https://recordcheck.doj.wi.gov

Department of Justice
Wisconsin Online Record Check System

Welcome to WORCS

Alert

- *NEW* 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 $.50 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/dles/cib/background-check-criminal-history-information for additional information about reading criminal history record responses.

AUTHORIZED USERS   PUBLIC ACCESS
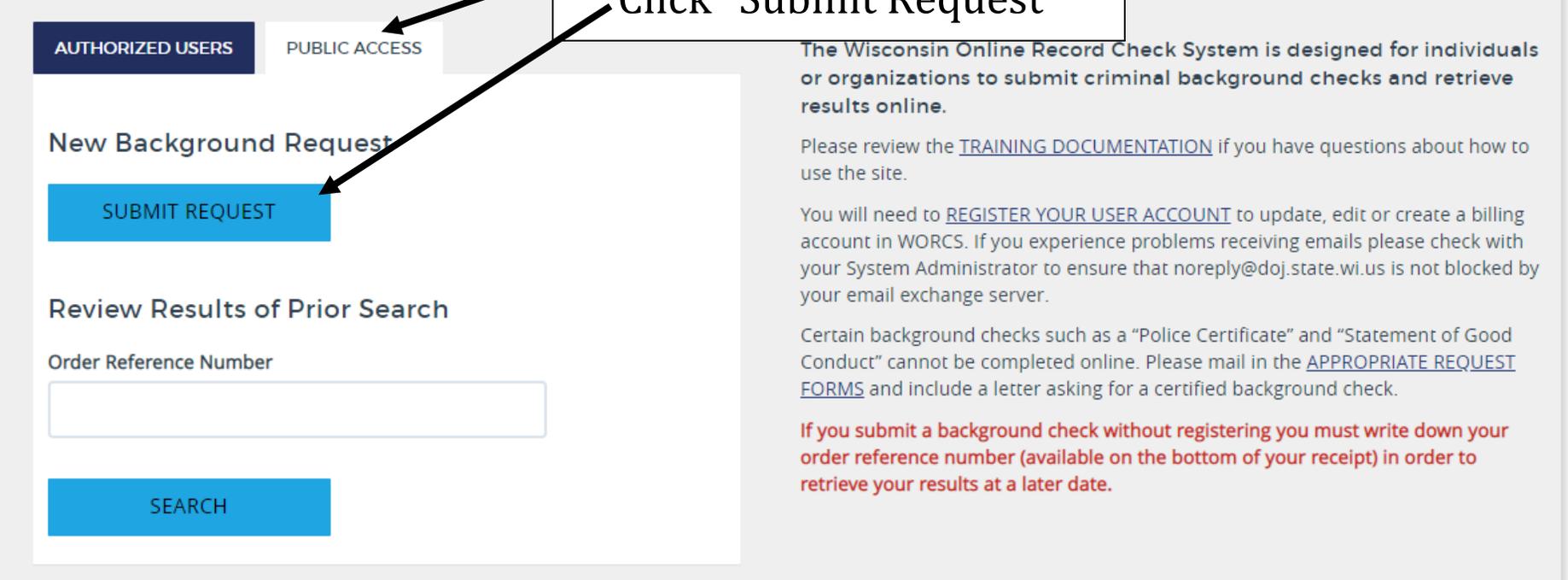
New Background Request

[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"

AUTHORIZED USERS   PUBLIC ACCESS

New Background Request

SUBMIT REQUEST

Review Results of Prior Search

Order Reference Number

[   ]

SEARCH

The Wisconsin Online Record Check System is designed for individuals or organizations to submit criminal background checks and retrieve results online.
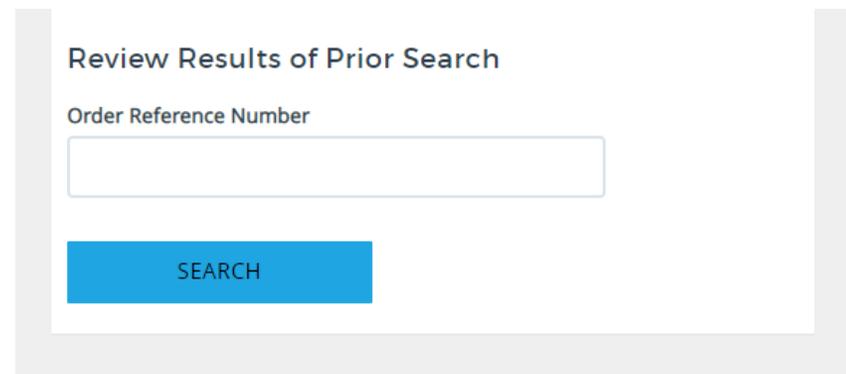
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Certain background checks such as a "Police Certificate" and "Statement of Good Conduct" cannot be completed online. Please mail in the APPROPRIATE REQUEST FORMS and include a letter asking for a certified background check.

