
Wisconsin's

Online Record Check System

Wisconsin Department of Justice Crime Information Bureau



This manual was produced using *ComponentOne Doc-To-Help*.™

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Help File Introduction

Thank you for using the Wisconsin Online Record Check System help file. This file has been specifically designed for users of the online criminal background check system.

Topics may be selected from the Table of Contents on the left side of your screen. You may change the left pane from the Table of Contents to the Index and back by clicking the appropriate links on the top of each page.

Any comments you have regarding this help file may be sent to intch@doj.state.wi.us.

Access to Criminal History Information

The Wisconsin Legislature has determined that all adult criminal history information in the State of Wisconsin is public record. The only access restriction requires payment of those fees imposed by the Legislature for access to the information in the criminal history database.

The Legislature has only provided for release of information from the database on a per individual basis. No provision has been made for an individual to obtain the entire database, either in its entirety or as it is updated.

Juvenile information is protected in Wisconsin and available only to those persons or entities authorized by law. Release of juvenile information or sharing of juvenile information by those legally authorized to obtain such information is prohibited.

Each state has laws regulating release of criminal history information. Information for each state may be found at www.doj.state.wi.us/dles/cib/sclist.asp

Access Methods

There are two methods of searching Wisconsin's criminal history database: by submission of fingerprints, or; by name, sex, race, date of birth and social security number (optional).

Fingerprint submission requires the requestor to submit a ten-print fingerprint card. These types of requests are normally restricted to government and non-profit organizations. In this type of search, a search by name plus a search by fingerprints are conducted. Only a match based on fingerprints is returned to the requestor.

A search by name, sex, race and date of birth may produce several possible matches. Information is returned only if the possible match reaches a set threshold and normally only the best possible match is returned. Searches based on name, sex, race and date of birth may be requested either through the mail or online at <http://wi-recordcheck.org>

Requirements

Browser Requirements

Browser requirements for background checks should not restrict anyone from using the site. The Department of Justice recommends and supports customers using either Microsoft Internet Explorer version 5.0 or higher or Netscape version 6.1 or higher.

Older versions of these browsers or other browsers, such as AOL and CompuServe may work fine on the website. However they are not supported by the Department of Justice and the interaction of these browsers have not been tested on this site.

Access Requirements

To obtain criminal record information via the internet, you must have the following:

- Access to the Internet
- The URL of our website <http://wi-recordcheck.org>
- A valid account number from the Record Check Unit; or
- A valid Master Card or Visa; and
- A PIN (Personal Identification Number) assigned by the Record check Unit
- For daycare background checks, you must have a valid daycare ID number from the Department of Children and Families.

If you do not have an account, the form to request an account may be found on our forms page www.doj.state.wi.us/dles/cib/forms

Once you have all the above items, you are ready to logon.

Website

Type in the following URL: <http://wi-recordcheck.org>

Please note, there is no www in this URL. The separator between the wi and recordcheck must be a dash (-), not an underscore(_), and recordcheck is one word.

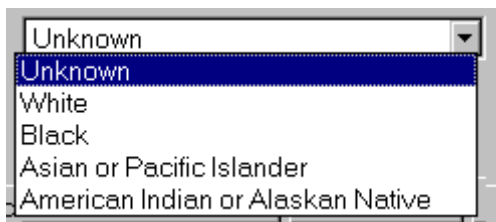
Minimum Data Requirements

Required data fields are labeled in **red** on all name entry screens. Required fields are first and last name, sex, race and date of birth.

Both sex (*sex drop down list*) and race (*race drop down list*) fields are drop down lists that contain all valid sex and race codes accepted by the application. Choose the correct codes from these lists.



sex drop down list



race drop down list

All available information should be entered. A middle initial or name may make the difference between manual intervention or immediate response. Submitting alias and maiden names may be the difference between a *NO RECORD* response or a record being returned.

Social security number aids in searches of the databases maintained and searched by DHFS for caregiver and daycare requests.

What if I do not have the required information?

If you do not have the minimum information required to conduct a search, the application will provide an error message and not allow the transaction until minimum data is provided. See *dob required*.



dob required

Over one million records are contained in the Department of Justice criminal history database. Allowing searches on only partial information would degrade system performance. All partial searches would require manual intervention and increase the time required to process legitimate manual interventions. To alleviate these potential problems, this application was designed to require the same information required when criminal justice agencies request criminal histories, last, name, first name, sex, race, and date of birth.

Record Check Fees

Statutory Authority

All fees for criminal records and authority to release adult criminal history information are established by the Wisconsin Legislature in section 165.82(1) of the Wisconsin Statutes. All access to information in the criminal history database is pursuant to the following fees.

General checks

General checks are those background checks that return information from the adult criminal history repository maintained by the Wisconsin Department of Justice.

- Non-profit organization - \$7
- Government organization - \$7
- General public (all others) - \$13

Caregiver or Daycare Checks

The Wisconsin Legislature has required that persons employed in Wisconsin as a caregiver or daycare worker must have a background check done prior to employment. In addition to the information returned in a general background check, persons employed as caregivers or daycare workers must also have checks done against client or patient abuse databases maintained by the Department of Health Services. Those occupations requiring State licensing may also be checked through a credentials query at the Department of Regulation and Licensing.

The appropriate databases are accessed when either a caregiver or daycare background request is made through the Department of Justice.

In addition to adult information, persons requesting daycare background checks may also access a separate database maintained by the Department of Justice containing information on juveniles adjudicated delinquent for offenses that disqualify them from providing daycare services. This information is only available for those daycare providers entering a valid daycare identification number or a county facility number as provided by the Wisconsin Department of Health Services.

The Legislature has authorized the Department of Health Services to charge a fee for background information they provide. That fee has been set a \$3 per request. All billing is handled by the Department of Justice. The total fees for caregiver or daycare background checks are as follows:

- Non-profit organization - \$10

- Government organization - \$10
- General public (all others) - \$16

Surcharge for Paper Copies

Legislation effective July 26, 2003 requires the Department of Justice to charge a \$5.00 surcharge for any person requesting a paper copy of a criminal history search.

This surcharge applies only to those persons submitting requests by mail or fax, fees for internet inquiries remain unchanged.

Troubleshooting

Cannot access logon page

If your problem is you cannot get to the Welcome or Logon page of our website, you should first contact your local computer system administrator to make sure the problem is not with your local network security or firewall that will not let you access our website.

The record check site you are accessing is a secure site. The application uses secure socket layer as a security measure. Netscape dropped support of secure socket layer on versions later than v4.7 and prior to version 6.1. If you use Netscape v4.7 as your web browser you will need to use a different browser to access this site.

Certain other proprietary web browsers do not contain all the necessary components, active x files or dlls to use all features on our site.

Current versions of Microsoft Internet Explorer may be downloaded free from Microsoft at www.microsoft.com/windows/ie. Version 5.0 or higher of Internet Explorer should be used to access this application.

If you have problems other with the internet application, a help line has been established to take you calls. The number is (608) 264-6363. This phone will be answered during normal business hours 8:00 AM to 4:30 PM central time, Monday through Friday.

The application is normally available from 6:00 AM to 2:00 AM central time seven days a week. System maintenance is being performed from 2:00 AM to 6:00 AM central time.

Access Instructions

What is needed to access records online?

To obtain criminal record information via the internet, you must have the following:

- Access to the Internet
- The URL of our website <http://wi-recordcheck.org>
- A valid account number from the Record Check Unit; and a PIN (Personal Identification Number) assigned by the Record check Unit, or
- A valid Master Card or Visa; and
- For daycare background checks, you must have a valid daycare ID number from the Department of Children and Families.

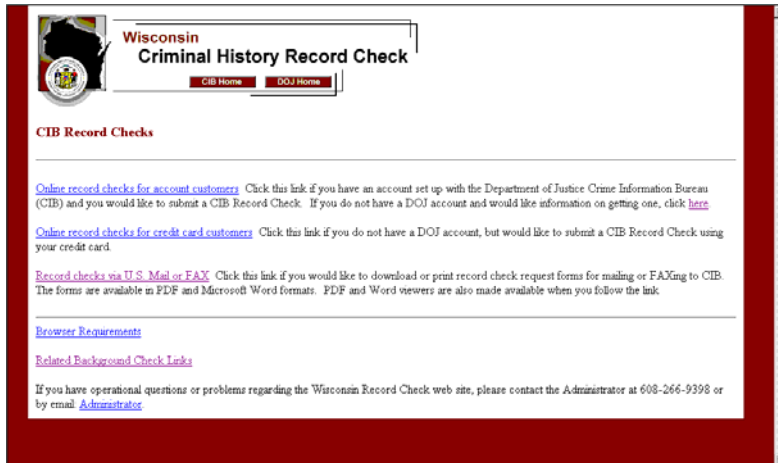
If you do not have an account, the form to request an account may be found on our forms page www.doj.state.wi.us/dles/cib/forms

Once you have all the above items, you are ready to logon.

Go to the website

Type in the following URL: <http://wi-recordcheck.org>

Please note, there is no www in this URL. The separator between the wi and recordcheck must be a dash (-), not an underscore(_), and recordcheck is one word. This URL will take you to the payment selection page.



payment selection page

On the *payment selection* page, you must choose how you are going to pay for your criminal history background check. If you have an account and want the fee charged to that account, select *Online record checks for account customers*. If you wish to pay by credit card using your *Master Card* or *Visa*, select *Online record checks for credit card customers*.

If you want information about doing criminal background checks by mail or fax, select *Record checks via U.S. Mail or FAX*.

When you make your selection, you may receive a notice that you are about to enter a secure website. If you receive this message, click *OK* to proceed.

Please select the type of record check transaction you wish to initiate:

- Account Customer
- Credit Card Customer

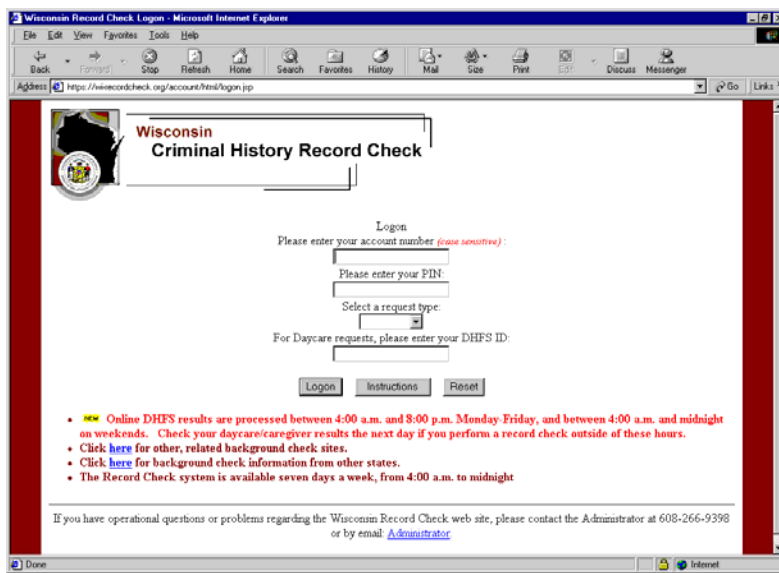
Account Transactions

Logon

You are now at the logon screen as seen on the *logon page*. First you must enter your account number. This field is case sensitive. Enter the letter of your account number in upper case, i.e. N, G, P or L, not n, g, p or l. **DO NOT ENTER ANY SPACES OR DASHES IN YOUR ACCOUNT NUMBER.** Your number should be G1823, not G-1823.

Enter the PIN you have been assigned by the Record Check Unit.

WARNING....Your account number and PIN are the identifiers that are used to verify the requests are coming from your agency. Your PIN should only be given to those employees who are authorized by you to conduct background checks. With your account number and PIN, background checks may be run from any computer with internet access. The Department of Justice assumes no responsibility for background checks run using your account and PIN without your authorization. If you believe checks are being run without authorization, contact the Record Check Unit for assignment of a new PIN.



logon page

Select your request type. (see *request type drop down*) If all you need is a basic criminal history search, select *General* request type. If you need a Caregiver or Daycare background check, select the appropriate type. For Daycare requests

enter your daycare DCF ID number. (see *daycare ID number*) This number is assigned by the Department of Children and Families. DCF may be contacted at (608) 266-9314 if you have questions.



request type drop down

For Daycare requests, please enter your DHFS ID:

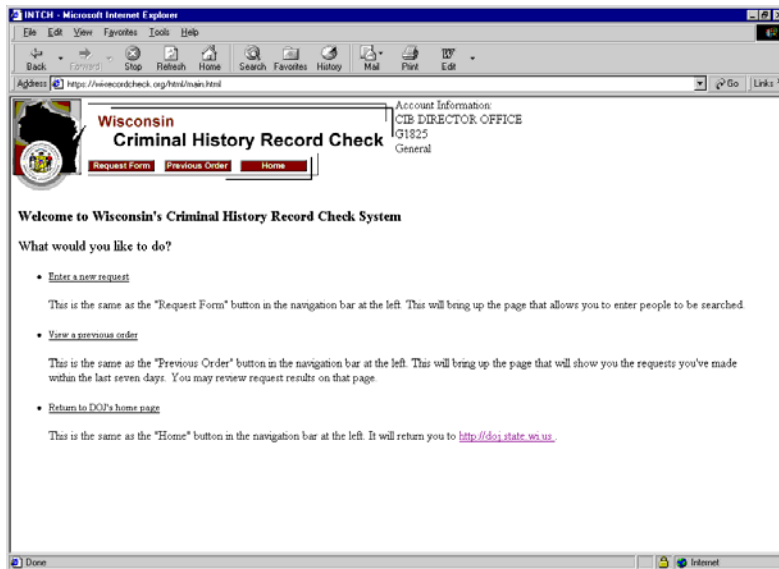
daycare ID number

When the appropriate information has been entered, click the *Logon* button.

Select an option

You will now see the page asking you to *select an option*. You should verify that the correct account name, number and request type appear in the upper right corner of the application window. Then select from these available options:

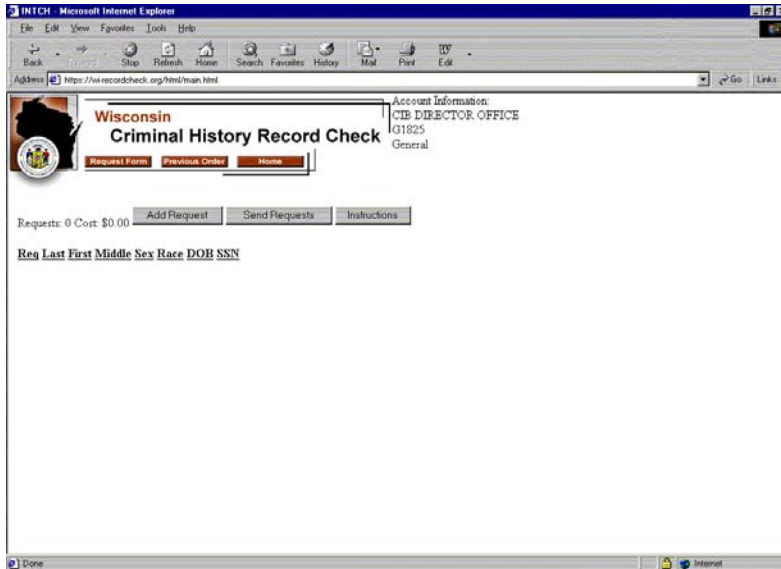
- *Enter a new request* – this option will bring up a screen to enter a background check
- *View a previous order* – your inquiries for the last thirty days are available for you to review or obtain updated information
- *Return to DOJ's home page* – the account application and other forms may be found here.



select an option

Enter a new request

If you select this option, the application takes the user to a page which lists the information keyed and the amount that will be charged for the transactions. When you begin, this page should show 0 requests and \$0.00 costs, as seen below. The amount charged per request is based on your account status of non-profit, government or general, along with any additional fees for caregiver or daycare requests. To begin keying requests, click the *Add Request* button.



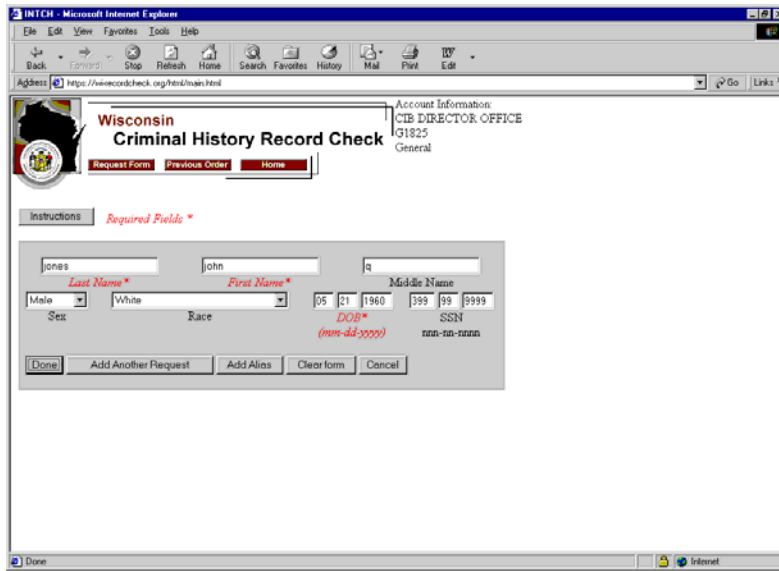
blank request screen

Add Request

The mandatory minimum fields are labeled in red as displayed on the *data entry screen*. Those mandatory fields are: last name, first name, sex and date of birth. These fields are not case sensitive.

