Accurate® biometrics
Live Scan Fingerprinting & Identity Services

Credit Card Payment Form

* Denotes Required Fields

Applicant

* Full Name _____

Company Name _____
(if applicable)

* Billing Address _____

Billing Address 2 _____

* City _____ * State/Province _____

* Postal (ZIP) Code _____ * Country _____

PAYMENT INFORMATION

(click to select card type)
Type of Credit Card: ☐ Visa ☐ Mastercard ☐ American Express ☐ Discover

Credit Card Number _____

Name on Credit Card _____

Expiration Date _____ CVV Code _____ Total Amount to be Billed to Credit Card **$126.00**

Phone Number (including area code) _____

Email Address _____

I understand and agree to the cardholder agreement and by doing so, give Accurate Biometrics the permission to charge the above credit card for the amount listed.

Card Holder Signature _____

Date _____

Accurate biometrics
Live Scan Fingerprinting & Identity Services

Phone: 773-685-5699
Fax: 773-685-5433
www.accuratebiometrics.com

Fingerprint Cardscan Applicant Consent

Last Name: _____First Name: _____MI: __

Date of Birth: ____/____/____

Email Address of Applicant: _____

(Please print clearly in all capital letters)

I am allowing Accurate Biometrics, Inc., (and any of its agents), to capture and transmit my fingerprints for the purpose of checking my criminal history record information ("CHRI"). I authorize the release to the Agency (your Authorized Recipient) referenced in this receipt of any CHRI that may exist regarding me from any agency, organization, institution, or entity having such information on file. I am aware and understand my fingerprints may be transmitted to, retained by, and used to check the CHRI files of, the Illinois State Police ("ISP") and/or the Federal Bureau of Investigation ("FBI"), to include but not limited to civil, criminal and latent fingerprint databases. I understand if my photo was taken, my photo may be shared only for employment or licensing purposes and may be retained by the ISP or the FBI. I understand I have the right to challenge any information disseminated from these criminal justice agencies regarding me that may be inaccurate or incomplete pursuant to Title 28 Code of Federal Regulation 16.34 and Chapter 20 ILCS 2630/7 of the Criminal Identification Act. I acknowledge reading the Retention and Destruction Policy for Fingerprints and Other Information" ("Policy") document which was made available to me. I understand that unless obligated by governmental customer contract or the FBI to maintain Biometrics for a specified period of time, all Biometrics will be retained by Accurate Biometrics, Inc. for 90 days from the date of receipt, fingerprint capture or card scan date, or the "date last modified" as set forth in the Policy. The Policy is also available upon request emailed to privacy@accuratebiometrics.com or by letter sent to: Attn: President, Accurate Biometrics, Inc., 500 Park Boulevard, Suite 1260, Itasca, Illinois 60143. By Signing Below, I acknowledge that I have read and agree to Accurate Biometrics' Policy included in this packet and also found at the following link: accuratebiometrics.com/compliance

APPLICANT CONSENT: My signature below indicates my agreement with all of the above and further certifies that all information provided by me related to obtaining fingerprint processing services is correct and that I am the person named below.

Signature of Applicant: _____ Date: _____

Accurate Biometrics, Inc.

Biometrics Retention and Destruction Policy

Updated: November 18, 2024

Accurate Biometrics, Inc.
500 Park Boulevard
Suite 1260
Itasca, Illinois 60143
Phone: (866) 361-9944

IDFPR Live Scan Fingerprint
Provider
Agency License #262.000016

Section 1. Introduction

Accurate Biometrics, Inc. ("Accurate Biometrics") is an Illinois headquartered licensed fingerprint vendor. Section 1240.535(c)(8) of the Illinois Administrative Code regulating fingerprint vendors provides: "A licensed fingerprint vendor must develop a written policy, made available to the public, establishing a retention schedule and guidelines for permanently destroying identifiers and other biometric information when the initial purpose for collecting or obtaining the identifiers or information has been satisfied or after 3 years from the individual's last interaction with the licensed fingerprint vendor, whichever occurs first. Absent a valid warrant or subpoena issued by a court of competent jurisdiction, a private entity in possession of biometric identifiers or biometric information must comply with its established retention schedule and destruction guidelines" (the "Regulation"). This Policy is drafted pursuant to the Regulation and in order to inform fingerprint applicants about how Accurate Biometrics handles, stores and processes certain applicant information. This Policy will be periodically updated.