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.

- 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

Review Results of Prior Search

Order Reference Number

[   ]

SEARCH

- If a Wisc... successf...
- If a pote... compari...
- The subn... containe...
- The Wisc... departme...
- It is also i... website, |

SECURITY WARNING ✕

You are accessing Wisconsin arrest results via the Wisconsin Online Record Check System. By checking the box below you are acknowledging that you will comply with all federal laws, state laws and regulations for use of Wisconsin arrest records. Unauthorized access is prohibited and may be subject to criminal and/or civil penalties. System usage may be monitored, recorded and subject to audit. Use of the system indicates consent to monitoring and recording of your access.

Users with access to FBI criminal history records:
In accordance with FBI policies, the use of publicly accessible computers is prohibited. This would include but is not limited to: hotel business center computers, convention center computers, public library computers, public kiosk computers, etc. All personnel accessing FBI criminal history records must have received training by your agency on policies and procedures regarding the access and use of FBI criminal history data. Reuse of FBI criminal history data for purposes other than what it was requested for is prohibited. Security Awareness training must occur within six months of assignment to a position with FBI criminal history record access and repeated every two years.

☐ I accept the conditions of the security warning

CANCEL

AUTHORIZED U...

New Back...

SUBMIT

Review Re...

Order Reference Number

☑ I accept the conditions of the security warning

CANCEL   CONTINUE

- 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

SELECT SEARCH TYPES ▾

☐ Request certification of returned results. A certified result copy is signed and notarized; an additional $5.00 handling fee will be charged. These results will not be available online, so please provide the address where the certified copy should be mailed to.

PERSON 1 ⌃

Last Name Required

First Name Required

Middle Initial

Gender Required

SELECT ▾

Race Required

SELECT ▾

Date of Birth Required

Social Security Number

XXX-XX-XXXX

+ ADD AN ALIAS

+ ADD WIUPIN

✖ REMOVE PERSON

+ ADD A PERSON

OPEN ALL   CLOSE ALL

CANCEL   CONTINUE

Background Request Type will be "General"
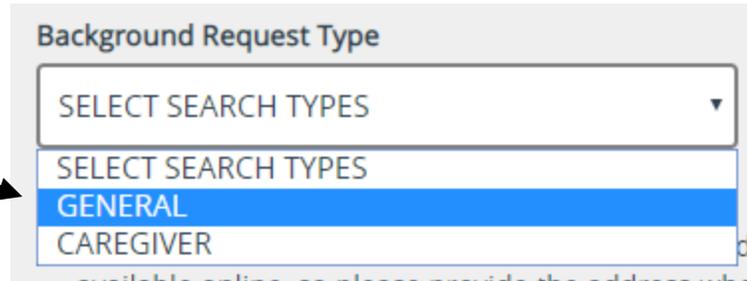
Background Request Type