Social Security number should be included for caregiver and daycare checks.

The more information submitted, the more extensive the search and the more precise any match will be.



data entry screen

Options on this page are:

- *Done* - returns user to request summary page
- *Add Another Request* - displays another blank request screen with fields for name, sex, race, date of birth and social security number
- *Add Alias* - displays an alias name screen with name only fields. There are no additional fees for searches of alias or maiden names
- *Clear form* - removes the information entered on the form
- *Cancel* - closes the add request screen without saving changes

****Required Fields** Last and First Name, sex and race (even if using unknown) and date of birth.

Add Alias

When you have keyed in the name, click *Add Alias* if you need to include aliases or maiden names with the inquiry. You may click *Done* or *Add Another Request* to submit more names.

See the *alias/maiden name entry* display. You may enter aliases or maiden names for the subject of your inquiry. The fields will be filled with the name information keyed into the original request. Type over whichever field need to be changed. There is no additional fee for an alias name search, however, only the name information may change. Changes cannot be made on the alias entry screen for sex, race, date of birth or social security number.

Instructions

jones <i>Last Name*</i>	john <i>First Name*</i>	q Middle Name	
M Sex	W Race	5-21-1960 <i>DOB*</i> <i>(mm-dd-yyyy)</i>	399-99-9999 SSN

Aliases/Maiden Name/Other Names Used

<u>Last Name</u>	<u>First Name</u>	<u>Middle Name</u>	
<input type="text" value="jackson"/>	<input type="text" value="john"/>	<input type="text" value="q"/>	
<input type="button" value="Done"/>	<input type="button" value="Add Another Alias"/>	<input type="button" value="Clear form"/>	<input type="button" value="Cancel"/>

alias/maiden name entry

Options on this page are:

Done - returns user to the request summary page

Add Another Alias - displays another alias name box for additional aliases or maiden names

Clear form - clears information from alias name form without closing form

Cancel - closes alias name box without saving data entered

Verify Requests

When you are finished entering names and click the *Done* button, the *data verification* screen will appear.

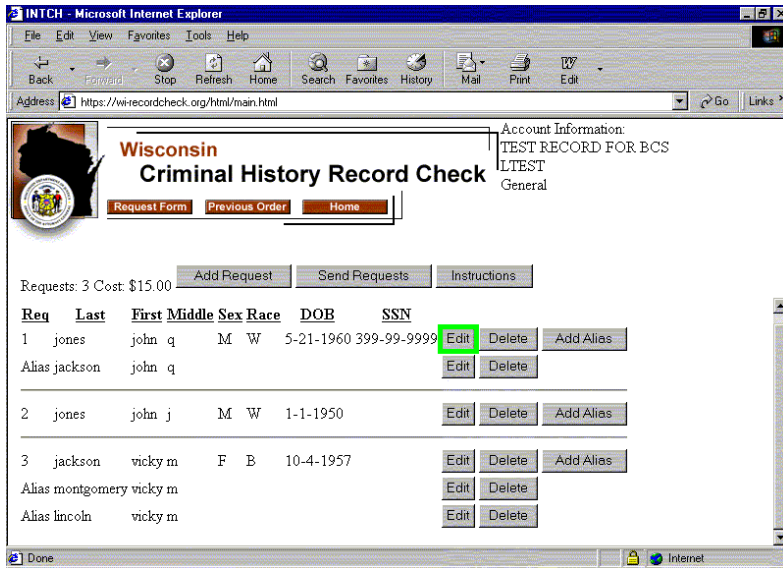
The screenshot shows a web browser window with the URL <https://wisconsinrecordcheck.org/print/wis.html>. The page title is "Wisconsin Criminal History Record Check". The account information is "CIB DIRECTOR OFFICE G1825 General". The page shows a list of requests and aliases. The first request (Req 1) is for "jones john q" with sex "M", race "W", DOB "5-21-1960", and SSN "399-99-9999". It has an alias "jackson john q". The second request (Req 2) is for "jones john j" with sex "M", race "W", DOB "1-1-1960". The third request (Req 3) is for "jackson vicky m" with sex "F", race "B", DOB "10-4-1957". It has aliases "montgomery vicky m" and "lincoln vicky m". Each request and alias has "Edit" and "Delete" buttons. There are also "Add Alias" buttons for each request. The page also has "Add Request", "Send Requests", and "Instructions" buttons. The status shows "Requests: 3 Cost: \$15.00".

data verification

You now see the names you have entered, along with any aliases or maiden names. The number of requests is displayed along with the total cost for this submission. This is the amount that will be charged to your account. You may edit or delete any of the inquiries by clicking the appropriate button next to the inquiry.

Edit Request

Click *EDIT* button (see *edit request*) for the appropriate name, make changes and click *DONE* button. In this example, the user will edit John Q. Jones.

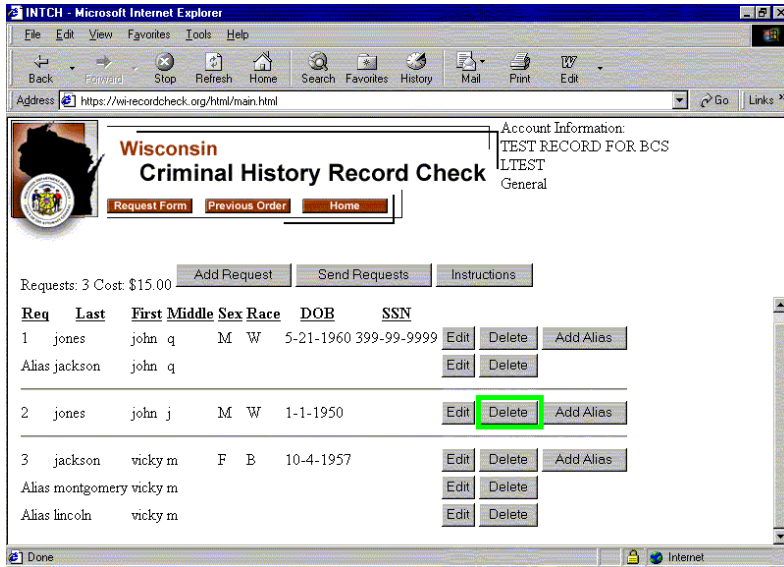


edit request

The *Edit* button will take the user back to the name data entry screen with the completed information filled in the fields. Change the information necessary and click *Done*.

Delete Request

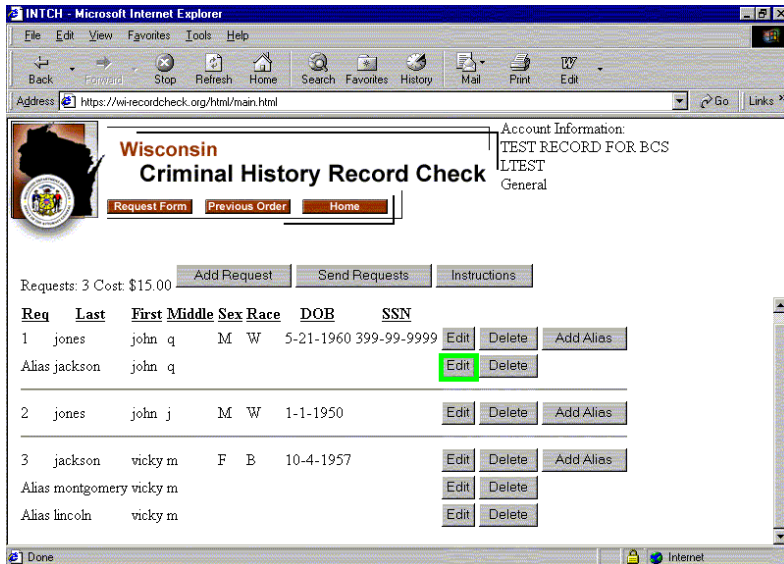
Click appropriate *DELETE* button (see *delete name*) for the name you wish to delete. The user is choosing to delete John J. Jones.



delete name

Edit Alias

Click *EDIT* button (see *edit alias/maiden name*) for the appropriate alias, make changes and click *DONE* button. This user has chosen to edit the alias of John Q. Jackson used by John Q. Jones.

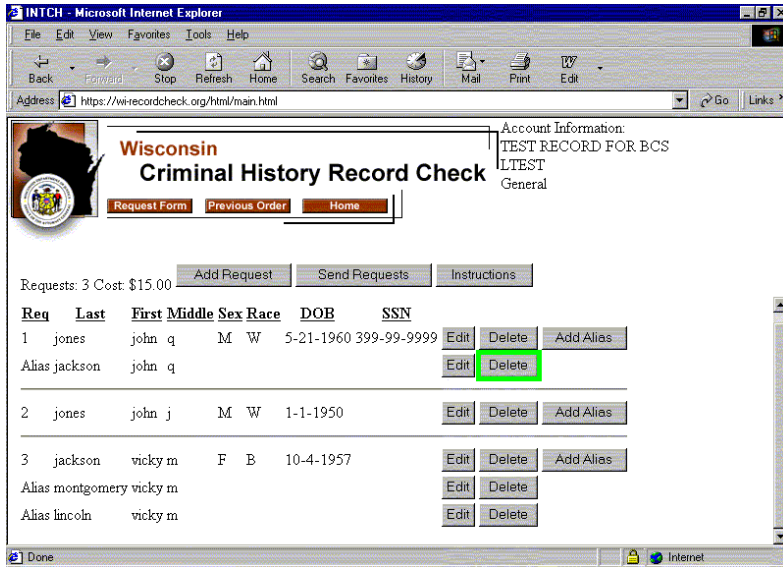


edit alias/maiden name

The *Edit* button will take the user back to the alias entry screen with the completed information filled in the fields. Change the information necessary and click *Done*.

Delete Alias

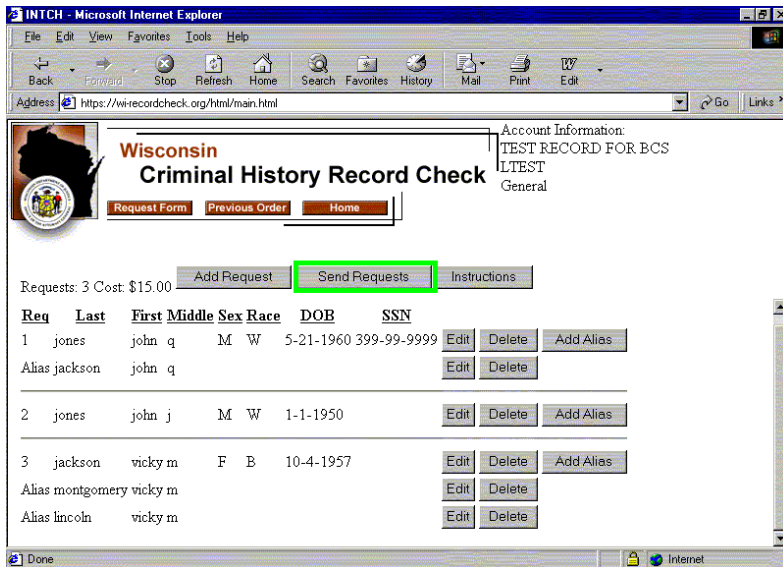
Click appropriate *DELETE* button (see *delete alias/maiden name*) for the alias you wish to delete. The user is deleting the John Q. Jackson alias from the John Q. Jones request.



delete alias/maiden name

Submit Requests

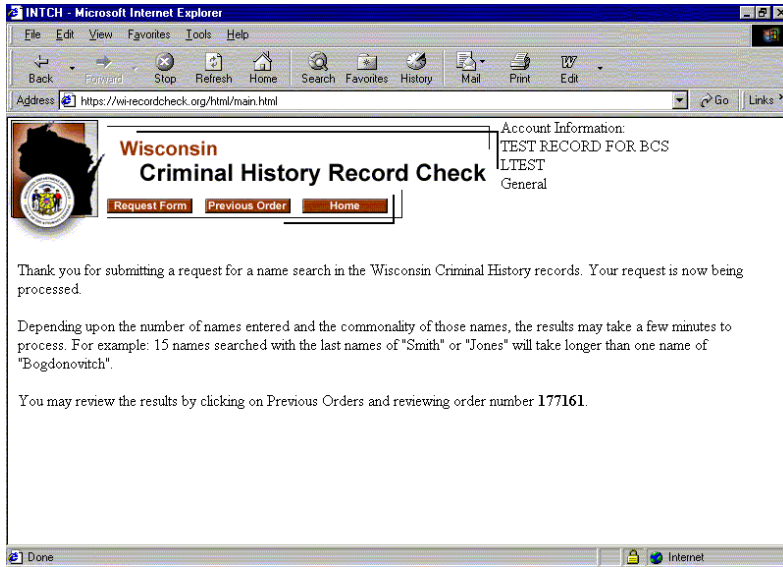
When everything on the screen is correct (see *submit requests*) click the *SEND REQUESTS* button. The accuracy of the information submitted is the responsibility of the submitter. Clicking the *Send Requests* button adds a charge to your account. At this point the order cannot be changed, edited or recalled.



submit requests

Order Confirmation

Once you click the *Send Requests* button, in a few moments a screen similar to the one labeled *order confirmation* will appear.



order confirmation

This screen gives you the order number associated with your inquiry.

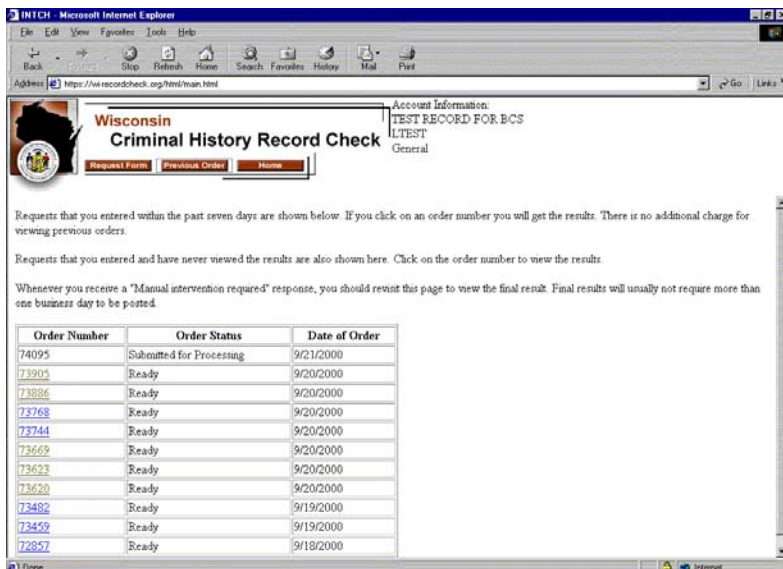
You may view a list of your orders for the past thirty days by clicking *Previous Order*. It may take a few minutes for the latest order number to appear on the screen, and may require you to refresh the screen.

If you submit your request and receive an error message or no response, you should first check your *Previous Order* screen to make sure your order was not received. The applications automatically debits your account when the requests are received. If you resubmit requests and the initial submissions were received and processed, you will be paying twice for the same information. If the transmission was successful, a new order will appear on your *Previous Order* screen.

View a Previous Order

All previous orders may be viewed for thirty days from the date of inquiry by using the previous order button.

The orders on the previous order screen are listed by order number and date of order (see *previous order screen*). The order number is a hyperlink which will take the user to the inquiry responses for all names searched in that specific order.

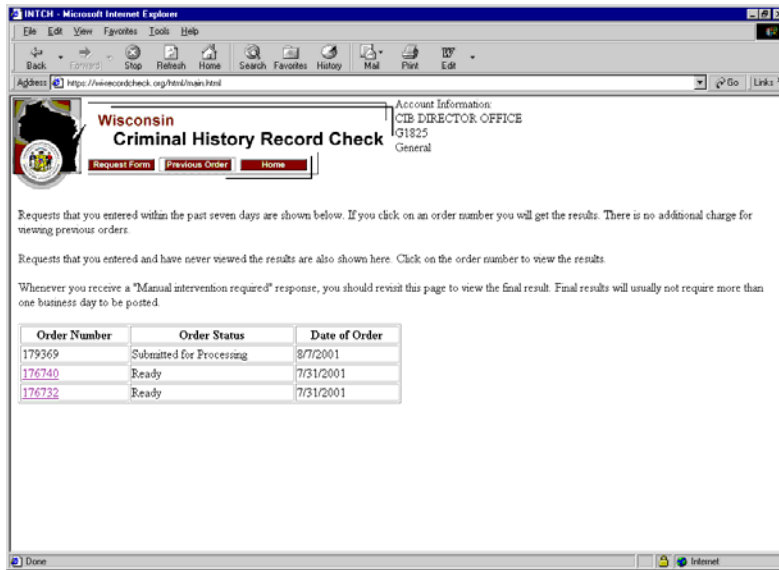


previous order screen

View a Response

Individual requests appear in the order in which they were submitted (see *criminal history response*). The caption in the *Type of Return* field is a hyperlink which will provide the user with the search result for each inquiry. Click on the hyperlink to open the link. Then, using your browser software's *Print* button, you may print the response.

Manual Interventions are normally completed no later than the next working day.



criminal history response

Response types and reading responses are covered later in this help manual.

Response Types

Your inquiry will return one or more of five possible responses:

No Criminal History

You may click on this link and a page will be displayed with the information you entered and a statement No criminal history found. You may print this page by selecting the print option of your web browser software. Use the *Back* button to return to the response screen.

Review CIB Record

You may click on this link and view the CIB record. The record may be printed by using the print option of your software. Use the *Back* button to return to the response screen.

