is applicant’s full legal name clearly written? (No nicknames. Followed by other names used previously used).
* Check that no PO Box is used for address.
* Is the question in Section 2 filled out and answered/ Have you lived outside IL? If yes, did the applicant fill out previous addresses used?
* Are section 3 questions filled out and answered? Make sure all demographic info is clearly filled out.
* Are signatures in section 3 and page 3 wet signatures?

 (No e-signatures allowed as of 1-2021, or any signatures appearing to use an electronic format)

* Date must be recent and not over 6 months old. See info regarding 6-month expiration rule.
* Is the legal name clearly printed at the bottom of each page – (3 pages). Is the provider ID number listed at the bottom of each page?
* Is the document legible and are all three pages in one single PDF document?
* Email each BC CFS 718-C individually adding the applicant name to the subject: last name, first name date. Add a note in subject, CFS 718-C form, or body of the email identifying if the applicant is Volunteer, Staff, or Board Member. You can also write it on the form top right corner.
* Enter background check into program tracking sheet/ Enter in Optima portal.