SELECT SEARCH TYPES ▼

SELECT SEARCH TYPES
GENERAL
CAREGIVER

Complete all Required fields. Although not marked as "Required," providing your Social Security Number will guarantee the most accurate results.
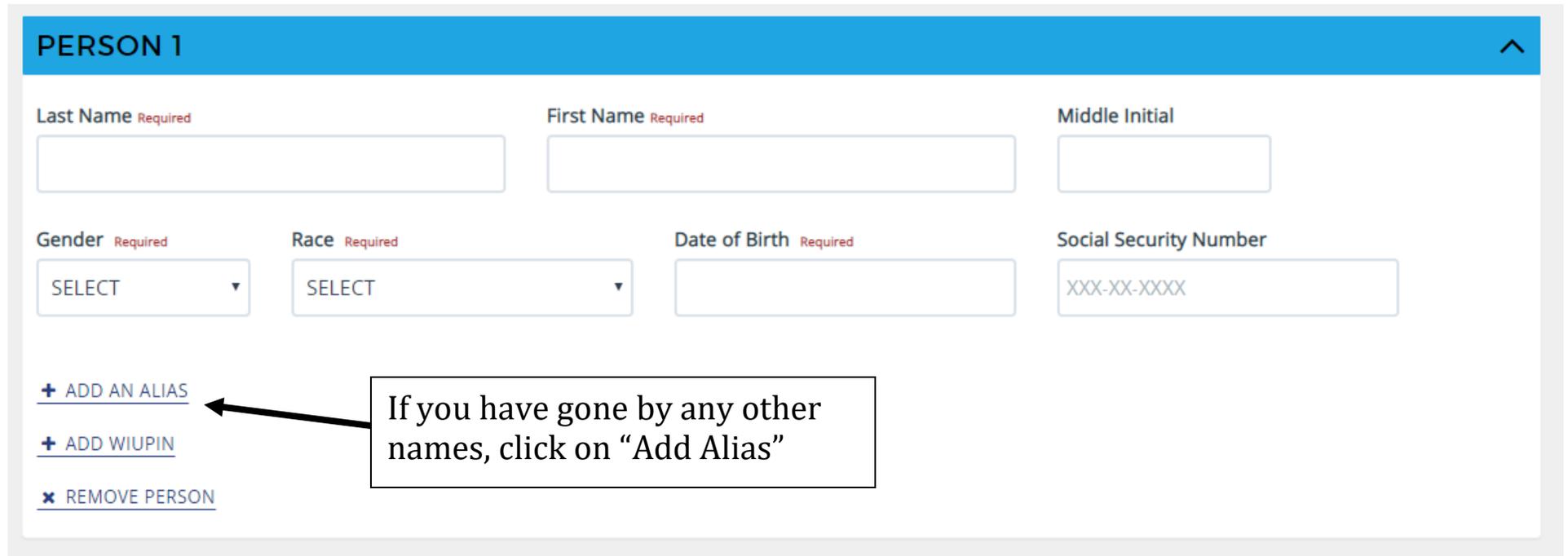
PERSON 1

Last Name Required

First Name Required

Middle Initial

Gender Required

SELECT ▼

Race Required

SELECT ▼

Date of Birth Required

Social Security Number

XXX-XX-XXXX

+ ADD AN ALIAS

+ ADD WIUPIN

✖ REMOVE PERSON

If you have gone by any other names, click on "Add Alias"

POINTER, STEVEN

Last Name Required

POINTER

First Name Required

STEVEN

Middle Initial

Gender Required

MALE ▾

Race Required

UNKNOWN ▾

Date of Birth Required

01/01/1953

Social Security Number

XXX-XX-XXXX

✖ REMOVE ALIAS

(Alias) Last Name

POINTER

(Alias) First Name

STEVIE

(Alias) Middle Initial

(Alias) Gender

MALE ▾

(Alias) Race

UNKNOWN ▾

(Alias) Date of Birth

01/0

You will be able to enter additional names (Maiden names, abbreviated names, etc.) as aliases.

+ ADD AN ALIAS

+ ADD WIUPIN

✖ REMOVE PERSON

+ ADD A PERSON

OPEN ALL

CLOSE ALL

Once you have entered all required information, click "Continue

CANCEL

CONTINUE

Wisconsin Department of Justice background checks cost $7

> ❓ Wisconsin adult criminal history record maintained by the Department of Justice in accordance with s. 165.83 Wis. Stats. The Department of Justice shall impose fees in accordance with s. 165.82 Wis. Stats. Online fee: $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 payments 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

Submitted Date	8/6/2019 9:22:58 AM
Fee	CIB
Sub Total	$7.00
Total Fees	$7.00
Amount to be Paid	$7.00

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.

State of Wisconsin
e-**Payment Services**

Welcome to the Electronic Payment System

Please enter your User ID and Password and click Log In.

User ID   Forgot Your User ID?

Password   Forgot Your Password?

Log In

Register

Pay Without Registering   Select "Pay Without Registering"

Customer Service | Help | Privacy Policy | 🔒 Security

Make a Payment

My Payment

WI Background Check Services

Amount Due	$7.00
Order Reference Number	TVjS2oUN
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

Select your method of payment

Payment Method

Payment Method | Select ▼
Select
Checking or Savings
Credit/Debit Card

Continue   Cancel

To Pay by Checking or Savings...

