

Greetings:

Welcome to the Feinberg School of Medicine!

All matriculates are required by the State of Illinois to submit to a criminal background check (CBC). As part of the CBC process, the State of Illinois requires each entering medical student to be fingerprinted.

Please follow the instructions outlined below:

Go to the web site of our service provider [L-1 Identity Solutions](#) to register **no later than August 23rd, 2009.**

During the week of Orientation at Northwestern University, Feinberg School of Medicine, August 25th, 2009, you will need to provide a current government issued picture identification card (**State Driver's License or State ID**).

To register online with our service provider L-1 Identity Solutions, please follow the instructions below:

- ✚ Go to web site: www.iisfingerprint.com
- ✚ Go to dropdown menu, choose **Illinois**
- ✚ Click **GO**
- ✚ Click **Online Scheduling**
- ✚ Choose **English** or **Espanol**
- ✚ Click **Begin Registration**
- ✚ Type in First and Last name
- ✚ Click **GO**
- ✚ **Application Category:** dropdown menu choose **UCIA Applicant**
- ✚ Click **GO**
- ✚ **Employer Name:** dropdown menu choose **Feinberg/Northwestern University**
- ✚ Click **GO**
- ✚ Second orange box, dropdown menu choose **Special**
- ✚ Click **GO**
- ✚ Click **Northwestern University**
- ✚ From the calendar, August 25th, pick any time. (We will start fingerprinting at 8:30 a.m. here at Feinberg)
- ✚ Click **GO**
- ✚ Fill out the registration form completely and honestly in all sections noted with the **red asterisks (*)**
- ✚ At the bottom of the form you will see; **Payment Method**, click **Billing Account**
- ✚ To the right of Billing Account, **Billing Account Number** box is there; type **UCA0144**
- ✚ Click **Send Information** and you're done.

If you have any additional questions or concerns, please do not hesitate contacting me.

See you on **Tuesday, August 25th, 2009.**

Best wishes,

Felicia Luss
Sr. Data Management Specialist/
CBC Coordinator
Office of Admissions
Northwestern University,
Feinberg School of Medicine
(312) 503-8206
f-luss@northwestern.edu