Welcome to WORCS

WARNING: Customers do have the ability to make online account payments on their WORCS accounts through the Apply Payment option on the dashboard. June billing statements are now available. Please log in to your account to view your most recent statement.

Effective January 1, 2019, the FBI will be increasing the cost of fingerprint-based background checks. An additional $1.25 will be charged for most submissions; for Volunteer Submissions, the price increase is an additional $5.00 each. These fee increases do not apply to name-based searches, or searches of Wisconsin only records.

ADVISORY NOTICE: When running a background check on a person with multiple last names, a good practice is to enter the names in the following formats: Smith Jones, Smith-Jones, and Smithjones, using the alias field to include the alternate spellings in the same search. Entering the names in this manner will increase the likelihood that all possible candidates will be returned in a search.

The Department of Justice has made changes to the name based searches, which reduce the number of candidates returned. The Department of Justice name based searches now use the following matching criteria: Exact Date of Birth, exact Last Name, exact First Initial OR Exact Social Security Number, exact Last Name, exact First Initial AND

If a Wisconsin Unique Personal Identification Number (WIUPIN) was included in the search request and the WIUPIN submitted matches the WIUPIN associated with a successful challenge to a criminal history record a "No Record Found" will be returned. AND

If a potential candidate is found using the above matching criteria and the queried name matches the name of a Successful Challenger the candidate results will exclude comparison to alias names contained within the candidate record.

The submitted subject's name data does not match the record data. This could include the use of a nickname vs legal name. This could include a name variation not contained within the record. This could include the subject's record is maintained under a former name such as a maiden name.

The Wisconsin Department of Justice records are maintained in accordance with s. 165.83 Wis. Stats. and may not contain all information maintained by local police departments, courts, and federal agencies, such as the FBI.

It is also important to note that criminal data is subject to change; therefore, the outcome of Department of Justice name searches may vary over time. Refer to our website, https://www.doj.state.wi.us/dps/cib/background-check-criminal-history-information for additional information about reading criminal history record responses.

Authorized Users

Public Access

New Background Request

Submit Request

The Wisconsin Online Record Check System is designed for individuals or organizations to submit criminal background checks and retrieve results online.

Please review the TRAINING DOCUMENTATION if you have questions about how to use the site.

You will need to REGISTER YOUR USER ACCOUNT to update, edit or create a billing account in WORCS. If you experience problems receiving emails please check with your System Administrator to ensure that noreply@doj.state.wi.us is not blocked by your email exchange server.
For New Requests

Select “Public Access”
Click “Submit Request”

• If you have already requested a background check, and need to again access the results, click on “Review Results of Prior Search”
• Be sure to have your “Order Reference Number” saved someplace

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Certain background checks such as a “Police Certificate” and “Statement of Good Conduct” cannot be completed online. Please mail in the APPROPRIATE REQUEST FORMS and include a letter asking for a certified background check.

If you submit a background check without registering you must write down your order reference number (available on the bottom of your receipt) in order to retrieve your results at a later date.
Once you Click “Submit Request,” a security warning will pop up.

- You will not be able to move forward without acknowledging that you accept the conditions of the security warning.
- Check the box and click “Continue”
The next page will ask for your personal information. Please take your time and make sure that all information provided is accurate.
Background Request Type will be “General”

Complete all Required fields. Although not marked as “Required,” providing your Social Security Number will guarantee the most accurate results.

If you have gone by any other names, click on “Add Alias”
You will be able to enter additional names (Maiden names, abbreviated names, etc.) as aliases.

Once you have entered all required information, click “Continue.”
Wisconsin Department of Justice background checks cost $7

Additional Information
- US Bank will email you a confirmation number to confirm your payment. This is not your result number. Upon returning to WORCS you will receive a link to retrieve your results along with a receipt.
- Available payment types are credit card, debit card or ACH (e-check). Visa, MasterCard, and Discover cards are all accepted by US Bank.
- WORCS does not save or store your credit/debit card information or your bank account information if paying by ACH.

Attention Customers:
- ePay optionally allows you to register for a user account on the ePay website.
- This account is not required and is not your WORCS account.
- If you experience issues accessing this account please use the forgot password/user ID features on the ePay website.

Payment Summary

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Submitted Date</td>
<td>8/6/2019 9:22:58 AM</td>
</tr>
<tr>
<td>Fee</td>
<td>CIB</td>
</tr>
<tr>
<td>Sub Total</td>
<td>$7.00</td>
</tr>
<tr>
<td>Total Fees</td>
<td>$7.00</td>
</tr>
<tr>
<td>Amount to be Paid</td>
<td>$7.00</td>
</tr>
</tbody>
</table>

Clicking “Submit Payment” will redirect you to the US Bank site to complete your transaction. After completing your payment at US Bank select the “Continue” to return to WORCS.

SUBMIT PAYMENT
The site will redirect you to U.S. National Bank e-Payment Services.