Payment Method

Payment Method | Checking or Savings ▼

Sample Check
123 Main St.
Anytown, MO 12345   1215

                                        DATE_____

PAY TO THE
ORDER OF _____ $ _____

_____ DOLLARS

MEMO _____   _____

⑆123456780⑆ 055 11111111⑈ ⑈ 001215⑊

Bank Routing   Bank Account   Check
Number   Number   Number
                                (not required)

Personal Check | Business Check

Bank Routing Number   [   ]

Bank Account Number   [   ]

Bank Account Type   ⦿ Checking   ◯ Savings
                         ☐ This is a business account

Continue   Cancel

To Pay by Credit/Debit Card...

Payment Method

Payment Method	Credit/Debit Card ▾
Card Number	[ ] AMERICAN EXPRESS DISCOVER NETWORK MasterCard VISA
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

State of Wisconsin
e-Payment Services

Review Payment

Please review the information below and select Confirm to process your payment. Select Back to return to the previous page to make changes to your payment.

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
Order Reference Number	TVjS2oUN
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

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	USA

Contact Information

First Name	Stevie
Last Name	Pointer
Address 1	1901 Fourth Ave
City/Town	Stevens Point
State/Province/Region	WI
Zip/Postal Code	54481
Country	USA
Phone Number	555-555-5555
Email Address	spointer@uwsp.edu

Confirm   Back

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**

[Continue]

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

Payment Status

Your payment has been received by WORCS. Please print or save this receipt for your records. If you have an account, payments are generally posted to your account the next business day and will be available for viewing on your next month's statement.

☑ Your payment was successfully processed

Crime Information Bureau
WI Department of Justice

Background Request Payment

Date: 8/6/2019
Time: 11:38 AM
Entered By: spointer@uwsp.edu
Order Reference Number: TVjS2oUN
Request Type: **General**
Number of Requests: **1**
Fees per Request:
    CIB: $7.00

Total Fee: $7.00

Payment Method: **Online Payment**

Use the Order Reference Number listed above to retrieve your result online at:
https://worcs.sg.doj.wi.gov/BackgroundRequest/Results/0a8JVw

🖨 PRINT   ≡ VIEW RESULTS

Be sure to write down your "Order Reference Number" if you plan to check back later.

The Background Check Request has been submitted.

Click on "View Results"

Department of Justice
Wisconsin Online Record Check System

Request Results

The status must be "complete" before you may view the results of your background check request. Please refresh this page in 1-2 minutes to see if your result is complete. If it is not you may need to check again the following business day.

SEARCH

Created	Username	Searched Name	Archive Status	Result Status	Message
08/06/2019	Anonymous	Pointer, Steven	Active	Queued	

Showing 1 to 1 of 1 rows

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.

Created ⬍	Username ⬍	Searched Name ⬍	Result Status ⬍	Message ⬍
08-07-2019	spointer@uwsp.edu	Pointer, Stevie	Complete	✏ RESULTS

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"

The Wisconsin arrest report below may not show all arrests for the person whose fingerprints are associated with the reported arrest. However, the arrest report contains all information that has been provided to the state arrest database that may be released in response to your request.

The results of this search are effective and current for the date of this search only. A new search request should be submitted at a later time if an updated response is needed.

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 refuse to hire an applicant on the basis of a conviction record only if the circumstances of the offense for which the applicant was convicted substantially relate to the circumstances of the particular job. For more information, see STATUTE 111.335 and the Department of Workforce Development's publication, Arrest and Conviction Records Under the Law.

Before you make a final decision adverse to an applicant based on the following arrest record, in addition to any other opportunity you offer the applicant to explain the following arrest record, please notify the applicant of:

1. His or her right to challenge the accuracy and completeness of any information contained in a 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 or by calling (608) 266-7314. A challenge may include a request for comparison of the fingerprints of the person submitting the challenge to the fingerprints on file that are associated with the Wisconsin arrest record below.

☑ I have read and understand the above "Explanation About How To Understand this Response"

BACK TO RESULTS   VIEW RAPSHEET

Results of the Background Check will look like the image below.
- If "No Record Found," print <u>only</u> the first page
- If there are records, print <u>ALL</u> 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

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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 "

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
   Information Bureau (CIB) therefore cannot guarantee that the response below pertains to the person in whom you are interested withou

Based on the above identifying data provided for this search, no matching Wisconsin arrest records were found at this time. These search resu
of Justice or in another state, or juvenile records that are confidential by law. The results of this search are effective and current for the date of

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