

Obtaining or Correcting your DCFS Search Result Letter

- Instructions for a DCFS provider or applicant on obtaining a “DCFS Search Result Letter”.
- Instructions on correcting your name on the “DCFS Search Result Letter”.
 - **Your name must match your ID or Drivers License**
- **Search Result Letters are not required for 717-H applicants or Youth In Care**

1. Browse to <https://backgroundcheckportal.dcf.illinois.gov>

OR



Scan this QR code



2. Click on the fingerprint search image
3. Enter username and password. If you do not have an account, you can create one.
4. Search for your result letter
- a. Enter First Name. - **Your first name must match your ID or drivers licence**
 - b. Enter Last Name. - **Your last name must match your ID or drivers licence**
 - c. Enter Date Of Birth.
 - d. Enter SSN (last four digits).
 - e. Select “Search”
5. Download the search result letter.
6. You must print this letter or show this letter on your phone to the fingerprint technician as proof that you are authorized to be fingerprinted by DCFS
- a. **Not required for 717-H applicants or Youth In Care**