

## Do Internet checks cost more?

The cost of the check is less if done online. A \$5.00 surcharge is legislatively mandated for background checks requested by mail or fax.

Fees for online background checks are:

### DOJ General Requests

- \$7 for non-profit organizations <sup>1</sup>
- \$7 for government organizations
- \$7 for general public requests

### Caregiver or Daycare Requests <sup>2</sup>

- \$10 for non-profit organizations <sup>1</sup>
- \$10 for government organizations
- \$10 for general public requests

**As requestor status cannot be verified for credit card requests, all credit card requests are charged the rate for “general public requests”.**

<sup>1</sup> Any agency claiming non-profit status must provide the Crime Information Bureau with a copy of their non-profit tax exempt documentation from the Internal Revenue Service in the form of a 501(c)(3) declaration.

<sup>2</sup> Includes \$3 fee for the Department of Health Services. These background checks will include responses from DHS which are required for Wisconsin caregiver and daycare providers. This fee will be included in your monthly statement from the Department of Justice. Payments for both fees should be made to the Department of Justice.



## Wisconsin's Background Checks Available On-line

Criminal background checks for Wisconsin are available over the internet.

To access this information online, you must have the following:

- Microsoft Internet Explorer version 6.0 or higher  
Support is not offered for other browsers
- Active record check account and valid PIN or Master Card or Visa
- our URL: [wi-recordcheck.org](http://wi-recordcheck.org)

If you do not have an account, you may find application forms at our website:

[www.doj.state.wi.us/dles/cib/forms](http://www.doj.state.wi.us/dles/cib/forms)

Forms to request criminal background checks by mail may also be found at the website.

### If you have questions, contact:

General Information:	608-266-7780
Website Problems	608-264-6363
DHS (caregiver/daycare)	608-243-3036
Daycare ID Number	608-266-9314

### Wisconsin Department of Justice

Crime Information Bureau  
Record Check Unit  
Mailing Address: P.O. Box 2688  
Madison, WI 53701-2688

Phone: 608-266-7314  
Fax: 608-267-4558  
Email: [INTCH@doj.state.wi.us](mailto:INTCH@doj.state.wi.us)



## Wisconsin Online Record Check System



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Wisconsin Department of Justice

## What information can be accessed over the Internet?

Adult criminal history information is public record in the State of Wisconsin. Anyone may obtain this information provided they pay the fee established by the Wisconsin Legislature.

Access to juvenile information is restricted by statute and is available online only for daycare background checks. To conduct a daycare check, you must have a valid daycare ID number assigned by the Department of Health Services. You must enter this number when you log on and select *Daycare* as your request type.

The general public is prohibited by law from accessing juvenile information.

Internet request name entry screen

Responses you may receive (click on response to view, print using browser print button):

- *No Criminal History*-statement that no criminal history found.
- *Review CIB Record*-criminal history record.
- *Juvenile Adjudication Report*-report of juvenile adjudications (daycare only).
- *DHS/DRL Results*-reply from Department of Health Services/Department of Regulation & Licensing (caregiver/daycare).

- *Manual Intervention*-based on the information entered, an exact determination cannot be immediately made. DOJ staff will review to determine which reply, if any, to return. Your response is normally available on your *Previous Order* screen the next business day.

Inquiries done online are available on your *Previous Order* screen for 30 days from the date of request.

## Can Caregiver and Daycare Checks be done online?

Yes. All agencies, the Department of Justice, the Departments of Health Services and Regulation and Licensing will respond online. Which agencies respond and databases searched for any given request depends on the request type.

## How can I get criminal records from other states?

Release of criminal history information from other states are governed by the laws of each state. Some states release information similar to Wisconsin, some states release no information, and other states may fall somewhere in between.

To assist you in keeping up with procedures in all states, information regarding criminal history release policies may be found at:

[www.doj.state.wi.us/dles/cib/sclist.asp](http://www.doj.state.wi.us/dles/cib/sclist.asp)

## Can I get Criminal History Information from the FBI?

The Volunteers for Children Act allows Qualified Entities to receive criminal history information from the FBI when fingerprint cards are submitted. Most agencies that work with any type of protected population qualify for these national checks.

The fee for these checks is \$34.25 for employees or \$30.25 for volunteers. Add \$3 if you need a caregiver or daycare response.

Forms to register as a Qualified Entity may be found at [www.doj.state.wi.us/dles/cib/forms](http://www.doj.state.wi.us/dles/cib/forms).

## Other Sources of Information

- Disposition Information (if not submitted)
  - Circuit Court Automation Program  
[wcca.wicourts.gov](http://wcca.wicourts.gov)
  - Arresting Law Enforcement Agency  
[wilenet.org/html/directory/agency.pdf](http://wilenet.org/html/directory/agency.pdf)
  - Prosecuting District Attorney  
[wilenet.org/html/directory/agency.pdf](http://wilenet.org/html/directory/agency.pdf)
  - Circuit Court in which complaint is filed  
[www.wicourts.gov/contact/directories.htm](http://www.wicourts.gov/contact/directories.htm)
- DHS Caregiver Information
  - General Information  
[www.dhs.wisconsin.gov/caregiver/index.htm](http://www.dhs.wisconsin.gov/caregiver/index.htm)
  - Misconduct Registry  
[www.dhs.wisconsin.gov/caregiver/misconduct.htm](http://www.dhs.wisconsin.gov/caregiver/misconduct.htm)
  - Prohibited Offense List  
[www.legis.state.wi.us/rsb/code/dhs/dhs012.pdf](http://www.legis.state.wi.us/rsb/code/dhs/dhs012.pdf)
- Regulation & Licensing Credential Query  
[www.drl.state.wi.us](http://www.drl.state.wi.us)
- DWD Use of Arrest and Conviction Records  
[dwd.wisconsin.gov/dwd/publications/erd/pdf/ERD-7609-P.pdf](http://dwd.wisconsin.gov/dwd/publications/erd/pdf/ERD-7609-P.pdf)
- Wisconsin Statutes Online  
[www.legis.state.wi.us/rsb/stats.html](http://www.legis.state.wi.us/rsb/stats.html)