Section 2. Retention Policy

2.1 Retention

Unless obligated by customer contract or the FBI CJIS Security Policy to maintain fingerprint images for a specific period of time, all identifiers and other biometric information, including fingerprint images may be retained for up to 60 days[1] from the date of receipt, fingerprint capture or card scan date, or the "date last modified", in the case where the original fingerprint or card scan date was modified. Exhibit A (available upon request) is part of this policy and contains an updated list of customer contract categories or names listing retention policies that differ from the above 60 days. Exhibit A will be updated from time to time. If a fatal or non-fatal error occurs requiring the re-transmission of fingerprint images, the "date last modified" will be updated, beginning a new 60-day retention period. The above time period is a proper retention period as it allows for the resubmission of fingerprints for customers and applicants who either do not receive reports or in instances where the initial fingerprint submission is not properly processed by the state or federal agency. This prevents inconveniencing the fingerprint applicant as they do not need to be re-printed in those instances. If an event outside of Accurate Biometrics' control occurs, such as war, terrorism, pandemic, an act of God, etc. (a "Force Majeure") the time frames in this Policy may be extended to take into account the Force Majeure.

When an error results in the need for a new set of fingerprint images to be taken, this creates a new fingerprint inquiry transaction with a new date of fingerprint capture, starting the 60-day retention date from the revised date of fingerprint capture.

When obligated by customer contract or the FBI CJIS Security Policy to retain fingerprint images for a specific period of time other than 60 days, Accurate Biometrics has electronically programmed its retention database to retain the digital images to the specific requesting agency requirements. Electronic retention has been built utilizing the purpose for which the fingerprints were captured, in addition to the requesting agency Originating Agency Identifier assigned by the Illinois State Police, Bureau of Identification or the Federal Bureau of Investigation

Accurate Biometrics recognizes there may appear to be a conflict between the Regulation and the

[1] This was previously 90 days in order to provide more convenience to fingerprint applicants. However, balancing applicant convenience with applicant security, Accurate Biometrics has shortened this time period to 60 days. This may cause some applicants to be inconvenienced and need to be fingerprinted again.

requirements with respect to certain contracts with respect to the retention time frame, but believes the intent of the Regulation is not to conflict with governmental contractual requirements and can be reconciled by the fact that the initial purpose of the contractual requirement has not been met and the governmental entity is relying upon the fingerprinting agency for archival of its records. Additionally, the Act specifically provides that it does not apply to contractors of State or local governments and this further supports that the Regulations are not intended to restrict a government contractor from retaining records longer than 3 years. Therefore, a period of retention of greater than 3 years is warranted in certain circumstances. Accurate Biometrics receives biometrics as a government contractor and applicants should be aware that the retention time frames vary for different agencies.

If Accurate Biometrics is sold or merged the successor will have control over and access to all identifiers and other biometric information; however, the transaction document will require the successor to comply with the terms of the then current version of this Policy.

2.2 Retention of Employee Records

The identifiers and other biometric information of Accurate Biometrics' employees will be maintained by Accurate Biometrics in accordance with the time frames in this Policy.

Section 3. Permanent Destruction Policy

Section 3.1 Electronic Documents

All identifiers and other biometric information which are stored electronically are encrypted both in transit and at rest from the time of capture and while stored on a local server or backup hard drive. If they are backed up offsite, they are securely encrypted in the cloud so the cloud server provides no third-party access to them. Before the deadlines in this Policy are met, secure electronic "delete" functions take place after which the identifiers and other biometric information are no longer accessible and permanently destroyed on the applicable hard drive, backup drive, or external cloud servers so the identifiers and other biometric information are no longer accessible after the time frames noted in this Policy.

