

### **Criminal Background Check**

The standard waiver form needs to be completed by tenant and landlord basic information is collected. It is important that the disclaimer at the bottom of the form be read by the tenant as this gives Joliet Police Department permission to complete a criminal background check on the person.

The form and a check for a \$3.00 administrative fee per background check, a stamped. Legal sized envelope must be submitted in a sealed envelope. It is to be dropped off the a sealed envelope with Tenant Screening written on the front of the envelope at information desk of the Joliet Police Department. The Police Department is open 24 hours a day. The process will take approximately 3 days to complete, make sure the complete phone number is on the form that you can be reached between 8:00 AM and 4:00 PM, Monday through Friday and name of the person who will pick up the information is on the form.



Section 2 – For Landlords:

This form must be filled out completely. Include a \$3.00 fee for each form submitted. If payment is by check, make checks payable to the City of Joliet. For purposes of this authorization form, a family can mean traditional family or any combination of adult (age 17 and older) and/or children living together as a unit. Each person age 17 or older needs to have a completed/signed form submitted.

All forms, fees and self-addressed, stamped, legal sized envelope must be submitted in a sealed envelope. You may mail your envelope to drop off at:

Joliet Police Department  
ATTN: NOPT TENANT SCREENING  
150 W. Washington St.  
Joliet, Illinois 60432-4139

If you do not follow these instructions, this form will be returned to you unprocessed.

INFORMATION ABOUT LANDLORDS: - (Print ALL information clearly and legibly)

Name: \_\_\_\_\_

Mailing address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Telephone \_\_\_\_\_

(List a phone number where you can be reached between 8:00 am and 4:00 pm and we will call to let you know when the form is ready to be picked up unless you chose to have the form sent back to you via the mail. We will **NOT** give this information out over the phone.)

Landlord's signature \_\_\_\_\_

Rental property address \_\_\_\_\_

The City of Joliet makes no guarantee as to the accuracy of this information, which reflects only those incidents occurring within this jurisdiction, and persons receiving this information should assume it to be outdated after thirty (30) days.

Additionally, portions of this information may be subject to State and Federal privacy laws. Under penalty of law, this information may be used only by the receiver and may not be distributed to other third parties; nor may this information be used to violate any provisions of the Fair Housing Act.