



Instructions for Criminal Background Fingerprinting

1. Complete the [Criminal Background Fingerprint Check Authorization form](#) (follow the link). Make sure to write legibly in ink, either by hand or by typewriter.
2. Make sure to sign and date the form
3. 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.
4. Return your completed form with your check or money order to:

Mail: Registration and Records Williston Hall 201 Northern Illinois University DeKalb, IL 60115	Drop Off: Public Contact Registration and Records Williston Hall 201 Monday – Friday 8:30am – 4:30pm
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5. Fingerprints required for clinical courses at NIU can be completed electronically at these locations and times: *You DO NOT need to call for an appointment*
 - Holmes Student Center Room 118 (Primary Location for CBC)
 - (8:30 AM – 4:00 PM Monday through Friday) 815/753-1212
 - If nobody is at the Student Center for fingerprints, please go to the NIU Police Department and someone will assist you there
 - Northern Illinois University Department of Public Safety Office (next door to Health Center)
 - 24 hours a day/7 days a week
 - CAPS Officers staff the Community Safety Centers in the following residence halls:
 - 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
 - Monday through Friday 8:30 AM to 4:00 PM
 - Officers are assigned to these offices every night from 7:30pm - 6:30am.
 - 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.
6. It is important to note:
 - Please allow five (5) working days before going to the NIU Public Safety Office to have your fingerprints taken.
 - When you arrive at the location to have fingerprints taken, please have your driver's license and NIU or your state identification card with you.
 - Any questions please contact:
The University Office of Teacher Certification
(815) 753-5051
TeacherCertification@niu.edu