Manual Intervention

This response indicates that more than one possible match has been found based on the information you entered. Staff at CIB will review the possible records and select the one which most closely matches the information you entered, or determine that none of the records match. Manual interventions are reviewed hourly at CIB during business hours. The proper response will be selected and posted back to the website no later than the next business day. It may be obtained by selecting the *View Previous Order* menu option. The result will be posted to the website under your account number

and will be available for the next thirty days. If not checked within that time, it will expire and can only be accessed by re-entering the information.

Juvenile Adjudication Report

This response is only returned when the request type is daycare AND there is a responses from a file containing information on juveniles having been adjudicated delinquent as reported by Wisconsin courts. The offenses reported by the courts are usually basis for disqualification from functioning as a daycare provider. You should review the report and compare charges against the list of disqualifying offenses as provided by the Department of Health and Family Services. Use the *Back* button to return to the response screen.

DHS/DRL Results

This response is only provided for caregiver or daycare requests. The response lists the results from the search of the abuse registry at the Department of Health Services. If applicable, the Department of Regulation and Licensing will respond with results from a credential licensing query. Use the *Back* button to return to the response screen.

Because of the format in which these responses are returned, you must be using either Netscape version 6.1 or higher, Microsoft Internet Explorer version 6.0 or higher, or Internet Explorer version 5.5 with the XML Parser 3.0 patch. If the IBIS caregiver letter has no name in the associated spaces, you are using a browser that does not support the response format.

Credit Card Transactions

New Search or Review Results?

When using a credit card to access criminal history background checks, your next option is to determine whether you wish to perform a new name search or review results of a prior search. See *select option* screen.

If you choose to view a prior search, enter the 16 digit order number in the previous order number box. Previous searches are available for viewing for 30 days from the date of the order.

If you choose to perform a new name search, select your search type; general, caregiver or daycare. If you are conducting a daycare request, enter the Daycare ID number you were assigned by the Department of Children and Families.

Please note, all background checks done by credit card are charged at the general rate of \$13.00, or \$16 for caregiver or daycare searches. When using a credit card, no verification may be done as to the type of requestor, so only the general public rate is available.



Wisconsin Criminal History Record Check

[Record Checks](#)[CIB Home](#)[DOJ Home](#)

Welcome to

Wisconsin Department of Justice

CIB Record Checks

You may start here to perform a Wisconsin Criminal History record check. This site allows you to pay the search fee with your **credit card**.

If you intend to do numerous searches over an extended period of time, you might consider setting up an account with the Department of Justice CIB Record Check Unit. For information to help you set up an account, click [here](#).

Perform a new name search

Please select a request type:

For Daycare requests, please enter your DHFS ID below:

or

Review results of a prior search

Please enter your 16-digit result number below:

[Continue](#)

[Instructions](#)

[Reset](#)

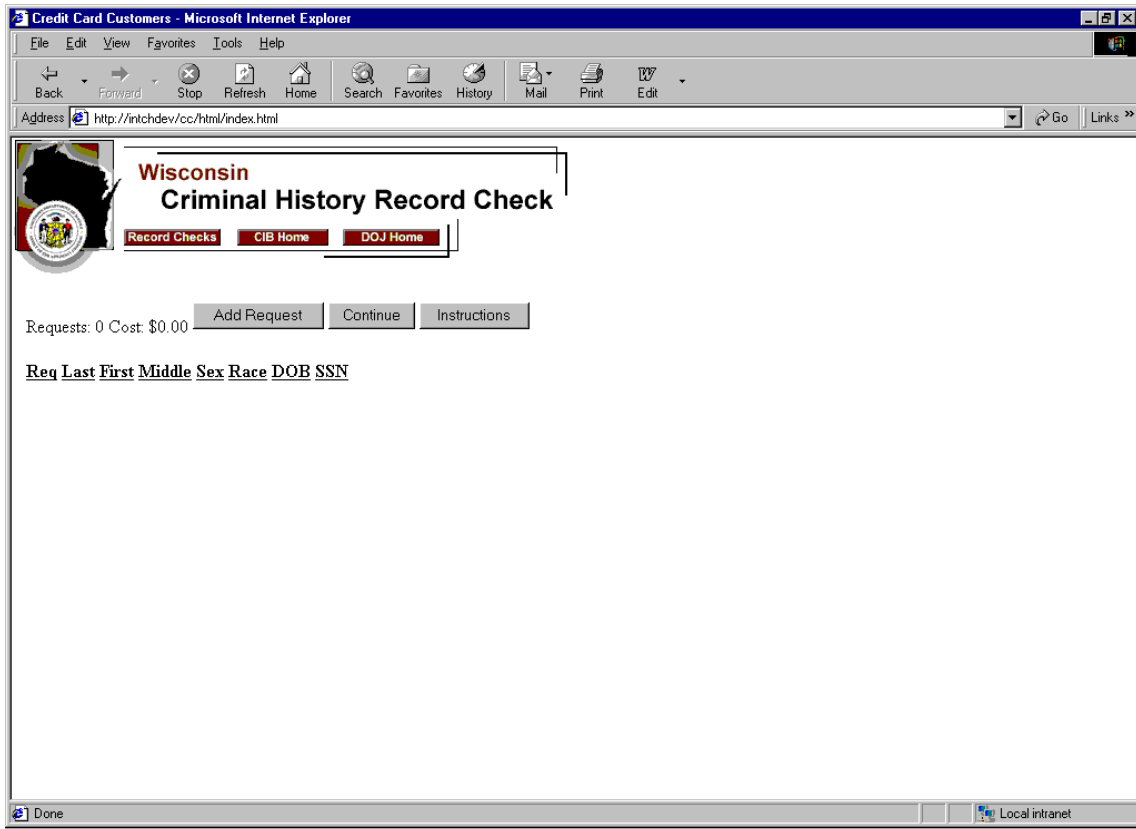
select option

Perform a new name search

The process for entry of data for either account or credit card transactions is almost identical.

Enter a new request

If you select this option, the application takes the user to a page which lists the information keyed and the amount that will be charged for the transactions. When you begin, this page should show 0 requests and \$0.00 costs, as seen on the *blank request screen*. To begin keying requests, click the *Add Request* button.



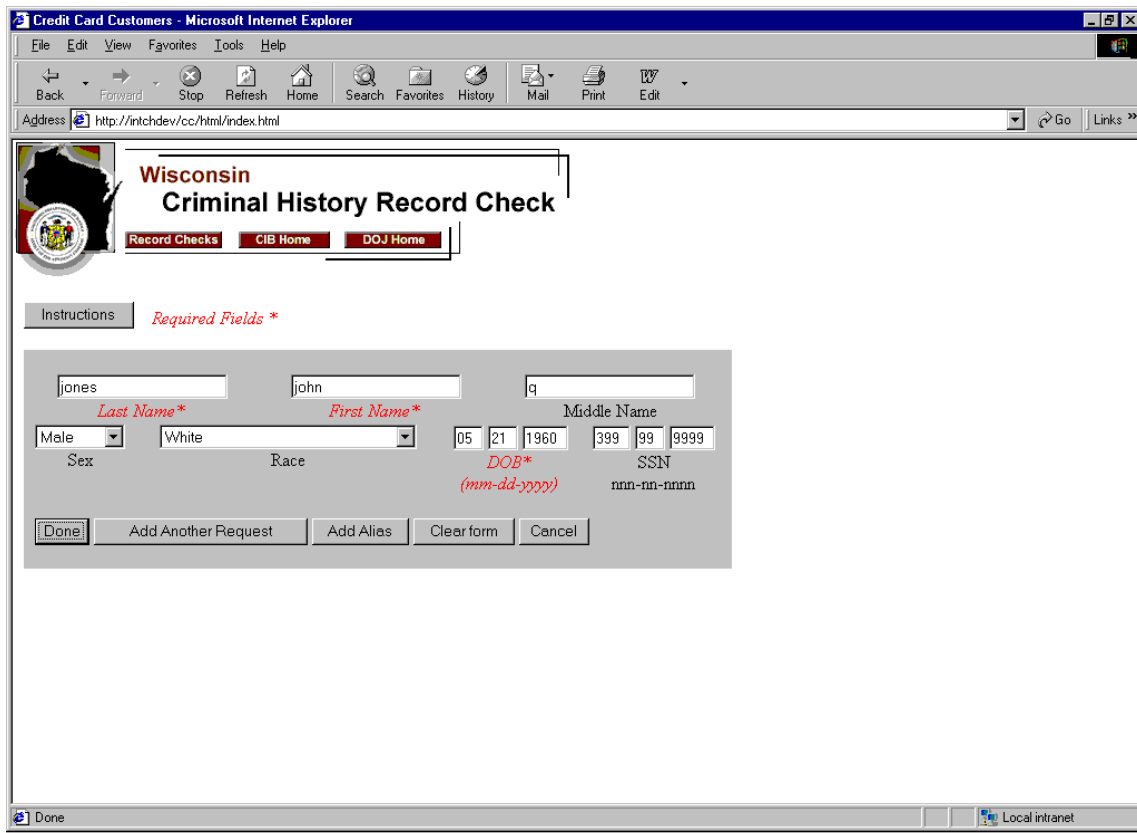
blank request screen

Add Request

The mandatory minimum fields are labeled in red as displayed on the *data entry screen*. Those mandatory fields are: last name, first name, sex and date of birth. These fields are not case sensitive.

Social Security number should be included for caregiver and daycare checks.

The more information submitted, the more extensive the search and the more precise any match will be.



data entry screen

Options on this page are:

- *Done* - returns user to request summary page
- *Add Another Request* - displays another blank request screen with fields for name, sex, race, date of birth and social security number
- *Add Alias* - displays an alias name screen with name only fields. There are no additional fees for searches of alias or maiden names
- *Clear form* - removes the information entered on the form
- *Cancel* - closes the add request screen without saving changes

***Required Fields Last and First Name, sex and race (even if using unknown) and date of birth.**

Add Alias

When you have keyed in the name, click *Add Alias* if you need to include aliases or maiden names with the inquiry. You may click *Done* or *Add Another Request* to submit more names.

Look at the *alias/maiden name entry screen*. You may enter aliases or maiden names for the subject of your inquiry. The fields will be filled with the name information keyed into the original request. Type over whichever field need to be changed. There is no additional fee for an alias name search, however, only the name information may change. Changes cannot be made on the alias entry screen for sex, race, date of birth or social security number.

Instructions

jones <i>Last Name*</i>	john <i>First Name*</i>	q Middle Name	
M Sex	W Race	5-21-1960 <i>DOB*</i> <i>(mm-dd-yyyy)</i>	399-99-9999 SSN

Aliases/Maiden Name/Other Names Used

<u>Last Name</u>	<u>First Name</u>	<u>Middle Name</u>	
jackson	john	q	
Done	Add Another Alias	Clear form	Cancel

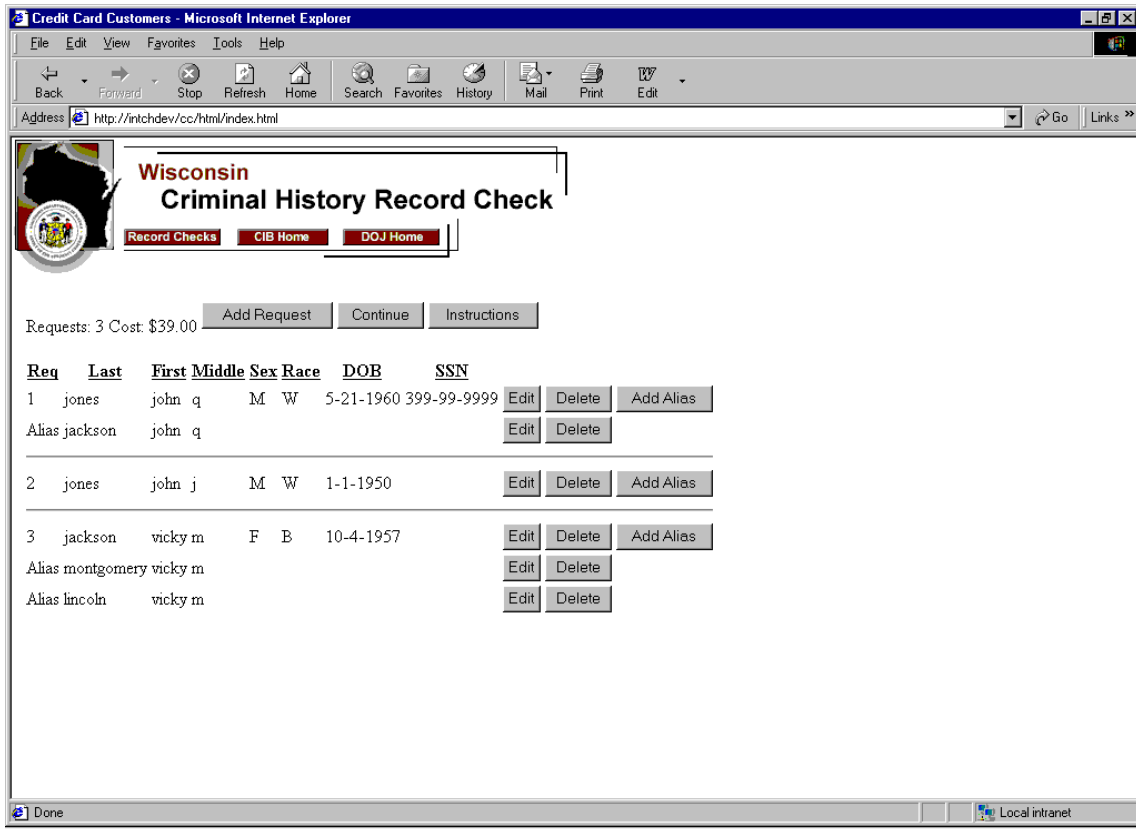
alias/maiden name entry screen

Options on this page are:

- *Done* - returns user to the request summary page
- *Add Another Alias* - displays another alias name box for additional aliases or maiden names
- *Clear form* - clears information from alias name form without closing form
- *Cancel* - closes alias name box without saving data entered

Verify Requests

When you are finished entering names and click the *Done* button, the *request verification screen* will appear.

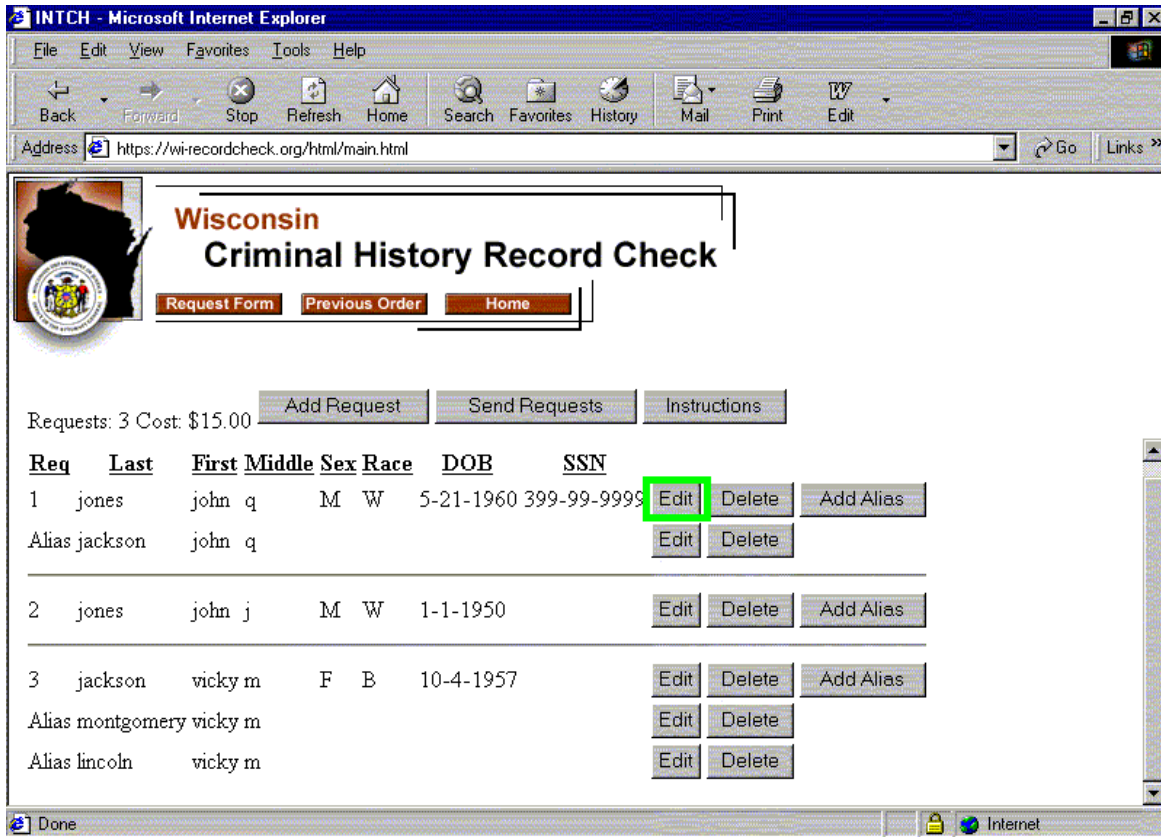


request verification screen

You now see the names you have entered, along with any aliases or maiden names. The number of requests is displayed along with the total cost for this submission. This is the amount that will be charged to your credit card. You may edit or delete any of the inquiries by clicking the appropriate button next to the inquiry.

Edit Request

Click *EDIT* button (see *edit name screen*) for the appropriate name, make changes and click *DONE* button. In this example, the user will edit John Q. Jones (highlighted *EDIT* button for demonstration purposes only).