Section 3.2 Physical Documents

Some identifiers and other biometric information may be received in paper form, e.g. fingerprint cards. Such identifiers and other biometric information are converted into an electronic/digital format. Thereafter the physical documents are placed in a file for a period of up to 30 days. On or before such 30 days expires, the physical documents are either shredded by Accurate Biometrics or placed in a secure shred bin and a third party securely shreds the contents of the shred bins on a bi-monthly basis.

Section 4. Exceptions to Policy

Absent a valid warrant or subpoena issued by a court of competent jurisdiction or other applicable law or legal requirement, Accurate Biometrics will comply with the Policy.

Section 5. Roles and Responsibilities

Accurate Biometrics has assigned its President to be responsible for overseeing and implementing the Policy.

Section 6. Definitions

The terms "identifiers" and "biometric information" are not defined by the Regulation; however the terms "biometric identifier" and "biometric information" are defined in the Illinois Biometric Information Privacy Act found at 740 ILCS 14/ (the "Act") and such definitions are applied in this Policy. Accordingly, whenever used within this

Policy, unless otherwise clearly documented:

(a) "Biometric identifier" means a retina or iris scan, fingerprint, voiceprint, or scan of hand or face geometry. Biometric identifiers specifically do not include other items listed in the Act or as otherwise determined by law.

(b) "Biometric information" means any information, regardless of how it is captured, converted, stored, or shared, based on an individual's biometric identifier used to identify an individual. Biometric information does not include information derived from items or procedures excluded under the definition of biometric identifiers.

(c) “Identifiers and other biometric information” means biometric identifiers and biometric information.

Section 7. Questions and Copies

This Policy is available to the public at https://accuratebiometrics.com/compliance and is also provided upon request. Questions related to the Policy should be directed to:

Attn: President
Accurate Biometrics, Inc.
500 Park Boulevard, Suite 1260
Itasca, Illinois 60143
e-Mail: privacy@accuratebiometrics.com

