

Instructions for Criminal Background Fingerprinting

- ✓ Complete the Criminal Background Fingerprint Check Authorization form legibly in ink, either by hand or by typewriter. (See link to form below)
- ✓ Sign and date the form
- ✓ Staple your check or money order (payable to NIU) in the amount of **\$68.00** to the form. Do not send cash. Credit Card payment method is not available.
- ✓ Mail form and check or money order to:
 - Northern Illinois University
 - Registration and Records
 - Williston Hall #214
 - DeKalb, IL 60115
- OR** Deliver form and check or money order to:
 - Public Contact/Registration & Records
 - Williston #220
 - Monday through Friday, 8:30 AM to 4:30 PM

PLEASE ALLOW FIVE (5) WORKING DAYS BEFORE GOING TO THE NIU PUBLIC SAFETY OFFICE TO HAVE YOUR FINGERPRINTS TAKEN.

Fingerprints required for clinical courses at Northern Illinois University can be completed electronically at these locations and times: **When you arrive at the location to have fingerprints taken, please have your driver's license and Northern Illinois University or state identification card with you.**

Locations:

Northern Illinois University Department of Public Safety Office
(next door to Health Center): 24 hours a day/7 days a week

The Community Safety Centers in the following residence halls:

Grant Towers (Take elevator to 2nd floor of B Tower) Phone # 753-9625
Stevenson Towers (Area Office near center food court) Phone #753-9627
Lincoln Hall (Between C&D wings) Phone #753-9616
Douglas Hall (Between C&D wings) Phone #753-9626

CAPS Officers staff the Community Safety Centers Monday through Friday 8:30 AM to 4:00 PM and residence hall officers are assigned to these offices every night between 7:30 PM and 6:30 AM. You may wish to call first to insure someone will be in the office. If you go to an office and an officer is not there, please call 753-1212 and an officer will meet you if one is available.

[To print the authorization form click here](#)