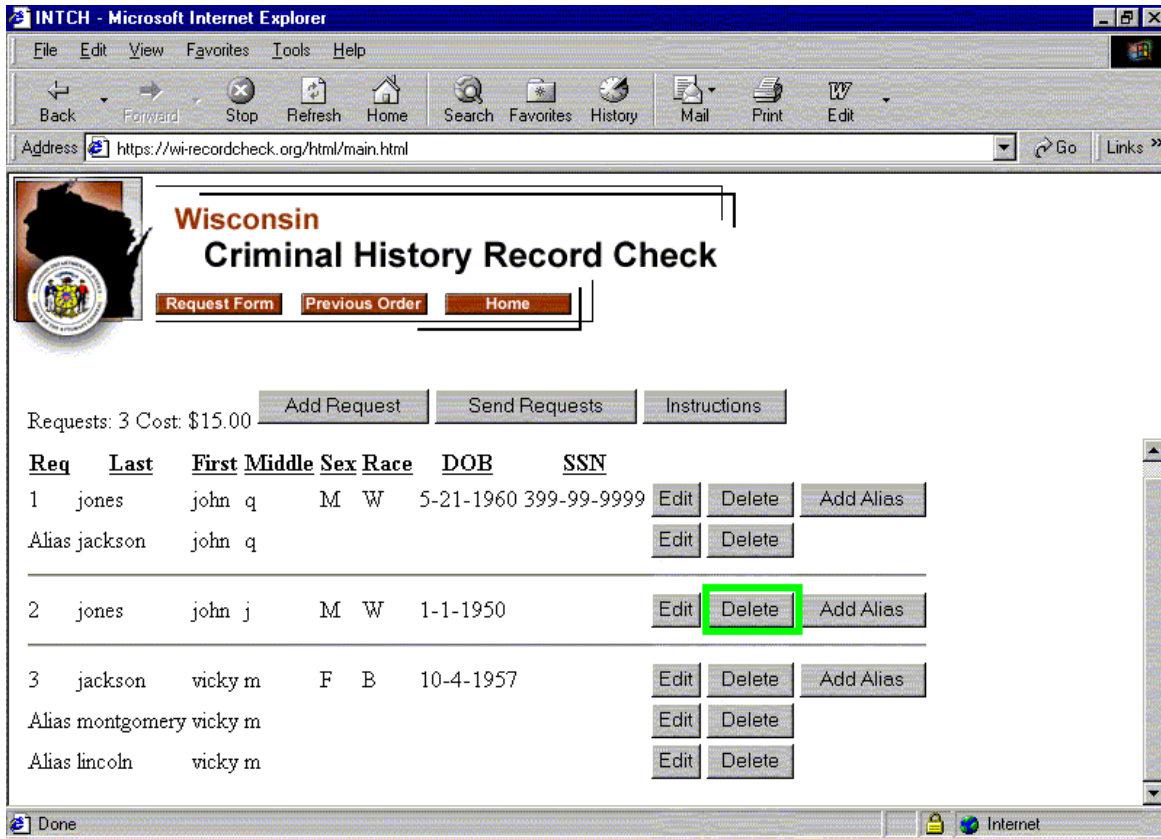


edit name screen

The *Edit* button will take the user back to the name data entry screen with the completed information filled in the fields. Change the information necessary and click *Done*.

Delete Request

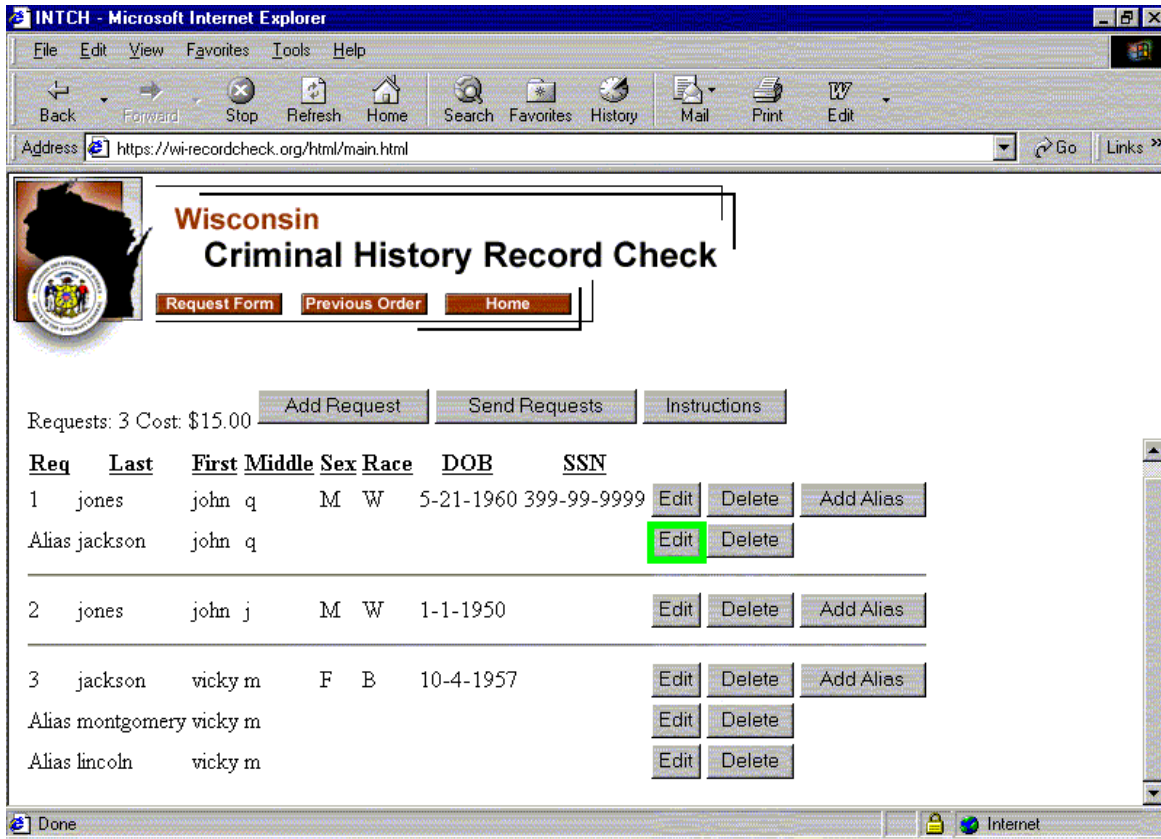
Click appropriate *DELETE* button (see *delete name*) for the name you wish to delete. The user is choosing to delete John J. Jones (highlighted *DELETE* button for demonstration purposes only).



delete name

Edit Alias

Click *EDIT* button (see *edit alias/maiden name*) for the appropriate alias, make changes and click *DONE* button. This user has chosen to edit the alias of John Q. Jackson used by John Q. Jones (highlighted *EDIT* button for demonstration purposes only).



edit alias/maiden name

The *Edit* button will take the user back to the alias entry screen with the completed information filled in the fields. Change the information necessary and click *Done*.

Delete Alias

Click appropriate *DELETE* button (see *delete alias/maiden name*) for the alias you wish to delete. The user is deleting the John Q. Jackson alias from the John Q. Jones request (highlighted *DELETE* button for demonstration purposes only).

Wisconsin Criminal History Record Check

Request Form Previous Order Home

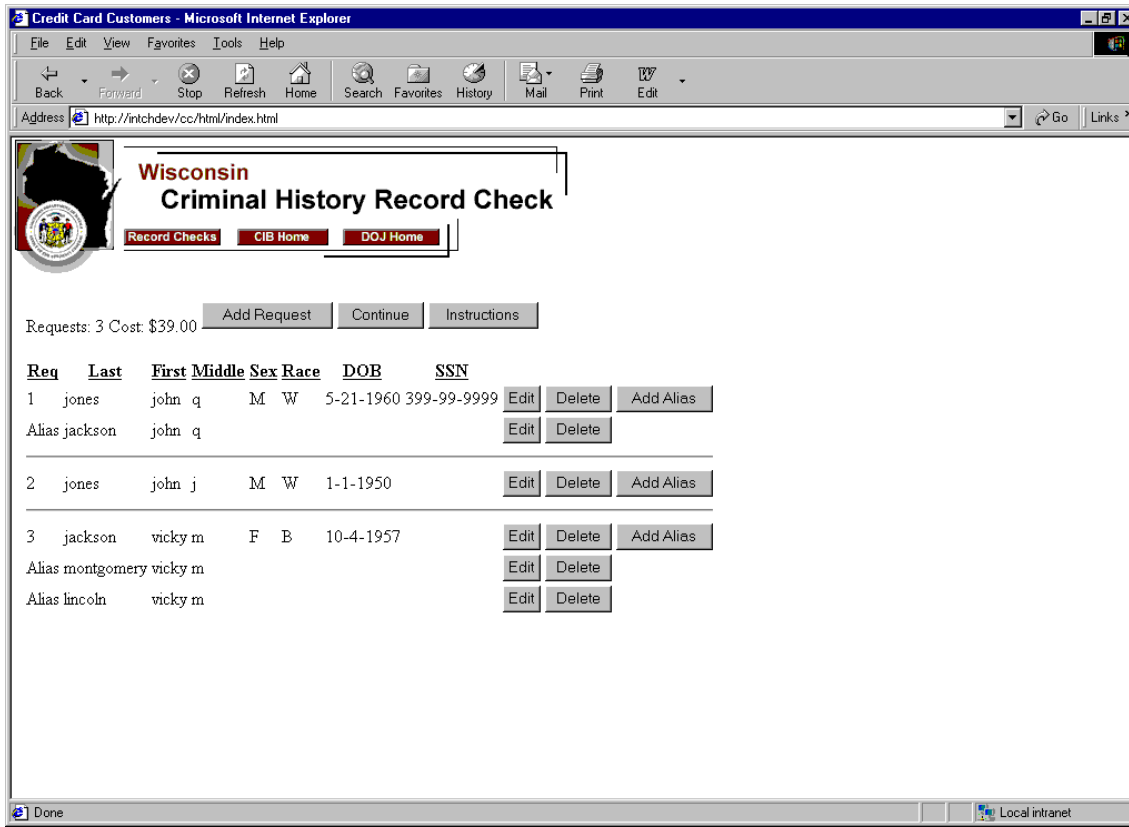
Requests: 3 Cost: \$15.00 Add Request Send Requests Instructions

Req	Last	First Middle	Sex	Race	DOB	SSN			
1	jones	john q	M	W	5-21-1960	399-99-9999	Edit	Delete	Add Alias
	Alias jackson	john q					Edit	Delete	
2	jones	john j	M	W	1-1-1950		Edit	Delete	Add Alias
3	jackson	vicky m	F	B	10-4-1957		Edit	Delete	Add Alias
	Alias montgomery vicky m						Edit	Delete	
	Alias lincoln vicky m						Edit	Delete	

delete alias/maiden name

Submit Requests

When everything on the screen is correct as shown on *completed request screen* click the *CONTINUE* button. The information entered is the responsibility of the submitter. Clicking the *Continue* button submit a charge to your credit card. At this point the names entered cannot be changed, edited or deleted.



completed request screen

Enter Credit Card Information

The amount for the requested transactions will appear on the top of the next page. If the fee charged is not acceptable, you should not continue.

The user is now asked to supply information for the credit card to which the transactions will be charged. At this time, only Master Card and Visa are accepted.

Information entered on this screen should match the billing information for the credit card account. If it does not, the transaction will be rejected. This is to alleviate unauthorized persons from using your credit card if all they have is the credit card number

No credit card information is maintained by the Department of Justice. Credit card information is sent to our credit card vendor and DOJ receives either an approval or denial. User name and address is maintained by the Department of Justice for 90 days to assist in any billing problems.

If the fee stated on the top of the page is acceptable, complete the credit card information and click *Confirm Transaction*. (see *verify amount and enter credit card information*)



Record check billing total

Number of names searched	2
Cost per name searched	\$15.50
Total amount to apply to your credit card	\$31.00

Please enter the following information so that we may process this charge to your credit card. The Department of Justice will maintain *only* your name and address for 90 days in the event that you require assistance relating to this transaction. Credit card type and number will be used only to authorize the charge and will not be kept.

Please enter the following information exactly as it appears on your credit card statement. Incomplete or incorrect information may result in our inability to proceed with your search request.

First Name:
Last Name:
Address:
City, State, Zip: WI -

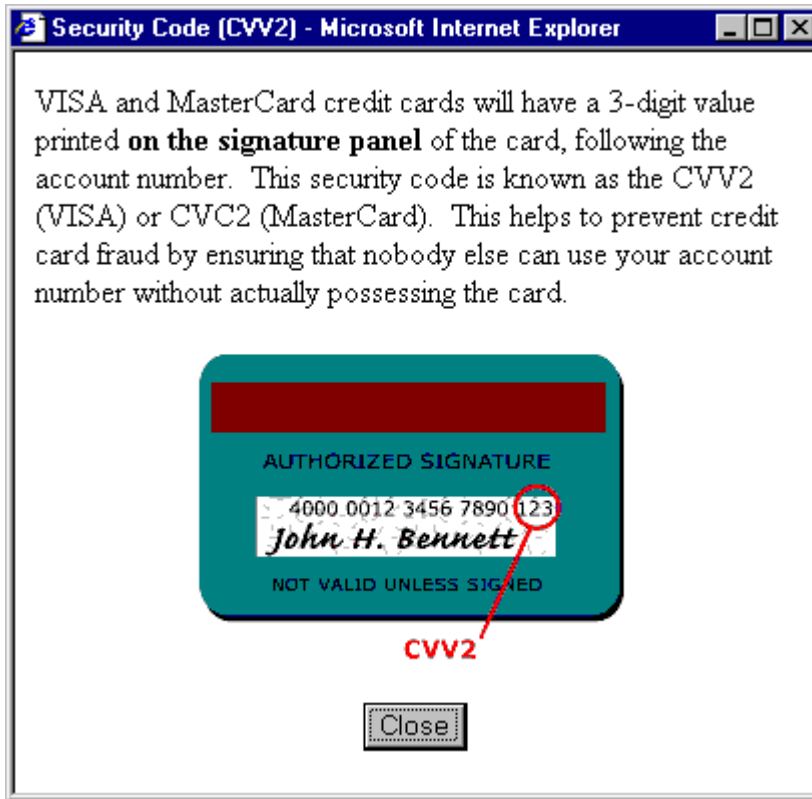
Credit Card Type:  
Account number: (Do not enter the dashes or spaces)
[Security Code:](#)
Expiration Date: /

verify amount and enter credit card information

Enter Security Code

As part of the credit card verification process, the user will be asked for the security code from the back of the credit card. This number has become standard for all recently issued credit cards. By using all available security precautions, the Department of Justice is able to process credit card transactions without additional fees being assessed to credit card customers.

See *credit card security code* for information on your credit card security code.



credit card security code

Order Confirmation

Once you click the *Confirm Transaction* button, in a few moments a screen similar to the one in *order confirmation screen* will appear.

Your results may take a few minutes to process, depending upon the number of names entered and the commonality of those names. For example, 15 names searched with common last names like "Smith" or "Jones" will take longer than one, more distinct name like "Verylongname".

IMPORTANT: The Result number is your receipt!

For future access to your results, please:

Print this page

or

Write down your result number

or

Send yourself an email with an Internet link to your results.

Email address:

You may review the results now by clicking on the Result Number - [0422023300012229](#), or later by returning to the [Credit Card Search home page](#) and entering the Result Number. Your results will be available for viewing for fourteen days after your request has been submitted.

The fee below will be applied to your credit card (authorization number N59032).

Number of names searched	3
Cost per name searched	\$13.00
Total billed to your credit card	\$39.00

order confirmation screen

This screen gives you the order number associated with your inquiry. Order numbers are available for thirty (30) days and may be revisited an unlimited number of times during that thirty day period.

There are numerous ways of viewing the response to your inquiry.

- Click on the *Order Number*. The number is a hyperlink which will allow you to view your order
- Enter the *Order Number* on the first screen after selecting *Credit Card* as your request type (see figure).

No Confirmation or Order Number Received

If you submit your request and receive no response, you should contact the Record Check Unit with the information submitted to see if the transaction was received by our server. The application automatically debits your credit card when the requests are received. If you resubmit requests and the initial submissions were received and processed, you will be paying twice for the same information.