EXHIBIT A

to

Accurate Biometrics, Inc. Biometrics Retention and Destruction Policy

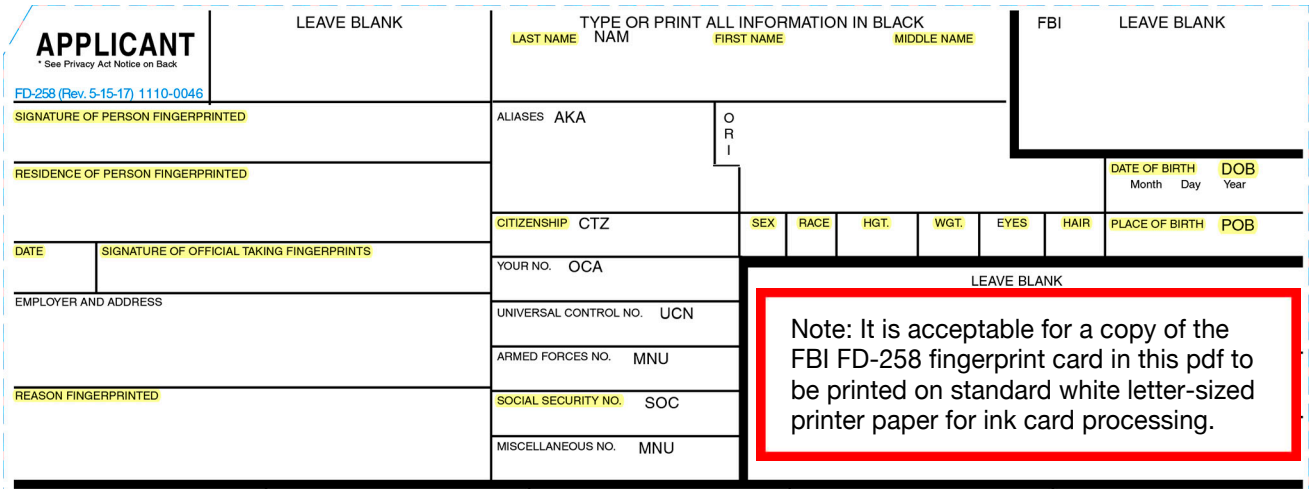
November 18, 2024

Customer Categories	Time Frame for Retention of Biometric Identifiers	Time Frame for Retention of Criminal History Record Information (does not constitute Biometric Information)
FBI Departmental Order 566-73 – Individual Requestor (Self Check)	Up to 30 days	The earlier of 30 days or within 2 business days of when successful delivery of Criminal History Record Information (CHRI) pick up or delivery occurs.
FBI Authorized Recipients/Agency	Up to 30 days	Up to 30 days
FBI Authorized Recipient - Centers for Medicare/Medicaid (Fed CMS) Fingerprint Task Order	For the life of the task order. During the final 60-day transition-out period of the last task order period, all data maintained and updated by the contractor for this task order shall be turned over to Fed CMS.	For the life of the task order. During the final 60-day transition-out period of the last task order period, all data maintained and updated by the contractor for this task order shall be turned over to Fed CMS.
State of Illinois – all Authorized Recipients fingerprint types (Agency), Illinois State Uniform Conviction Information Act (UCIA) (Self Check), Access and Review, Fee Applicant including Illinois Department of Financial and Professional Regulation (IDFPR), & Criminal Justice Applicant	Authorized Recipient (Agency) - up to 60 days after date of successful transmission of the fingerprint to Illinois State Police.	N/A
State of Illinois – state agency Fee Applicant with contract (various): ➢ Illinois Department of Central Management Services (CMS) and all agencies adopting CMS agreement – Illinois Department of Children and Family Services (DCFS), Illinois Gaming Board (IGB), Illinois Department of Human Services (DHS), Illinois Commerce Commission (ICC), Illinois Student Assistance Commission (ISAC) and other agencies falling under CMS.	For the life of the contract. Records may be retained for up to 3 years after the termination or expiration of the contract.	N/A
State of Illinois -- state agency Fee Applicant with contract ➢ Illinois Department of Public Health (IDPH).	For the life of the contract.	N/A

City of Chicago including the following agencies: Chicago Park District, Department of Family Services, Department of Business Affairs.	Up to 60 days	N/A
The Board of Education of the City of Chicago	For the life of the agreement. Records may be retained for 6 years after the termination or expiration of the Agreement	For the life of the agreement. Records may be retained for 6 years after the termination or expiration of the Agreement
State of California- Authorized Recipient (Agency) – Live Scan	Up to 30 days	N/A
State of California- Department of Insurance Only – Card Scan	Up to 180 days	N/A
Florida	Up to 60 days	N/A
Benchmark Analytics	Up to 3 years	N/A
Defense Counterintelligence and Security Agency- Support Secure Web Fingerprint Transmissions	Up to 30 days	N/A

Questions? Call 1-866-361-9944 or send us an
Email at info@accuratebiometrics.com

Accurate biometrics
Live Scan Fingerprinting & Identity Services



Instructions for completing the personal information on the fingerprint forms:

All fields highlighted in yellow above must be filled out on the fingerprint form completely. Be sure to fill out both forms. Please print legibly and use **BLACK INK**.

1. Please print clearly in the **First, Middle** and **Last Name** fields.
2. **Signature of Person Being Fingerprinted** – You must sign this section when your fingerprints are applied to the card/form. This signature should be your full legal name, and it must be signed in the presence of the agent taking your fingerprints, so **DO NOT sign the card before your fingerprinting visit**.
3. **Residence of Person Fingerprinted** – Enter the residence of the person being fingerprinted.
4. **Signature of Official and Date** – Card must be signed and dated by the agent taking your prints.
5. **Reason Fingerprinted** – Please fill in the reason for fingerprinting in this field.
6. **Date of Birth** – Date of Birth should be entered MM/DD/YYYY.
7. **Citizenship** – Please enter the country of your citizenship.
8. **Sex** – Use M for Male and F for Female.
9. **Race** – Use the following for race.

