A Livescan Vendor Authorization Contract provides authorization for an entity to qualify as a Livescan Vendor and to conduct fingerprinting under the provisions of the Health Care Worker Background Check Act [225 ILCS 46] (“Act”) and the Health Care Worker Background Check Code [77 Ill. Adm. Code 955] (“Code”). Livescan Vendor Authorization Contracts are now available to any Livescan fingerprint vendor, provided that vendor:

1. Has two or more years of successful experience transmitting fingerprints electronically to the Illinois State Police, and
2. Can meet all of the other requirements of Section III of the Livescan Vendor Authorization Contract.

Interested vendors may return a signed contract and a copy of the vendor’s “State of Illinois Memorandum of Understanding Between the Illinois State Police and Live Scan Fingerprint Vendor” to the Health Care Worker Registry (“HCWR”). Signed contracts may be faxed to (217) 524-0137, scanned and e-mailed to DPH.HCWR@illinois.gov, or mailed to 525 W. Jefferson, 4th Floor, Springfield, IL 62761. Please send the signed contract to the attention of K. Allen Griffy, Supervisor, Health Care Worker Background Check Unit.

Once a Livescan Vendor Authorization Contract has been fully executed, HCWR staff will return a copy of the executed contract to the vendor. At that time, the vendor will be required to register with the Illinois Department of Public Health (“Department”). This registration process will give the vendor access to the applications needed to electronically transmit the Daily File of required data to the Department. A Livescan vendor will not be able to conduct fingerprinting for the HCWR until the registration process is complete.