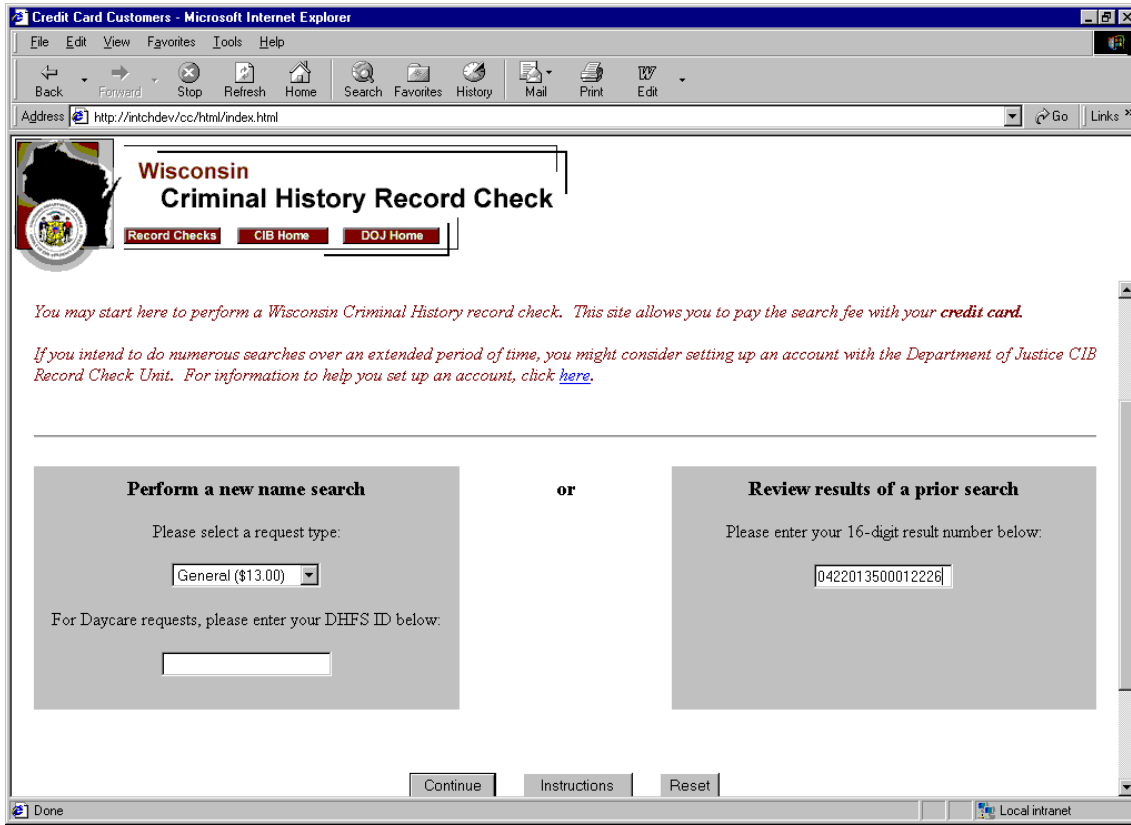
If the request was received but due to a communications problem in returning the confirmation, staff at the record check unit can provide you with your order number to allow you to view the response. Any problems should be reported by calling (608) 264-6363 or by email to intch@doj.state.wi.us.

View a Previous Order

All previous orders may be viewed for thirty (30) days from the date of inquiry. In order to view a previous credit card order, the user *must have* the order number associated with the request.

The complete order number must be entered on the screen *review a previous order*. If the request is more than 30 days old, the user will not be granted access.

Once you have entered the order number, click *Continue* to proceed.

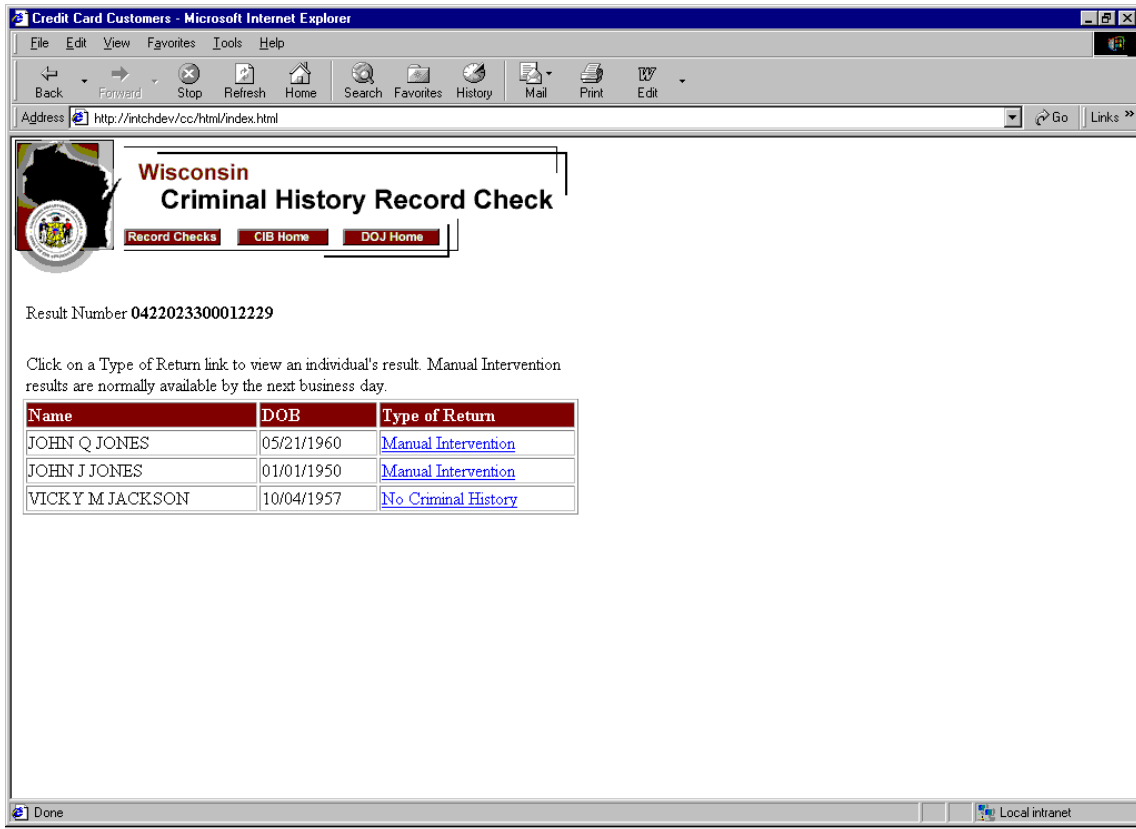


review a previous order

View a Response

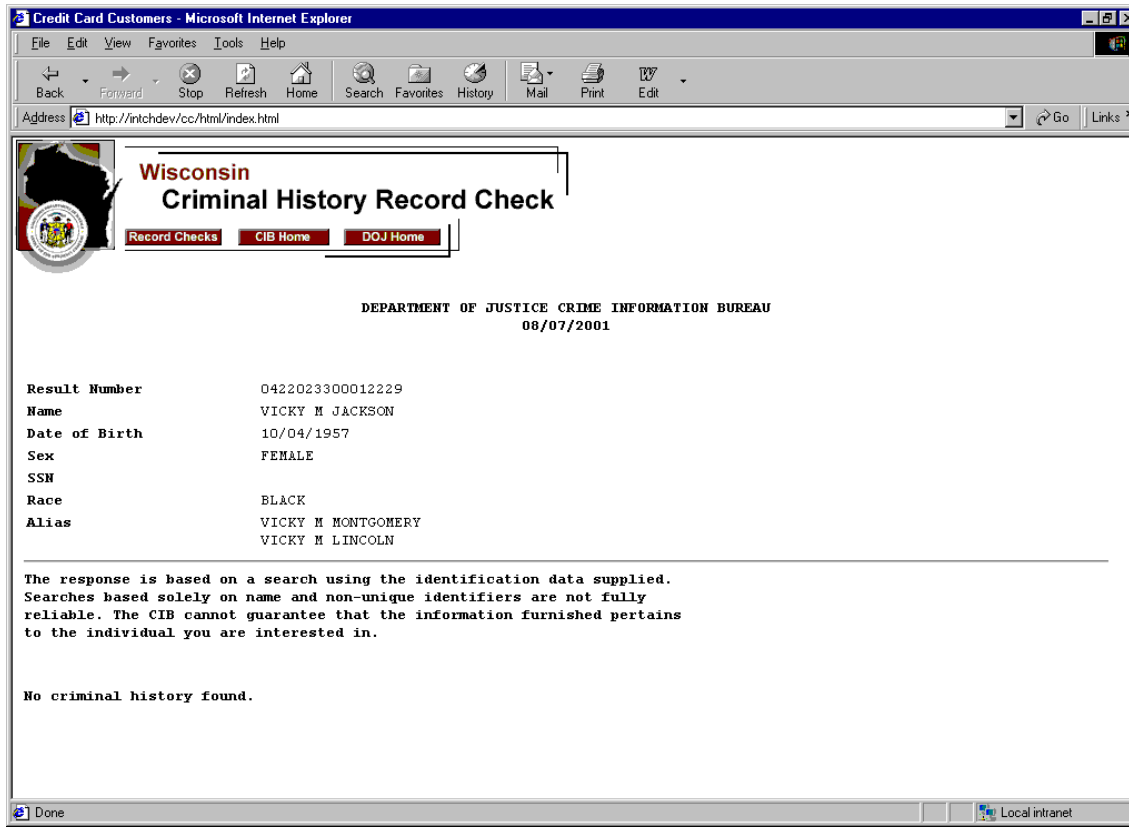
Individual requests appear in the order in which they were submitted (see *credit card response screen*). The caption in the *Type of Return* field is a hyperlink which will provide the user with the search result for each inquiry. Click on the hyperlink to open the link. Then, using your browser software's *Print* button, you may print the response.

Manual Interventions are normally completed no later than the next working day.



credit card response screen

The sample in figure *search response* is a typical response. To print the result, simply use the print function on your web browser software. Click on the hyperlink response to view the information returned for your inquiry. Clicking on *manual intervention* will return an error message. Review manual intervention only after the intervention has been completed and a different type of return is displayed.



search response

Response types and reading responses are covered later in this help manual.

Response Types

Your inquiry will return one or more of five possible responses:

No Criminal History

You may click on this link and a page will be displayed with the information you entered and a statement No criminal history found. You may print this page by selecting the print option of your web browser software. Use the *Back* button to return to the response screen.

Review CIB Record

You may click on this link and view the CIB record. The record may be printed by using the print option of your software. Use the *Back* button to return to the response screen.

Manual Intervention

This response indicates that more than one possible match has been found based on the information you entered. Staff at CIB will review the possible records and select the one which most closely matches the information you entered, or determine that none of the records match. Manual interventions are reviewed hourly at CIB during business hours. The proper response will be selected and posted back to the website no later than the next business day. It may be obtained by entering your order number to review response results. Prior results will be posted to the website under your order number and will be available for the next thirty days. If not checked within that time, it will expire and can only be accessed by re-entering the information.

Juvenile Adjudication Report

This response is only returned when the request type is daycare AND there is a responses from a file containing information on juveniles having been adjudicated delinquent as reported by Wisconsin courts. The offenses reported by the courts are usually basis for disqualification from functioning as a daycare provider. You should review the report and compare charges against the list of disqualifying offenses as provided by the Department of Health and Family Services. Use the *Back* button to return to the response screen.

DHS/DRL Results

This response is only provided for caregiver or daycare requests. The response lists the results from the search of the abuse registry at the Department of Health Services. If applicable, the Department of Regulation and Licensing will respond with results from a credential licensing query. Use the *Back* button to return to the response screen.

Because of the format in which these responses are returned, you must be using either Netscape version 6.1 or higher, Microsoft Internet Explorer version 6.0 or higher, or Internet Explorer version 5.5 with the XML Parser 3.0 patch. If the IBIS caregiver letter has no name in the spaces provided, you are using a browser that does not support the response format.

Interpreting Responses

No Criminal History

DEPARTMENT OF JUSTICE CRIME INFORMATION BUREAU
08/16/2000

Order Number	10581
Name	JOANNA Q. CITIZEN
Date of Birth	11/11/1966
Sex	FEMALE
Race	UNKNOWN
Alias	

The response is based on a search using the identification data supplied. Searches based solely on name and non-unique identifiers are not fully reliable. The CIB cannot guarantee that the information furnished pertains to the individual you are interested in.

No criminal history found.

Based on the information entered, no match was found in the database.

All inquiries and matches are based on the information you submitted. If the person has a record under a maiden name and you did not include the other name(s) with your inquiry, a match may not be made unless there is another unique identifier match, such as social security number. No returned records are based solely on matching social security numbers without other corroborating information.

****Note that all colored text and connecting arrows are for demonstration purposes in this instructional document. Criminal information returned from the database is sent as normal black-on-white text. No graphics connect identification information sent to identification data returned, or arrest charges to disposition data.**

Review CIB Record

Exact Match

DEPARTMENT OF JUSTICE CRIME INFORMATION BUREAU

10/06/2010
Order Number : 2567596

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

Name SYLVESTER T CAT
Date of Birth 04/04/1946
Sex M
Race CAT

Wisconsin Criminal History

Report Date: 10/06/2010

Convicted Felon

WISCONSIN IDENTIFICATION DATA

THE RESPONSE IS BASED ON A SEARCH USING THE FINGERPRINT IDENTIFICATION DATA SUPPLIED. SEARCHES BASED SOLELY ON NON-UNIQUE IDENTIFIERS ARE NOT FULLY RELIABLE. THE BUREAU DOES NOT GUARANTEE THAT THE INFORMATION FURNISHED PERTAINS TO THE INDIVIDUAL YOU ARE INTERESTED IN.

SUBJECT TO 111.33 TO 111.36, SECTION 111.321 OF THE WISCONSIN STATUTES PROHIBITS ACTS OF EMPLOYMENT DISCRIMINATION BASED ON RACE AND CONVICTION RECORDS. APPLICANTS SHOULD BE NOTIFIED OF THIS RIGHT TO CHALLENGE THE ACCURACY AND COMPLETENESS OF INFORMATION CONTAINED IN A CRIMINAL RECORD BEFORE A FINAL DETERMINATION IS MADE. CHALLENGES SHOULD BE SUBMITTED TO THE CRIME INFORMATION BUREAU ON FORM DJ-LE-247 AND MAY REQUIRE A REQUEST FOR FINGERPRINT COMPARISON.

THIS RESPONSE MAY NOT SHOW ALL ARRESTS FOR THIS INDIVIDUAL. HOWEVER ALL INFORMATION PROVIDED TO THE STATE RECORDS BUREAU IS INCLUDED IN THIS RESPONSE.

RECORD LAST UPDATED: 06/06/2007

Identification Criminal History Contributing Agencies Your Request

IDENTIFICATION

SYLVESTER T CAT

Male / Cat
Born in Wisconsin ; Citizen of USA
04/04/1946, 04/05/1946, 01/01/1956, 06/24/1969,
01/01/1941, 04/04/1947
4'11" 075lbs Brown Eyes ; Brown Hair
Dane County Humane Society, Madison, WI as
of 01/01/1960

FBI: Unknown
STATE ID: WI415506
EMPLOYER: Unknown
OCCUPATION: Unknown
OFFENDER NOTICE: Convicted Felon

ALIAS NAMES/FRAUDULENT DATA:

Alias Names: POLAR G BEAR POLAR BEAR
BUGS BUNNY SYLVESTER TROUBLE
CAT
MUNCH CHEWEY AUGIE DOGGIE
ELMER FUDD ALWAYS TROUBLE IN
TOMMY TOOTHACHE B J TRAVIS

PHOTO INFORMATION:
04/25/1997 WI0410000 Milwaukee County Sheriff
01/02/1997 WI0415000 Milwaukee Police Department
WI013035Y WI CIB Identification Section

Based on the information you entered, the subject of the inquiry is a match. Note the matches in the record returned on the lower right.

However, you need to carefully compare the information you entered against the information in the record. You should examine name, date of birth and other identifiers in making your comparison.

If this does not appear to be the subject of your inquiry, please carefully check all the information returned. If the last name does not match, but first and middle names, along with date of birth do match, the record was probably submitted under a maiden or alias name. To verify, you should ask the individual if they ever went by the name on the record. Any maiden or alias names reported on arrest fingerprint cards will be included in the response and used in the search. If a social security number is submitted it is used in help verify the match. However social security numbers are no longer returned in the response.

If your subject insists they are not the same person, you may proceed under the section Obtaining a Clear Record later in this file.

Non-Exact Match

DEPARTMENT OF JUSTICE CRIME INFORMATION BUREAU

10/06/2010
Order Number : 2567596

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

Name	ELMO FOOD
Date of Birth	04/04/1969
Sex	M
Race	UNKNOWN

Wisconsin Criminal History

Report Date: 10/06/2010

Convicted Felon

WISCONSIN IDENTIFICATION DATA

THE RESPONSE IS BASED ON A SEARCH USING THE FINGERPRINT IDENTIFICATION DATA SUPPLIED. SEARCHES BASED SOLELY ON NON-UNIQUE IDENTIFIERS ARE NOT FULLY RELIABLE. THE BUREAU DOES NOT GUARANTEE THAT THE INFORMATION FURNISHED PERTAINS TO THE INDIVIDUAL YOU ARE INTERESTED IN.

SUBJECT TO 111.33 TO 111.36, SECTION 111.321 OF THE WISCONSIN STATUTES PROHIBITS ACTS OF EMPLOYMENT DISCRIMINATION BASED ON CRIMINAL RECORDS. APPLICANTS SHOULD BE NOTIFIED OF THIS RIGHT TO CHALLENGE THE ACCURACY AND COMPLETENESS OF INFORMATION CONTAINED IN A CRIMINAL RECORD BEFORE A DETERMINATION IS MADE. CHALLENGES SHOULD BE SUBMITTED TO THE CRIME INFORMATION BUREAU ON FORM DJ-LE-247 AND MAY BE RESOLVED BY REQUEST FOR FINGERPRINT COMPARISON.

THIS RESPONSE MAY NOT SHOW ALL ARRESTS FOR THIS INDIVIDUAL. HOWEVER ALL INFORMATION PROVIDED TO THE STATE RECORDS DIVISION IS INCLUDED IN THIS RESPONSE.