- You **do not** need to create an account in order to submit payment.
Make a Payment

My Payment

WI Background Check Services

Amount Due: $7.00
Order Reference Number: TVjS2aUN
Billing ID: 1234

Payment Information

Frequency: One Time
Payment Amount: $7.00
Payment Date: Pay Now

Contact Information

First Name
Last Name
Company: (Optional)
Address 1
Address 2: (Optional)
City/Town
State/Province/Region
Zip/Postal Code
Country
Phone Number
Email Address

Become a Registered User
To Pay by Checking or Savings...

Select your method of payment

Payment Method

Payment Method: Select

Bank Routing Number

Bank Account Number

Bank Account Type
- Checking
- Savings

Continue Cancel
To Pay by Credit/Debit Card...

Payment Method

Payment Method: Credit/Debit Card

Card Number

Expiration Date: Month, Year

Card Security Code

Card Billing Address
- Use my contact information address
- Use a different address

Continue  Cancel
Review Your Payment Information

Payment Details

Description: WI Online Record Check Systems
WI Background Check Services
WORCS.DOJ.WI.GOV

Payment Amount: $7.00
Payment Date: 8/8/2019
Order Reference Number: TVJS20UN
Billing ID: 1234

Payment Method

Payer Name: Stevie Pointer
Card Number: *1111
Expiration Date: Jan-2017
Card Type: Visa
Confirmation Email: spointer@uwsp.edu

Billing Address

Address 1: 1901 Fourth Ave
If your information looks correct, click “Confirm” to finalize the payment.
Confirmation

You must click the "Continue" button below in order to return to the state agency's website.

Please keep a record of your Confirmation Number, or [print this page] for your records.

Confirmation Number  WINWOR000101643

Select “Continue” to return to the Wisconsin DOJ page

Payment Details

Description  WI Online Record Check Systems
              WI Background Check Services
              WORCS.DOJ.WI.GOV

Payment Amount  $7.00
Payment Date  8/6/2019
Status  PROCESSED
Order Reference Number  TVjS2oUN
Billing ID  1234

Payment Method

Payer Name  Stevie Pointer
Card Number  *1111
Card Type  Visa
Confirmation Email  spointer@uwsp.edu

Billing Address

Address 1  1901 Fourth Ave
City/Town  Stevens Point
State/Province/Region  WI
Zip/Postal Code  54481
Country  United States
The Background Check Request has been submitted. Click on "View Results"

Be sure to write down your "Order Reference Number" if you plan to check back later.
Results may take a couple minutes to appear. If it is still listed as “Queued,” try checking back later.

Depending on the traffic the website is experiencing, it may take a day or two to finally view the results. Result Status will change to “Ready” once they are available.
Once results are ready, click on “Results”

You cannot continue until you indicate that you understand the “Explanation About How to Understand this Response.”

Click “View Rapsheet”
Results of the Background Check will look like the image below.

- If “No Record Found,” print only the first page
- If there are records, print ALL pages

STATE OF WISCONSIN
DEPARTMENT OF JUSTICE

Request Date: 8/6/2019
Report Date: 8/7/2019

This criminal background check was performed by searching the following data submitted to the Crime Information Bureau:

Name: **Pointer, Steven**
Date of Birth: 1/1/1953
Alias Names: **Pointer, Stevie**

NOTICE TO EMPLOYERS

It may be a violation of state law to discriminate against a job applicant because of an arrest or conviction record. Generally speaking, an employer may not discriminate against an applicant who has been convicted substantially relate to the circumstances of the particular job. For more information, see **Statute 111.335** and the Department of Workforce Development.

Before making a final decision adverse to an applicant based on the following arrest record, in addition to any other opportunity you offer the applicant:

1. His or her right to challenge the accuracy and completeness of any information contained in an arrest record, and
2. The process for submitting a challenge

The applicant should submit his or her challenge to CIB on Form DJ-LE-247. Form DJ-LE-247 is available free of charge on [The Department of Justice website](https://www.adoc.state.wi.us). The applicant may challenge to the fingerprints on file that are associated with the Wisconsin arrest record below:

**NO RECORD FOUND**

An arrest record search based only on a name, date of birth, and other identifying data that is not unique to a particular person (like “sex” or “race”).

1. Identification of criminal history records for multiple persons as potential matches for the identifying data submitted, or
2. Identification of an arrest history record belonging to a person whose identifying information is similar in some way to the identifying data submitted.

Information Bureau (CIB) therefore cannot guarantee that the response below pertains to the person in whom you are interested without challenge.

Based on the above identifying data provided for this search, no matching Wisconsin arrest records were found at this time. These search results are only for the person described. The search results are effective and current for the date of this search.
What to do with your Results?

• *Save a copy for your records!*

• If you are completing the Background Check for EDUC 205 or EMB
  - Deliver one copy of the results to the Office of Field Experiences, 464 CPS
  - Make additional copies for any school/district that requests them

• If you are completing the Background Check for any other Practicum
  - Make copies as needed for any school/district that requests them