W – White	I – American Indian or Alaskan Native
H – Hispanic	A – Asian
B – Black	

10. **HGT** (Height) – Enter height in feet and inches-- for example 5’5”.
11. **WGT** (Weight) – Enter weight in pounds – for example 140.
12. **Eyes** – Use the following abbreviations for Eye Color:

BLK – Black	GRN – Green
BLU – Blue	GRY – Gray
BRO – Brown	HZL – Hazel

13. **Hair** – Use the following abbreviations for Hair Color:

BLK – Black	GRY – Grey/partially grey
RED – Red	BLN – Blonde
WHI – White	BLD – Bald
BRO – Brown	

14. **Place of Birth (POB) –** Enter the US state or the country of birth if place of birth is out of the US.
15. **Social Security Number (SOC) –** Enter the social security number of the person being fingerprinted.

SEX CODE TABLE

External Code	*Literal*	*Description*
F	Female	Female
M	Male	Male
X	Unknown	Unknown Sex

EYE COLOR CODE TABLE

Eye Color Literal	*External Code*
BLACK	BLK
BLUE	BLU
BROWN	BRO
GRAY	GRY
GREEN	GRN
HAZEL	HAZ
MAROON	MAR
MULTICOLOR	MUL
PINK	PNK

HAIR CODE TABLE

BALD	BLD
BLACK	BLK
BLONDE (or strawberry)	BLN
BLUE	BLU
BROWN	BRO
GREEN	GRN
GRAY (or partially gray)	GRY
ORANGE	ONG
PURPLE	PLE
PINK	PNK
RED (or auburn)	RED
SANDY	SDY
WHITE	WHI
UNKNOWN	XXX

RACE CODE TABLE

External Code	Literal	Description (If Subject Is)
A	Asian or Pacific Islander	Chinese, Japanese, Filipino, Korean, Polynesian, Indian, Indonesian, Asian Indian, Samoan, or other Pacific Islander
B	Black	A person having origins in any of the black racial groups of Africa
I	American Indian or Alaskan Native	American Indian, Eskimo, or Alaskan Native, or a person having origins in any of the 48 contiguous states of the United States or Alaska who maintains cultural identification through tribal affiliation or community recognition
U	Unknown	Of Indeterminable Race
W	White	Caucasian, Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish culture or origin, regardless of race.

APPLICANT

* See Privacy Act Notice on Back

FD-258 (Rev. 5-15-17) 1110-0046

LEAVE BLANK

TYPE OR PRINT ALL INFORMATION IN BLACK

LAST NAME NAM | FIRST NAME | MIDDLE NAME

FBI LEAVE BLANK

SIGNATURE OF PERSON FINGERPRINTED

RESIDENCE OF PERSON FINGERPRINTED

DATE | SIGNATURE OF OFFICIAL TAKING FINGERPRINTS

EMPLOYER AND ADDRESS

REASON FINGERPRINTED

ALIASES AKA

ORI

DATE OF BIRTH DOB
Month Day Year

CITIZENSHIP CTZ

SEX	RACE	HGT.	WGT.	EYES	HAIR

PLACE OF BIRTH POB

YOUR NO. OCA

UNIVERSAL CONTROL NO. UCN

ARMED FORCES NO. MNU

SOCIAL SECURITY NO. SOC

MISCELLANEOUS NO. MNU

LEAVE BLANK

CLASS

REF.

1. R. THUMB	2. R. INDEX	3. R. MIDDLE	4. R. RING	5. R. LITTLE
6. L. THUMB	7. L. INDEX	8. L. MIDDLE	9. L. RING	10. L. LITTLE