RECORD LAST UPDATED: 06/06/2007

Identification Criminal History Contributing Agencies Your Request

IDENTIFICATION

ELMER FUDD

Male / White
Born in Wisconsin ; Citizen of USA
04/04/1969
5'11" 075lbs Brown Eyes ; Bald Hair
Dane County Humane Society, Madison, WI as of 01/01/1960

Alias Names/Fraudulent Data

FBI: Unknown
STATE ID: WI415506
EMPLOYER: Unknown
OCCUPATION: Unknown
OFFENDER NOTICE: Convicted Felon

ALIAS NAMES/FRAUDULENT DATA:
Alias Names: GREAT HUNTER

PHOTO INFORMATION:
04/25/1997 WI0410000 Milwaukee County Sheriff
01/02/1997 WI0415000 Milwaukee Police Department
WI013035Y WI CIB Identification Section

****Note the different caveat following the information entered and the record returned.**

Based on the information you entered, the subject of this record may be the person on whom your inquiry was based. There may be slight variation between the information you entered and the information in this record.

It is imperative that you compare the information you entered against the information in the record. You should examine name, date of birth, and other identifiers in making your comparison.

In this case, the year of birth differs by one year. This may be a typographical error on the information submitted to the Department of Justice, or erroneous information submitted at the time of arrest. The inquiry used a race code of unknown while the record indicates a race.

Some responses returned may contain matches on first and middle name, date of birth and social security. This may indicate the record is maintained under a maiden name that was not included in your inquiry. Social security numbers are not included in the response but are used for comparison if submitted.

Many records have multiple names, dates of birth and social security numbers included. This may be to known alias names being submitted by the arresting agency, or multiple arrest fingerprint cards being submitted with different information on each. If that is the case, the fingerprints have been positively identified as belonging to the same person, even if submitted under different names.

If this response is not the subject of your inquiry, this information is the best match in our database. Running the inquiry again will not produce different or a no record result. The only positive method of identification is by submission of a fingerprint card.

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.

Juvenile Adjudication

Report of juvenile adjudications that would disqualify subject from working in a daycare setting. This report is available for daycare checks only. Access by other requestors to this information is prohibited by law.

DHS/DRL Results

Reply from Department of Health Services or Department of Regulation & Licensing. This response is only provided when a caregiver or daycare search is requested. Response information is from the Wisconsin Caregiver Misconduct Registry maintained by the Department of Health Services or the Professional Credential database maintained by the Department of Regulation & Licensing.

Verifying a Match

Confirmation of Match Through Fingerprints

All arrest information received by the Department of Justice and forwarded to the Federal Bureau of Investigation is based on the submission of an arrest fingerprint card.

Upon receipt of an arrest fingerprint card, the fingerprints are compared to those on file, both at the state and federal level, to see if the person already has a file in either database. If there is a previous record, the new arrest information is added to the existing record. If there is no match, a new file is created based on the information on the fingerprint card.

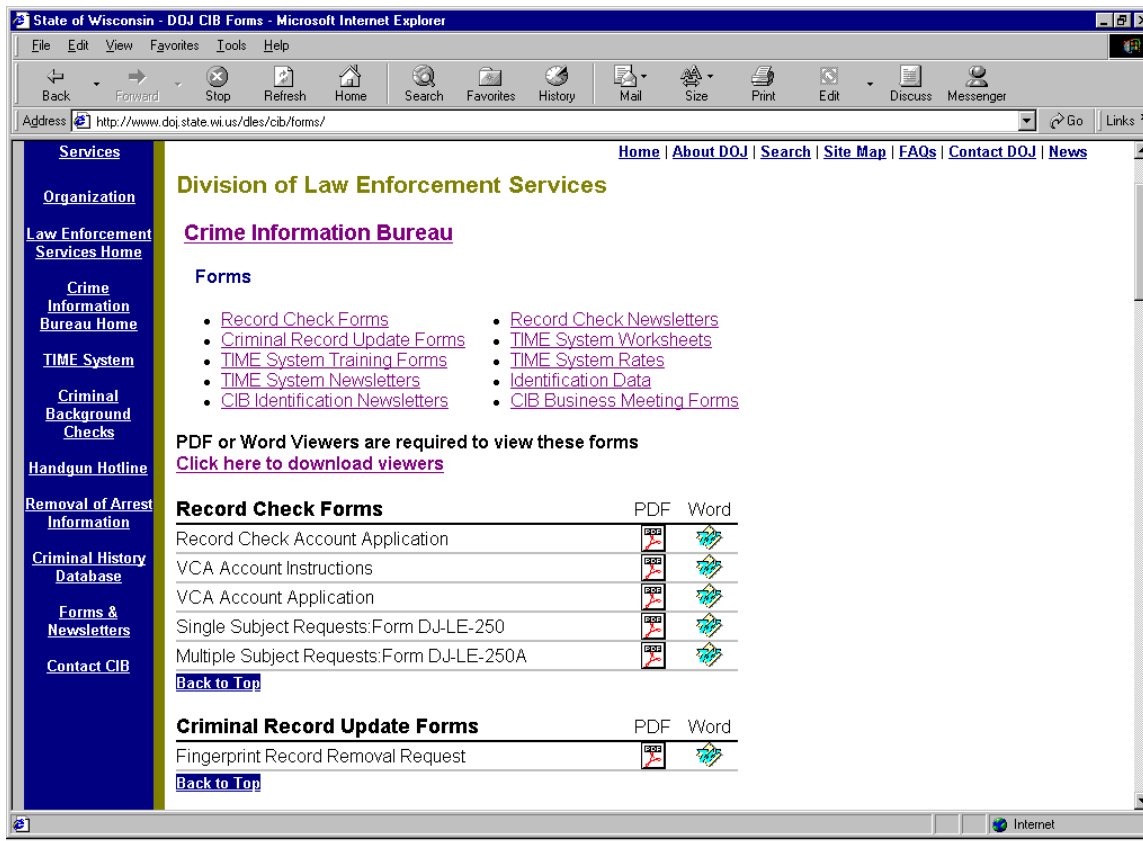
Although the name search is quite accurate, the only certain means of determining if the information returned on the name search is subject of the record is by the comparison of fingerprints.

If the person the background check is conducted on states that the criminal history information returned is not theirs, a fingerprint comparison can be done. You must submit the *Wisconsin Criminal History Single Name Record Request*. Included on this request must be a rolled impression of the right index finger. Any local law enforcement agency should be able to help your subject in obtaining this impression. If for some reason, such as injury or amputation the right index finger cannot be used, another finger may be substituted. Please indicate which finger was used on the form.

There is no fee for this fingerprint comparison as long as it is requested within six months of the initial inquiry. If not requested within that time period, the normal background check fees apply.

Fingerprint searches will not be performed as the initial means of searching the database unless Wisconsin statutes allow fingerprint-based background checks for the background check required for your submission type.

The *Wisconsin Criminal History Single Name Record Request* form may be found on our website, www.doj.state.wi.us/dles/cib/forms (see *online forms page*).



online forms page

Reading a Criminal Record

Identification Segment

DEPARTMENT OF JUSTICE CRIME INFORMATION BUREAU

07/11/2001

Order Number 169481
Name JOHN Q. CITIZEN
Date of Birth 01/01/1950
Sex MALE
Race WHITE
Alias

Based on the above descriptors, no exact match can be found in CIBs computerized criminal history database. Some criminals are known to use a variety of alias names, dates of birth, and social security numbers. Also, normal data collection and keying processes lead to variation in subject descriptors. The following record is within the known range of variation and is available to you for your review. Be aware, however, that this record may not belong to the subject of your inquiry.

Report Date: July 11, 2001

Public Access

*** FELONY OFFENDER ***

*** REGISTERED SEX OFFENDER ***

WISCONSIN IDENTIFICATION DATA

Name:

JOHN QUINCY CITIZEN

Aliases:

JOHN Q. CITIZEN
QUINCY CITIZEN
ALFRED G. NORTHWIND

Sex: **Race:** **Date Of Birth:** **Height:**

MALE WHITE January 1, 1951 6 FT.00IN.
January 8, 1951

Weight: **Hair:** **Eyes:**

157 LBS. BROWN BROWN

Place Of Birth: **Citizenship:** **Fingerprint Class:**

WISCONSIN USA P06312P013PI6911CI13

State Ident No.: **FBI No.:**

WI 38176 553622R7

Palm Print Taken: **Photo At CIB:**

NO YES

Occupation:

SALESMAN

Employer:

FULLER BRUSH COMPANY

Residence:

1401 WEST MAIN ST, ANYTOWN WI, -

Miscellaneous Comments:

Criminal Justice Summary Data

First Adult Arrest Date: January 21, 1976
Last Adult Arrest Date: November 20, 1993
Total Adult Arrests: 3
Total Custodies: 5

In this record, John Quincy Citizen has used several names and dates of birth when arrested on different occasions. This is not an exact match due to the date of birth returned not matching the date of birth submitted with the request.

Citizen's first adult arrest was 01/21/76 and his last 11/20/93. The file contains 3 arrest events and 5 custody events. The record also displays both a felony offender and registered sex offender flag.

Record Flags and Notations

Felony Offender

This record notation indicates the subject of the record has been convicted of a felony offense in the State of Wisconsin.

Registered Sex Offender

Certain convicted persons, based on the circumstances of their offense are required to register with the state as sex offenders. This registration is required for certain convictions and may be ordered in other convictions if the sentencing court determines the underlying conduct was sexually motivated and the best interests of the public are served by requiring the person to register.

However, there may be circumstances under which a registered sex offender residing in the state does not have a criminal record with the State of Wisconsin. The sex offender may have been convicted in another state and moved to Wisconsin without transferring their registration; the underlying offense may have occurred prior to 1971 when all arrests were reported directly to the FBI and not the state; or, an arrest fingerprint card for the subject was never submitted.

A complete background check should always include a search of the sex offender website maintained by the Wisconsin Department of Corrections at <http://offender.doc.state.wi.us/public>.

DNA Sample Has Been Taken For Subject

Any person convicted of a felony in Wisconsin is required to provide a sample of their DNA for the state's DNA database. This notation indicates that requirement has been satisfied.

This is a State of Wisconsin Triple I Record

Triple I or III, is the Interstate Identification Index or national criminal history database maintained by the Federal Bureau of Investigation. This notation indicates that there is a record for this subject in the FBI database, but that record consists only of information submitted by the State of Wisconsin and no information from any other state.

This is a portion of a multi-state record

This notation indicates that the subject of your search also has arrest information on file with the FBI from states other than Wisconsin.

Under most circumstances information from the FBI record is not available. In order to obtain information from the FBI, fingerprints must be submitted under a federal law or a Wisconsin statute approved by the United States Attorney General.

If a Wisconsin Record does not contain either notation, it does not necessarily mean that no other record exists for the subject. It merely means that any Wisconsin record has not been automatically linked to a record at the FBI.

Arrest Transactions

Disposition Reported

Cycle No. 7
=====

Arrest/Charge Data

Name Used: JOHN QUINCY CITIZEN
Date Of Birth: January 1, 1951
Date Of Arrest: August 28, 1989
Arrest Type: ADULT ONLY
Arrest Tracking No.:
Arresting Agency: WI0790100 ANYTOWN POLICE DEPARTMENT
Arrest Case Number: 89-1354
Local ID Number: 5704
Contributing Agency: WI0790000 ANYWHERE SHERIFFS DEPARTMENT
Booking Case Number: 1-22692
Local Photo: YES
Local Palm Print: NO

Arrest Charges:


01 940.225(2)(A) 2ND DEGREE SEXUAL ASSAULT/USE OF FORCE
NCIC 1199 Counts: 1 Felony August 28, 1989
02 940.19(1) BATTERY
NCIC 1315 Counts: 1 Unspecified August 28, 1989

Court Data

Court: WI079000J ANYWHERE CO CIRCUIT COURT
Court Case Number: 98-CF-137
Prosecuting Agency: WI079000A ANYWHERE CO DISTRICT ATTY
DA Case Number:
Arrest Tracking No.:

Charges Disposed Of:

01 940.225(2)(A) 2ND DEGREE SEXUAL ASSAULT/USE OF FORCE
NCIC 1199 Counts: 1 Felony
January 22, 1990 CONVICTED
Sentence: January 22, 1990
PRISON
Begin Date: January 22, 1990
Length: 10 YEARS
02 940.19(3)(A) BATTERY TO ELDERLY PERSON
NCIC 1399 Counts: 1 Unspecified
January 22, 1990 CONVICTED
Sentence: January 22, 1990
PRISON
Begin Date: January 22, 1990
Length: 2 YEARS
Remark: CONSECUTIVE

	<p>03 943.10(1)A NCIC 2299 January 22, 1990</p>	<p>COUNTS: 1</p>	<p>BURGLARY-BUILDING OR DWELLING Felony CONVICTED</p>
	<p>Sentence:</p>		<p>January 22, 1990 PRISON</p>
	<p> Begin Date:</p>		<p>January 22, 1990</p>
	<p> Length:</p>		<p>10 YEARS</p>
	<p> Remarks:</p>		<p>CONSECUTIVE</p>

In cycle 7 of Citizen's record, he was arrested by Anytown Police Department and booked by Anywhere County Sheriff's Department on August 28, 1989. He was charged with Second Degree Sexual Assault with the Use of Force, a felony. In addition, Citizen was also charged with Battery for which the submitting agency did not specify the severity. These offenses are numbered 01 and 02.

In the Disposition segment, dated 01/22/90 submitted by Anywhere County Circuit Court, Citizen was convicted of the offense of Second Degree Sexual Assault by Use of Force as charged in offense 01. The sentence was 10 years in prison.

On offense 02, rather than being convicted of Battery [ss940.19(1)] as charged by the arresting agency, Citizen was convicted of Battery to an Elderly Person [ss940.19(3)(A)] as charged by the District Attorney. Upon his conviction, Citizen was sentenced to 2 years in prison consecutive to any other sentence.

In addition, the District Attorney also charged Citizen with a third offense (03) of Burglary to a Building or Dwelling. Citizen was convicted of this felony count and sentenced to 10 years in prison consecutive to any other sentence.

On multiple offenses, use the charge number to connect the charge to the disposition. If a single offense charge results in more than one count of that offense being charged, there may be multiple dispositions for that charge.

No Disposition Reported

Cycle No. 4

=====

Arrest/Charge Data

Name Used: QUINCY CITIZEN
Date Of Birth: January 1, 1951
Date Of Arrest: March 6, 1981
Arrest Type: ADULT ONLY
Arrest Tracking No.:
Arresting Agency: WI0790000 ANYWHERE COUNTY SHERIFF
Arrest Case Number:
Local ID Number:
Contributing Agency: WI0790000 ANYWHERE COUNTY SHERIFF
Booking Case Number: 224-81
Local Photo: YES
Local Palm Print: NO

Arrest Charges:

01	940.30		FALSE IMPRISONMENT	
	NCIC 1099	Counts: 1	Unspecified	March 6, 1981
02	943.23		OPERATE VEHICLE WITHOUT CONSENT	
	NCIC 2411	Counts: 1	Unspecified	March 6, 1981
03	943.13		CRIMINAL TRESPASS LAND	
	NCIC 5707	Counts: 1	Unspecified	March 6, 1981

This cycle indicates three arrest charges but no dispositions have been reported. In order to obtain dispositions in cases such as these, you may wish to contact the Clerk of Court for the county in which the offense occurred, the arresting agency or, for more recent cases, you may check the CCAP website.

No Prosecution

Cycle No. 6
=====

Arrest/Charge Data

Name Used: JOHN Q. CITIZEN
Date Of Birth: January 1, 1951
Date Of Arrest: January 15, 1989
Arrest Type: ADULT ONLY
Arrest Tracking No.:
Arresting Agency: WI0790100 ANYTOWN POLICE DEPARTMENT
Arrest Case Number:
Local ID Number:
Contributing Agency: WI0790100 ANYTOWN POLICE DEPARTMENT
Booking Case Number: 491-89
Local Photo: YES
Local Palm Print: NO

Arrest Charges:

→ 01 947.01 DISORDERLY CONDUCT
939.62 HABITUAL CRIMINALITY
NCIC 5311 Counts: 1 Misdemeanor January 15, 1989

Court Data

Court:
Court Case Number:
Prosecuting Agency: WI079000A ANYWHERE CO DISTRICT ATTY
DA Case Number:
Arrest Tracking No.:

Charges Disposed Of:

→ 01 947.01 DISORDERLY CONDUCT
939.62 HABITUAL CRIMINALITY
NCIC 5311 Counts: 1 Misdemeanor
January 23, 1989 NO PROSECUTION

On this arrest for Disorderly Conduct with an enhancer for a Habitual Criminal, the Anywhere County District Attorney's office decided not to prosecute the offense and no conviction resulted.

Reasons to prosecute may vary. The prosecutor may determine there is insufficient evidence to convict. However, the prosecutor may also have entered into an informal deferred prosecution agreement with the subject. If the subject completes the terms of the agreement, the prosecutor does not prosecute.

