

# Waukegan Police Department

## Fingerprinting Services Fee

- Waukegan residents:
  - Fee: \$15.00
  - Proof of residency is required.
  - We recommend that you bring your own fingerprint card. If you don't have your own fingerprint card see the miscellaneous information listed below on how to obtain a fingerprint card.
  
- Non-residents of Waukegan:
  - Fee: \$30.00
  - We recommend that you bring your own fingerprint card. If you don't have your own fingerprint card see the miscellaneous information listed below on how to obtain a fingerprint card.
  
- Miscellaneous Information:
  - If you don't have a fingerprint card you can obtain one by going to the FBI website at [www.fbi.gov](http://www.fbi.gov). Once there place your cursor on Services, in the box that appears click on CJIS; Fingerprints and Other Biometrics, click on New FD-258 Fingerprint Card, then print the card and bring it with you. Requester will mail \$13.25 and the form directly to the FBI.
  - Other background forms and fingerprint cards available at the Waukegan Police Department, or from the Illinois State Police (815) 740-5160:
    - Fee Applicant Card – ISP Form 6-404 (card must be obtained from employer); fingerprint fee charged – requester will mail \$20 fee and form directly to the Illinois State Police.
    - Access and Review ISP Form 6-408 (available at our PD-Records Department); no charge.
    - Non-Fingerprint Conviction Information Name Check Request – ISP Form 6-405B – Illinois State Police (ISP) fee involved; requester will mail \$16 fee and the form directly to ISP. The form can be obtained from the ISP website [www.isp.state.il.us](http://www.isp.state.il.us).
    - Fingerprint Conviction Information Request – ISP Form 6-404B – ISP fee involved; requester will mail \$20 fee and fingerprints directly to ISP. The form can be obtained from the ISP website [www.isp.state.il.us](http://www.isp.state.il.us).
    - ISP Forms 6-405B and 6-404B can be obtained from Illinois State Police website: [www.isp.state.il.us](http://www.isp.state.il.us), click on Request Criminal History Information.