LEFT FOUR FINGERS TAKEN SIMULTANEOUSLY | L. THUMB | R. THUMB | RIGHT FOUR FINGERS TAKEN SIMULTANEOUSLY

APPLICANT

* See Privacy Act Notice on Back

FD-258 (Rev. 5-15-17) 1110-0046

LEAVE BLANK

TYPE OR PRINT ALL INFORMATION IN BLACK

LAST NAME NAM | FIRST NAME | MIDDLE NAME

FBI LEAVE BLANK

SIGNATURE OF PERSON FINGERPRINTED

RESIDENCE OF PERSON FINGERPRINTED

DATE | SIGNATURE OF OFFICIAL TAKING FINGERPRINTS

EMPLOYER AND ADDRESS

REASON FINGERPRINTED

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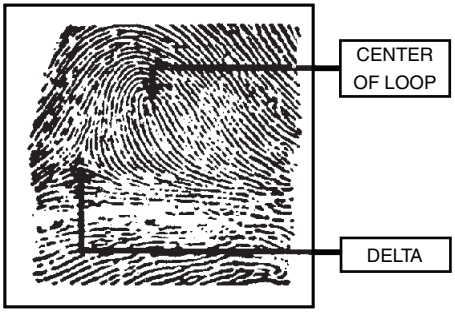
LEFT FOUR FINGERS TAKEN SIMULTANEOUSLY | L. THUMB | R. THUMB | RIGHT FOUR FINGERS TAKEN SIMULTANEOUSLY

1110-0046

FEDERAL BUREAU OF INVESTIGATION
UNITED STATES DEPARTMENT OF JUSTICE
CJIS DIVISION/CLARKSBURG, WV 26306

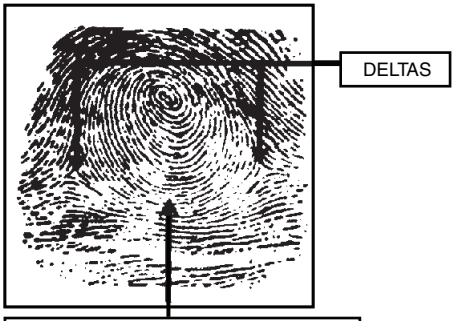
APPLICANT

1. LOOP



THE LINES BETWEEN CENTER OF LOOP AND DELTA MUST SHOW

2. WHORL



THESE LINES RUNNING BETWEEN DELTAS MUST BE CLEAR

3. ARCH

ARCHES HAVE NO DELTAS

FD-258 (REV. 5-15-17)

THIS CARD FOR USE BY:

1. LAW ENFORCEMENT AGENCIES IN FINGERPRINTING APPLICANTS FOR LAW ENFORCEMENT POSITIONS.*
2. OFFICIALS OF STATE AND LOCAL GOVERNMENTS FOR PURPOSES OF EMPLOYMENT, LICENSING, AND PERMITS, AS AUTHORIZED BY STATE STATUTES AND APPROVED BY THE ATTORNEY GENERAL OF THE UNITED STATES. LOCAL AND COUNTY ORDINANCES, UNLESS SPECIFICALLY BASED ON APPLICABLE STATE STATUTES DO NOT SATISFY THIS REQUIREMENT.*
3. U.S. GOVERNMENT AGENCIES AND OTHER ENTITIES REQUIRED BY FEDERAL LAW.**
4. OFFICIALS OF FEDERALLY CHARTERED OR INSURED BANKING INSTITUTIONS TO PROMOTE OR MAINTAIN THE SECURITY OF THOSE INSTITUTIONS.

Please review this helpful information to aid in the successful processing of hard copy civil fingerprint submissions in order to prevent delays or rejections. Hard copy fingerprint submissions must meet specific criteria for processing by the Federal Bureau of Investigation.

Ensure all information is typed or legibly printed using blue or black ink.
Enter data within the boundaries of the designated field or block.
Complete all required fields. (If a required field is left blank, the fingerprint card may be immediately rejected without further processing.)

- The required fields for hard copy civil fingerprint cards are: ORI, Date of Birth, Place of Birth, NAM, Sex, Date fingerprinted, Reason Fingerprinted, and proper completion of fingerprint impression boxes.

Do not use highlighters on fingerprint cards.
Do not enter data or labels within 'Leave Blank' areas.
Ensure fingerprint impressions are rolled completely from nail to nail.
Ensure fingerprint impressions are in the correct sequence.
Ensure notations are made for any missing fingerprint impression (i.e. amputation).
Do not use more than two retabs per fingerprint impression block.
Ensure no stray marks are within the fingerprint impression blocks.

Training aids can be ordered online via the Internet by accessing the FBI's website at: fbi.gov, click on 'Fingerprints', then click on 'Ordering Fingerprint Cards & Training Aids'. Direct questions to the Biometric Services Section's Customer Service Group at (304) 625-5590 or by e-mail at <identity@fbi.gov>.