Multiple Dispositions

Cycle No. 1
=====

Arrest/Charge Data

Name Used: JOHN Q. CITIZEN
Date Of Birth: January 1, 1951
Date Of Arrest: October 21, 1979
Arrest Type: ADULT ONLY
Arrest Tracking No.:
Arresting Agency: WI0790100 ANYTOWN PD
Arrest Case Number:
Local ID Number:
Contributing Agency: WI0790100 ANYTOWN PD
Booking Case Number: L6648
Local Photo: YES
Local Palm Print: NO

Arrest Charges:

01	947.01 NCIC 5311	Counts: 1	DISORDERLY CONDUCT Unspecified	October 21, 1979
02	943.14 NCIC 5707	Counts: 1	CRIMINAL TRESPASS TO DWELLING Unspecified	October 21, 1979
03	940.225(3M) NCIC 1117	Counts: 1	4TH DEGREE SEXUAL ASSAULT Unspecified	October 21, 1979

Court Data

Court: WI079000J ANYWHERE CO CIRCUIT COURT
Court Case Number:
Prosecuting Agency:
DA Case Number:
Arrest Tracking No.:

Charges Disposed Of:

01	947.01 NCIC 5311 January 13, 1980	Counts: 1	DISORDERLY CONDUCT Unspecified DISMISSED
02	943.14 NCIC 5707 January 13, 1980	Counts: 1	CRIMINAL TRESPASS TO DWELLING Unspecified NO PROSECUTION
03	947.01 NCIC 5311 February 9, 1980	Counts: 1	DISORDERLY CONDUCT Unspecified CONVICTED

Sentence: February 9, 1980
PROBATION
Begin Date: February 9, 1980
Length: 6 MONTHS

In this arrest of October 21, 1979, John Q. Citizen was arrested by the Anytown Police Department. The police department indicates the arrest charges are:

01. Disorderly Conduct
02. Criminal Trespass to Dwelling
03. 4th Degree Sexual Assault

The disposition for these offenses, as reported by Anywhere County Circuit Court showing a disposition date of January 13, 1980 are:

01. Disorderly Conduct - Dismissed
02. Criminal Trespass to Dwelling - No Prosecution
03. 4th Degree Sexual Assault - Convicted of Disorderly Conduct

On the conviction, Citizen was sentenced to six months on probation.

Custody Transactions

Prison Custody

Cycle No. 8

=====

Prison Intake

Received Date: January 25, 1990
Arresting Agency: WI0780100 WAUPUN CORRECTIONAL INSTITUTION
Agency: WI0780100 WAUPUN CORRECTIONAL INSTITUTION
Inmate Name: JOHN QUINCY CITIZEN
Date Of Birth: January 1, 1951
Inmate ID No.:
Booking Case Number: 11111-A
Arrest Tracking No.:
Date Of Custody: January 25, 1990
Local Photo: YES
Remarks: 06/23/00 MANDATORY RELEASE
11/01/00 RETURN TO DODGE CORRECTIONAL INSTITUTION

Custody Charges:

01 SEX ASSAULT SECOND DEGREE
Unspecified
Counts: 1 CONFINED
Sentence: January 25, 1990
PRISON
Length: 10 YEARS

02 BATTERY
Unspecified
Counts: 1 CONFINED
Sentence: January 25, 1990
PRISON
Length: 2 YEARS
Remarks: CONSECUTIVE, CONCURRENT

03 BURGLARY
Unspecified
Counts: 1 CONFINED
Sentence: January 25, 1990
PRISON
Length: 10 YEARS

This cycle reflects Citizen's prison reception and custody at the Waupun Correctional Institution for the offenses reflected in cycle 7 under the Disposition Reported section for Arrest Transactions.

Hold for other Jurisdiction

Cycle No. 5
=====

Held Over

Received Date: November 3, 1982
Arresting Agency: WI0810000 SOMEWHERE COUNTY SHERIFF
Agency: WI0810000 SOMEWHERE COUNTY SHERIFF
Inmate Name: JOHN Q. CITIZEN
Date Of Birth: January 1, 1951
Inmate ID No.:
Booking Case Number: 48196
Arrest Tracking No.:
Date Of Custody: November 3, 1982
Local Photo: YES

Custody Charges:

01 FAILURE TO APPEAR
Non-criminal
Counts: 2 TURNED OVER TO COURT

On Cycle 5, Citizen was picked and held by the Somewhere County Sheriff's Department on 2 counts of Failure to Appear. The disposition on this custody transaction is simply Turned over to Court.

Cycles such as these normally refer back to other offenses that are already in the database. In this case, Citizen failed to appear for court on an earlier arrest reported in a previous cycle. Other custody transactions include failure to pay a previously ordered fine or arrest for a detention order from the subject's probation or parole agent.

Routine dispositions reported in custody transaction are HOLD FOR or TURNED OVER TO (TOT) followed by the agency the subject is being held for or turned over to. Examples are:

- Hold for Anywhere County Sheriff
- Hold for Probation & Parole
- TOT Probation Agent

Record Terminology

The following phrases are used commonly in criminal history records.

Acquitted

The defendant has been found not guilty by a judge or jury.

Amended

The charge has been amended to a different offense.

Case Closed (CCAP Disposition)

The Circuit Court Automation Program interface has indicated the case is closed but has provided no additional information.

Case Reopened

The case has been reopened by the court. If no additional disposition information is provided the case is still pending.

Conditional Probation

Whenever any person who has not previously been convicted of any drug offense relating to controlled substances or controlled substance analogs, narcotic drugs, marijuana or stimulant, depressant or hallucinogenic drugs, pleads guilty to or is found guilty the court, without entering a judgment of guilt and with the consent of the accused, may defer further proceedings and place him or her on probation upon terms and conditions. Upon fulfillment of the terms and conditions, the court shall discharge the person and dismiss the proceedings against him or her. Discharge and dismissal under this section shall be without adjudication of guilt and is not a conviction. There may be only one discharge and dismissal with respect to any person.

Confined

The subject of the record was incarcerated in a detention facility.

Consolidate With

This charge has been consolidated with the case/charge listed.

Convicted

The subject of the record was found guilty by the court.

Court Ordered Expungement

Pursuant to rules of the Supreme Court, the sentencing court has ordered the court case in this matter expunged or sealed. This court expungement may or may not qualify for removal from the record at the Department of Justice.

Cycle

Each cycle indicates a fingerprint card was submitted for the subject of the record.

Dismissed

The charge was dismissed by the court or prosecutor.

Dismissed Consolidated with Another Charge

The court has dismissed the charge in this case but the charge has been consolidated into another court case.

Dismissed Diversion Program

The court has dismissed the charge based on the defendant's successful completion of a diversion program.

Dismissed Read In

The court has dismissed the charge but the circumstances of this offense have been read into the court record with some other offense.

Dismissed Restitution Ordered

The court has dismissed the charge based on the defendant's agreement to pay restitution to the persons ordered by the court.

Dismissed Read In with Restitution Order

The court has dismissed the charge, reading the circumstances of the offense into the court record with some other offense, and order to defendant to pay restitution as ordered by the court.

Disposition Not Reported

The Circuit Court Automation Program has reported one or more dispositions in a cycle but contains no information to report for other offenses in the same cycle.

Felony

A criminal offense which carries a maximum possible penalty of more than one year incarceration.

Fine

A monetary penalty imposed in a criminal case.

Forfeiture

A monetary penalty imposed in a non-criminal case.

Held Open

The charge is being held open by order of the court.

Hold For

The subject is being held in custody for the criminal justice agency indicated.

Hold for Court

Subject is being held pursuant to an order of the court, most often for failure to appear.

Incompetent to Stand Trial

The defendant lacks substantial mental capacity to understand the proceedings or assist in his or her own defense.

Intensive Sanctions

A form of probation that is more restrictive involving several components based on public safety considerations and the need for punishment and treatment.

Jail

Incarceration in a county jail.

Judgment Withheld

The defendant has entered a plea of other than not guilty, but the court is not entering a judgment of guilt at this time.

Misdemeanor

A criminal offense which carries a maximum possible penalty of less than one year incarceration.

Non-Criminal

A non-criminal offense which does not carry a possible sentence of incarceration.

No Prosecution

The prosecutor in the case decided not to file charges.

No Prosecution Diversion Program

The subject has agreed to enter some type of diversion program pursuant to an agreement with the prosecutor not to file charges.

No Prosecution Read In

The prosecutor has not filed charges but has read in the circumstances of this offense into the court record with some other offense.

No Prosecution Restitution Ordered

The subject has agreed to pay restitution pursuant to an agreement with the prosecutor not to file charges.

No Prosecution Read In with Restitution

The prosecutor has not filed charges but has read in the circumstances of this offense into the court record with some other offense and the subject has agreed to pay restitution for this offense.

Not Guilty by Reason of Mental Defect

A judge or jury determined the defendant committed the offense, but for lack of mental capacity the defendant was not responsible for their actions.

Prison

Incarceration in the Wisconsin State Prison System under the supervision of the Department of Corrections.

Reopened

The case was reopened by the court. If no disposition information is listed after the case was reopened the case is still pending.

Sentence Withheld

The defendant has been convicted by the court, but the court is not imposing a final sentence at this time. A lesser sentence is imposed usually involving the defendant completing various components. If these components are not completed satisfactorily, the defendant will be ordered to appear before the court for sentencing.

Stayed

A sentence has been ordered but stayed and a lesser sentence imposed usually involving the defendant completing various components. If these components are not completed satisfactorily, the original sentence may be imposed.

Turned Over To

The subject was detained, held for and had custody transferred to the criminal justice agency indicated.

Unspecified

The submitting agency did not specify the severity of the offense charged, whether felony, misdemeanor or non-criminal.

Waived to Adult Court

The subject was arrested and charged as a juvenile, but after a waiver hearing the court has determined the subject will be tried as an adult.

Waived Extradition

When a subject is arrested on a warrant from another state, the subject has the right to contest that warrant in a court in this state. In this case the subject has waived extradition and is returned to the state issuing the warrant.

Youthful Offender Act

When a person is under the age of 21 at the time of the commission of an offense for which the person has been found guilty in a court for violation of a law for which the maximum penalty is imprisonment for one year or less in the county jail, the court may order at the time of sentencing that the court record be expunged upon successful completion of the sentence if the court determines the person will benefit and society will not be harmed by this disposition.

Reading FBI Response

A search of the FBI criminal history database may be conducted when authorized by federal law or a state statute approved by the United States Attorney General. These searches are conducted by the submission of applicant fingerprint cards. Name searches are not permitted.

FBI No Record Response

The following is an FBI *no record* response.

CIVIL APPLICANT RESPONSE

ICN IFCS0002000012144546 CIDN OCA G1155³
CITIZEN, JOHN Q¹ W 505 1960/01/01²
MNU SOC SEX M
FPC
HENRY CLASS API

WID0J000Z WI DOJ-CIVIL ONLY DATE FP
MADISON WI 2006/03/06
⁴A SEARCH OF THE FINGERPRINTS ON THE ABOVE INDIVIDUAL HAS FAILED TO DISCLOSE
PRIOR ARREST
DATA. CJIS DIVISION
2006/03/09 FEDERAL BUREAU OF INVESTIGATION

Fields:

1. Name
2. Date of Birth
3. OCA – May include your record check account number
4. No record response indicator

Other fields included on the original fingerprint submission may be included in the response, including social security number, sex, height and miscellaneous number.

FBI Identification Segment

UNITED STATES DEPARTMENT OF JUSTICE
FEDERAL BUREAU OF INVESTIGATION
CRIMINAL JUSTICE INFORMATION SERVICES DIVISION
CLARKSBURG, WV 26306

WID0J000Z
TCN 331060303009

THE FBI IDENTIFIED YOUR TEN-PRINT SUBMISSION WHICH CONTAINED THE FOLLOWING DESCRIPTORS:

NAME CITIZEN, JOANNA Q
DATE ARRESTED/FINGERPRINTED 2006/03/03

SEX	RACE	BIRTH DATE	HEIGHT	WEIGHT	EYES	HAIR
F	W	1966/11/11	501	150	BROWN	BROWN

STATE ID	BIRTH PLACE	CITIZENSHIP
	CALIFORNIA	UNITED STATES

OTHER BIRTH DATES	SCARS-MARKS-TATTOOS	SOCIAL SECURITY	MISC NUMBERS
NONE	NONE	888-88-8888	NONE

ALIAS NAME(S)
PUBLIC, JOANNA

As this search has been based on the fingerprints submitted, the information included in this response is the data that was submitted by the arresting agencies.

FBI Criminal History Record

The FBI criminal history record will be included with the identification segment. Sharing or misuse of this information is prohibited by federal law.

UNITED STATES DEPARTMENT OF JUSTICE
FEDERAL BUREAU OF INVESTIGATION
CRIMINAL JUSTICE INFORMATION SERVICES DIVISION
CLARKSBURG, WV 26306

WID0J000Z ICN IFCS0001000012155780

BECAUSE ADDITIONS OR DELETIONS MAY BE MADE AT ANY TIME, A NEW COPY SHOULD BE REQUESTED WHEN NEEDED FOR SUBSEQUENT USE.

THIS RECORD IS SUBJECT TO THE
FOLLOWING USE AND DISSEMINATION RESTRICTIONS

UNDER PROVISIONS SET FORTH IN TITLE 28, CODE OF FEDERAL REGULATIONS (CFR), SECTION 50.12, BOTH GOVERNMENTAL AND NONGOVERNMENTAL ENTITIES AUTHORIZED TO SUBMIT FINGERPRINTS AND RECEIVE FBI IDENTIFICATION RECORDS MUST NOTIFY THE INDIVIDUALS FINGERPRINTED THAT THE FINGERPRINTS WILL BE USED TO CHECK THE CRIMINAL HISTORY RECORDS OF THE FBI.

IDENTIFICATION RECORDS OBTAINED FROM THE FBI MAY BE USED SOLELY FOR THE PURPOSE REQUESTED AND MAY NOT BE DISSEMINATED OUTSIDE THE RECEIVING DEPARTMENT, RELATED AGENCY OR OTHER AUTHORIZED ENTITY. IF THE INFORMATION ON THE RECORD IS USED TO DISQUALIFY AN APPLICANT, THE OFFICIAL MAKING THE DETERMINATION OF SUITABILITY FOR LICENSING OR EMPLOYMENT SHALL PROVIDE THE APPLICANT THE OPPORTUNITY TO COMPLETE, OR CHALLENGE THE ACCURACY OF, THE INFORMATION CONTAINED IN THE FBI IDENTIFICATION RECORD. THE DECIDING OFFICIAL SHOULD NOT DENY THE LICENSE OR EMPLOYMENT BASED ON THE INFORMATION IN THE RECORD UNTIL THE APPLICANT HAS BEEN AFFORDED A REASONABLE TIME TO CORRECT OR COMPLETE THE INFORMATION, OR HAS DECLINED TO DO SO. AN INDIVIDUAL SHOULD BE PRESUMED NOT GUILTY OF ANY CHARGE/ARREST FOR WHICH THERE IS NO FINAL DISPOSITION STATED ON THE RECORD OR OTHERWISE DETERMINED. IF THE APPLICANT WISHES TO CORRECT THE RECORD AS IT APPEARS IN THE FBI'S CJIS DIVISION RECORDS SYSTEM, THE APPLICANT SHOULD BE ADVISED THAT THE PROCEDURES TO CHANGE, CORRECT OR UPDATE THE RECORD ARE SET FORTH IN TITLE 28, CFR, SECTION 16.34.

- FBI IDENTIFICATION RECORD -

WHEN EXPLANATION OF A CHARGE OR DISPOSITION IS NEEDED, COMMUNICATE DIRECTLY WITH THE AGENCY THAT FURNISHED THE DATA TO THE FBI.

NAME	FBI NO.	DATE REQUESTED
CITIZEN, JOANNA Q	111222XX3	2006/03/08

SEX	RACE	BIRTH DATE	HEIGHT	WEIGHT	EYES	HAIR	BIRTH PLACE
F	W	1966/11/11	501	115	BRO	BRO	CALIFORNIA

FINGERPRINT CLASS	PATTERN CLASS	CITIZENSHIP
08 52 01 06 13	RS LS RS RS RS LS RS RS RS LS	UNITED STATES
07 57 TT TT 05	WU AU AU AU WU AU AU AU	LS

END OF PART 1 - PART 2 TO FOLLOW

UNITED STATES DEPARTMENT OF JUSTICE
FEDERAL BUREAU OF INVESTIGATION
CRIMINAL JUSTICE INFORMATION SERVICES DIVISION
CLARKSBURG, WV 26306

WID0J000Z

ICN IFCS0001000012155780 PART 2

- FBI IDENTIFICATION RECORD - FBI NO-111222XX3

1-ARRESTED OR RECEIVED 1999/08/28 SID- CA09181918
AGENCY-SHERIFF'S OFFICE SAN DIEGO (CA0370000)
AGENCY CASE-89169866A
CHARGE 1-001 COUNTS OF INSUFICNT FUND-CHECK/ETC

COURT-SUPERIOR COURT EL CAJON (CA037023J)
CHARGE-476A A PC-INSUFFICIENT FUNDS CHECKS ETC
SENTENCE-
CONVICTED-PROB/JAIL -003YEARS
PROBATION -003DAYS JAIL -
RESTN

2-ARRESTED OR RECEIVED 2003/03/24 SID- WI1000001
AGENCY-SHERIFF'S OFFICE MADISON (WI0130000)
AGENCY CASE-030324191
CHARGE 1-DISORDERLY CONDUCT-DOMESTIC VIOLENCE
CHARGE 2-BATTERY-DOMESTIC VIOLENCE

COURT-CIRCUIT COURT BRANCH 17 MADISON (WI013023J)
CHARGE-947.01 DISORDERLY CONDUCT-DOMESTIC VIOLENCE
SENTENCE-
CONVICTED-PROB -001YEAR
PROBATION

CHARGE-940.19(1) BATTERY-DOMESTIC VIOLENCE
SENTENCE-
DISM

RECORD UPDATED 2006/03/08

Each arrest event indicates the arresting or booking agency (in red) and the charges (in blue). Each disposition segment indicates the adjudicating court (in green) and the disposition (in orange).

In cycle one, the arresting or booking agency is the Sheriff's Office in San Diego California. The arrest charge is Insufficient Funds Check. In Superior Court in El Cajon California the subject was convicted and sentenced to 3 days in jail and 3 years probation.