Social Security Account Number (SSAN): Pursuant to the Privacy Act of 1974, any Federal, state, or local government agency that requests an individual to disclose his or her SSAN, is responsible for informing the person whether disclosure is mandatory or voluntary, by what statutory or other authority the SSAN is solicited, and what uses will be made of it. In this instance, the SSAN is solicited pursuant to 28 U.S.C 534 and will be used as a unique identifier to confirm your identity because many people have the same name and date of birth. Disclosure of your SSAN is voluntary; however, failure to disclose your SSAN may affect completion or approval of your application.

PRIVACY ACT STATEMENT

Authority: The FBI's acquisition, preservation, and exchange of fingerprints and associated information is generally authorized under 28 U.S.C. 534. Depending on the nature of your application, supplemental authorities include Federal statutes, State statutes pursuant to Pub.L. 92-544, Presidential Executive Orders, and federal regulations. Providing your fingerprints and associated information is voluntary; however, failure to do so may affect completion or approval of your application.

Principal Purpose: Certain determinations, such as employment, licensing, and security clearances, may be predicated on fingerprint-based background checks. Your fingerprints and associated information/biometrics may be provided to the employing, investigating, or otherwise responsible agency, and/or the FBI for the purpose of comparing your fingerprints to other fingerprints in the FBI's Next Generation Identification (NGI) system or its successor systems (including civil, criminal, and latent fingerprints repositories) or other available records of the employing, investigating, or otherwise responsible agency. The FBI may retain your fingerprints and associated information/biometrics in NGI after the completion of this application and, while retained, your fingerprints may continue to be compared against other fingerprints submitted to or retained by NGI.

Routine Uses: During the processing of this application and for as long thereafter as your fingerprints and associated information/biometrics are retained in NGI, your information may be disclosed pursuant to your consent, and may be disclosed without your consent as permitted by the Privacy Act of 1974 and all applicable Routine Uses as may be published at any time in the Federal Register, including the Routine Uses for the NGI system and the FBI's Blanket Routine Uses. Routine uses include, but are not limited to, disclosures to: employing, governmental or authorized non-governmental agencies responsible for employment, contracting, licensing, security clearances, and other suitability determinations; local, state, tribal, or federal law enforcement agencies; criminal justice agencies; and agencies responsible for national security or public safety.

PAPERWORK REDUCTION ACT NOTICE

According to the Paperwork Reduction Act of 1995, no persons are required to provide the information requested unless a valid OMB control number is displayed. The valid OMB control number for this information collected is 1110-0046. The time required to complete this information collected is estimated to be 10 minutes, including time reviewing instructions, gathering, completing, reviewing and submitting the information collection. If you have any comments concerning the accuracy of this time estimate or suggestions for reducing this burden, please send to: Department Clearance Officer, United States Department of Justice, Justice Management Division, Policy and Planning Staff, Washington, DC 20530.

INSTRUCTIONS:

* 1. PRINTS MUST GENERALLY BE CHECKED THROUGH THE APPROPRIATE STATE IDENTIFICATION BUREAU, AND ONLY THOSE FINGERPRINTS FOR WHICH NO DISQUALIFYING RECORD HAS BEEN FOUND LOCALLY SHOULD BE SUBMITTED FOR FBI SEARCH.

2. IDENTITY OF PRIVATE CONTRACTORS SHOULD BE SHOWN IN SPACE "EMPLOYER AND ADDRESS". THE CONTRIBUTOR IS THE NAME OF THE AGENCY SUBMITTING THE FINGERPRINT CARD TO THE FBI. UNIVERSAL CONTROL NUMBER, IF KNOWN, SHOULD ALWAYS BE FURNISHED IN THE APPROPRIATE SPACE.

** 3. MISCELLANEOUS NO. - RECORD: OTHER ARMED FORCES NO. PASSPORT NO. [FP], ALIEN REGISTRATION NO. (AR), PORT SECURITY CARD NO. (PS), SELECTIVE SERVICE NO. (SS) VETERANS' ADMINISTRATION CLAIM NO. (VA).