In cycle two, the arresting or booking agency is the Sheriff's Office in Madison Wisconsin. The arrest charges are Disorderly Conduct and Battery, both as Domestic Violence. In Branch 17 of Circuit Court in Madison the subject was convicted of Disorderly Conduct as Domestic Violence and placed on probation for 1 year. The Battery charge was dismissed.

All FBI criminal records follow a similar format.

Obtaining a Clean Record

Confirmation of No Match Through Fingerprints

If you are convinced that the record returned is not that of the individual for which you submitted the inquiry, you may obtain an updated response through the mail.

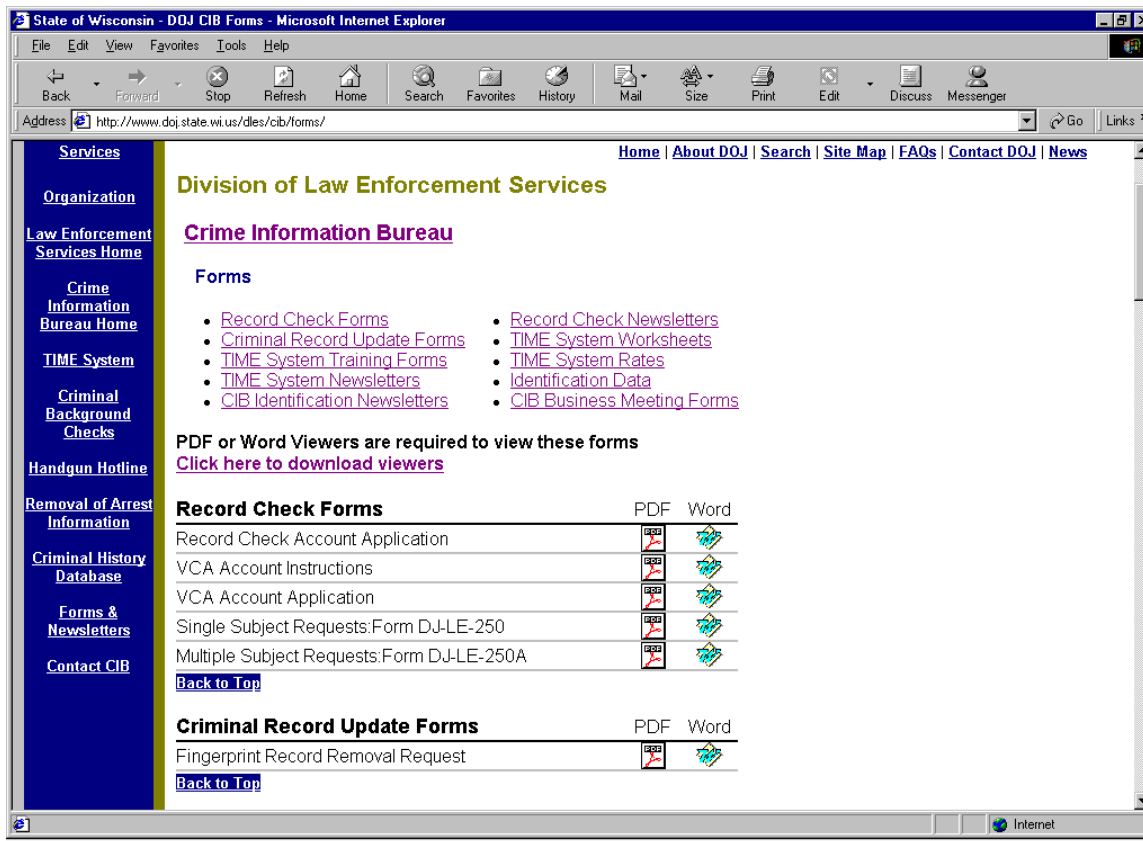
Any request for a clean record will be verified by the use of a fingerprint. You must submit the *Wisconsin Criminal History Single Name Record Request*. Included on this request must be a rolled impression of the right index finger. Any local law enforcement agency should be able to help your subject in obtaining this impression. If for some reason, such as injury or amputation the right index finger cannot be used, another finger may be substituted. Please indicate which finger was used on the form.

You should also include the copy of the record you received in response to your initial inquiry along with a cover letter explaining you or someone else is challenging the result of the name search. The fingerprints in this file will be compared against the fingerprint returned on the form. If the fingerprints do not match, the request form will be returned to you stamped *NO RECORD*. If the fingerprints do match, the form will be stamped *CRIMINAL RECORD ATTACHED* and will be returned with the original record.

There is no fee for this fingerprint comparison as long as it is requested within six months of the initial inquiry. If not requested within that time period, the normal background check fees apply.

Obtaining a clean record does not remove any information from the criminal record on file at the Department of Justice. The records maintained here are police records and may only be changed pursuant to state statute or with the permission of the submitting agency. Any person needing to go through this procedure to obtain a clean record should be aware that this situation will occur each time a background check is requested.

The *Wisconsin Criminal History Single Name Record Request* form may be found on our website, www.doj.state.wi.us/dles/cib/forms (see *online forms page*).



online forms page

Transaction Tips

Race Codes

Only those race codes listed in the application drop down box are available for use either on the website or if submitting a request through the mail.

Those race codes are:

A	Asian or Pacific Islander (a person having origins in any of the original peoples of the Far East, Southeast Asia, the Indian sub-continent or the Pacific Islands)
B	Black (a person having origins in any of the black racial groups of Africa)
I	American Indian or Alaskan Native (a person having origins in any of the original peoples of the Americas and who maintains cultural identification through tribal affiliations or community recognition)
W	White (a person having origins in any of the original peoples of Europe, North Africa or Middle East)
U	Unknown
Note	Hispanics should be entered with the race code most clearly representing the individual

Criminal history inquiries use the same standard race codes used by criminal justice agencies when submitting criminal history information. These codes have been standardized by the Federal Bureau of Investigation.

You may notice that Hispanic is not included in these codes. The FBI classifies Hispanic as an ethnic indicator, not a race.

If you use a race code of Unknown, make sure you check the race field on the record response you receive. The accuracy of the response returned depends entirely on the completeness and the accuracy of the information submitted.

Last Names

Maiden and Alias Names

All known previous last names, such as maiden names, should be included in the inquiry. If a arrest record was received under a maiden name, and no subsequent arrest record reported under the married or current name, a NO RECORD response may be returned.

Providing a social security number may prevent this from happening, providing a social security number was submitted with the arrest information under the maiden name.

Suffixes

Suffixes, such as Sr., Jr., II, III, etc. should not be included in the last name field. Additional information in the last name field will be included in the search criteria and may preclude possible matches.

If you are searching for JOHN SHITH SR., and enter the last name as SMITH SR., the last names will search for a last name of SMITHSR, instead of SMITH. This may preclude a possible match if SMITH SR has not been entered as either the last name or an alias name. By using a last name of SMITH, the date of birth field will be the deciding factor if several generations of JOHN SMITH are in the database.

This logic holds true for any last name suffix. Do not include them in your entry.

Hyphenated Last Names

When entering a search for someone with a hyphenated last name, the last name should be entered without a hyphen as one continuous name, rather than two names. Do not use a space when entering the continuous names.

SMITH-JONES should be entered as SMITHJONES, not either SMITH-JONES or SMITH JONES. This method of entering hyphenated names will provide the greatest opportunity of getting a match against the records in the database.

If SMITH-JONES is a married name where the maiden names was SMITH, you may also wish to conduct alias names searches on both SMITH and JONES. The information in the database depends on how arrest information is submitted. If arrest information was submitted using JONES as the last name, a search for SMITH or SMITHJONES will not return the record unless there is a match on another identifier, such as social security number.

Enter names to be searched as: Smithjones

- Enter alias of: Smith
- Enter alias of: Jones
- Do not enter as: Smith-Jones
- Do not enter as: Smith Jones

Criminal Record Codes

Sex

Code	Gender
F	Female
M	Male
U	Unknown

Race

Code	Race
A	Asian or Pacific Islander - a person having origins in any of the original peoples of the Far East, Southeast Asia, the Indian subcontinent of the Pacific Islands
B	Black - a person having origins in any of the black racial groups of Africa
I	American Indian or Alaskan Native - a person having origins in any of the original peoples of the Americas and who maintains cultural identification through tribal affiliations or community recognition
U	Unknown
W	White - a person having origins in any of the original peoples of Europe, North Africa, or Middle East

Place of Birth Codes

State Codes

Code	State
AK	Alaska
AL	Alabama
AR	Arkansas
AZ	Arizona

Code	State
CA	California
CN	Canadian
CO	Colorado
CT	Connecticut
DC	Dist. of Columbia
DE	Delaware
FL	Florida
GA	Georgia
HI	Hawaii
IA	Iowa
ID	Idaho
IL	Illinois
IN	Indiana
KS	Kansas
KY	Kentucky
LA	Louisiana
MA	Massachusetts
MD	Maryland
ME	Maine
MI	Michigan
MN	Minnesota
MO	Missouri
MS	Mississippi
MT	Montana
NB	Nebraska
NC	North Carolina
ND	North Dakota
NH	New Hampshire
NJ	New Jersey
NM	New Mexico
NV	Nevada
NY	New York
OH	Ohio
OK	Oklahoma
OR	Oregon
PA	Pennsylvania
PR	Puerto Rico
RI	Rhode Island
SC	South Carolina
SD	South Dakota
TN	Tennessee

Code	State
TX	Texas
US	United States
UT	Utah
VA	Virginia
VI	Virgin Islands
VT	Vermont
WA	Washington
WI	Wisconsin
WV	West Virginia
WY	Wyoming

Territorial Possessions of the US

Code	Territory
AM	American Samoa
BK	Baker Island
CG	Caroline Islands
CZ	Canal Zone
GM	Guam
HO	Howland Island
JI	Johnston Atoll
JR	Jarvis Island
KI	Kingman Reef
MH	Marshall Islands
MK	Northern Mariana Islands
MW	Midway Islands
PL	Palmyra Atoll
PR	Puerto Rico
VI	Virgin Islands
VL	Navassa Island
WK	Wake Island

Indian Nations

Indian Nation	Code
Absentee Shawnee	EE
Apache Tribe	AX
Cheyenne & Arapaho Tribes	DA
Citizen Band Pottawatomie Tribe	DW
Comanche Nation	DP

Indian Nation	Code
Devil's Lake Sioux Tribe	DL
Fond du Lac	FC
Iowa Tribe	IW
Kickapoo Tribe	KK
Kiowa	KW
Lac du Flambeau - Band of Lake Superior Chippewa	LP
Leech Lake Band of Chippewa	LL
Menominee Indian Nation	IX
Miami Tribe	DS
Mille Lacs	LC
Muscogee (Creek) Tribe	DT
Oglala Sioux	OS
Oneida Tribe of Indians of Wisconsin	OT
Osage Nation	OG
Otoe-Missouria Tribe	OO
Pawnee Tribe	PW
Ponca Tribe	PN
Red Lake Indian Nation	RL
Sac & Fox	FX
Seminole Nation	SK
Seneca-Cayuga Tribes	DV
Shakopee	KP
Turtle Mountain Band of Chipewa	UC
White Earth	WE
Wichita Tribe	WT
Wyandotte Tribe	WD

Canadian Provinces

Code	Province
AB	Alberta
BC	British Columbia
CN	Canada
IC	RCMP-Ottawa Terminals
MB	Manitoba
NF	Newfoundland
NK	New Brunswick
NS	Nova Scotia
NT	Northwest Territories
ON	Ontario

Code	Province
PE	Prince Edward Island
PQ	Quebec
SN	Saskatchewan
YT	Yukon Territory

Mexican States

Code	Mexican State
AG	Aguascalientes
BA	Baja California
BJ	Baja California Sur
CE	Campeche
CH	Chihuahua
CI	Chiapas
CL	Colima
CU	Coahuila
DF	Distrito Federal
DO	Durango
GR	Guerrero
GU	Guanajuato
HL	Hidalgo
JL	Jalisco
MC	Michoacan
MR	Morelos
MX	Mexico
NA	Nayarit
NL	Nuevo Leon
OA	Oaxaca
PB	Puebla
QR	Quintana Roo
QU	Queretaro
SI	Sinaloa
SL	San Luis Potosi
SO	Sonora
TA	Tamaulipas
TB	Tabasco
TL	Tlaxcala
VC	Veracruz
YU	Yucatan
ZA	Zacatecas

Countries

Code	Country/Dependency/Territory
AA	Albania
AD	Andorra
AE	Anguilla
AF	Afghanistan
AH	Ashmore & Cartier Islands
AI	Antigua
AI	Antigua & Barbuda
AJ	Aruba
AN	Algeria
AO	Angola
AP	Armenia
AQ	Azores Islands
AS	Australia
AT	Argentina
AU	Austria
AV	Azerbaijan
BB	Barbados
BD	Bahamas
BE	Bahrain/Bahrein
BF	Bassas Da India
BG	Belgium
BH	Belize
BH	British Honduras
BI	Burundi
BL	Bangladesh
BM	Bermuda
BN	Bhutan
BO	British Indian Ocean Territory
BP	Bosnia & Hercegovena
BQ	Bouvet Island
BR	Burma
BS	British Solomon Islands
BS	Solomon Islands
BT	Botswana
BU	Bulgaria
BV	Bolivia
BW	Balearic Islands
BX	Brunei
BY	Byelarus

Code	Country/Dependency/Territory
BZ	Brazil
CB	Colombia
CC	Cuba
CD	Canada
CF	Chad
CJ	Cambodia
CJ	Kampuchea
CJ	Kmer Republic
CK	Czechoslovakia (CK for reference only)
CM	Cameroon
CP	Cayman Islands
CQ	Chile
CR	Costa Rica
CS	Cyprus
CV	Cape Verde Islands
CW	Central African Republic
CY	Ceylon
CY	Sri Lanka
DB	Clipperton Island
DD	Cocos Islands
DD	Keeling Islands
DG	Comoros/Comoros Islands
DH	Benin
DH	Dahomey
DI	Cook Islands
DJ	Coral Sea Islands
DK	Denmark
DM	Dominica
DN	Djibouti
DR	Dominican Republic
DU	Ducie Islands (DU for reference only)
EK	Equatorial Guinea
EL	El Salvador
EM	East Germany
EM	East Germany (1945-1989)
EM	German Democratic Republic
EN	England
EO	Ethiopia
ER	Europa Island
ES	Estonia
EU	Ecuador

Code	Country/Dependency/Territory
EY	Egypt
EY	United Arab Republic
EZ	Czech Republic
FA	Falkland Islands
FD	Finland
FG	French Guiana
FJ	Fiji
FN	France
FO	Faroe Islands
FP	French Polynesia
FR	French Southern and Antarctic Lands
FS	Federated States of Micronesia
GB	Gabon
GC	Greece
GD	Georgia
GE	Germany
GF	Guernsey
GG	Ghana
GI	Guinea
GJ	Grenada
GK	Gambia
GN	Greenland
GO	Glorioso Islands
GP	Guadeloupe
GS	South Georgia and the South Sandwich Islands
GT	Guatemala
GY	Guyana
GZ	Gaza
HC	Hercegovenia (HC for reference)
HD	Honduras
HE	Heard Island
HE	McDonald Island
HK	Hong Kong
HN	New Hebrides
HN	Vanuatu
HR	Christmas Island
HS	Saint Helena
HT	Haiti
HU	Hungary
IB	Isle of Man
IC	Iceland

Code	Country/Dependency/Territory
IE	Ireland
II	India
II	Sikkim
IM	Madeira Islands
IO	Indonesia
IO	Portugese Timor
IQ	Iraq
IR	Iran
IS	Israel
IT	Italy
IT	Sardinia
IT	Sicily
IU	Niue
IY	Ivory Coast
JA	Japan
JE	Jersey
JM	Jamaica
JN	Jan Mayen
JO	Jordan
JU	Juan de Nova Island
KB	Gilbert Islands
KB	Kiribati
KC	Croatia
KE	Kenya
KH	Manahiki Island
KN	North Korea
KO	South Korea
KT	Kazakhstan
KU	Kuwait
KZ	Kyrgyzstan
LB	Liberia
LD	Moldova
LE	Lesotho
LF	Slovakia
LH	Lithuania
LI	Liechtenstein
LN	Lebanon
LO	Slovenia
LS	Laos
LU	Saint Lucia
LX	Luxembourg

Code	Country/Dependency/Territory
LY	Libya
MF	Malawi
MG	Mongolia
MJ	Monaco
ML	Mali
MM	Mexico
MP	Madagascar
MP	Malagasy Republic
MQ	Morocco
MU	Mauritania
MV	Maldives
MY	Malta
MZ	Malaysia
NE	Holland
NE	Netherlands
NG	Nigeria
NI	Northern Ireland
NN	Niger
NO	New Guinea
NO	Papua New Guinea
NP	Nepal
NQ	New Caledonia
NR	Nauru
NU	Nicaragua
NW	Norway
NX	Netherlands Antilles
NZ	New Zealand
OC	Macao
OC	Macau
OF	Norfolk Island
OI	Okinawa
OM	Oman
OT	Oneida Indian Tribes of Wisconsin
PC	Pitcairn Islands
PC	Pitcairn,Henderson,Ducie & Oeno Isl.(Dep. territory of UK)
PD	Republic of Palau
PF	Parcel Islands
PG	Guinea-Bissau
PG	Portugese Guinea
PI	Philippines
PK	Pakistan

Code	Country/Dependency/Territory
PM	Panama
PO	Poland
PS	Miquelon
PS	Saint Pierre
PT	Portugal
PU	Peru
PV	Paraguay
QA	Qatar
RA	Russia (SX for reference only)
RB	Brazzaville
RB	Republic of Congo
RC	People's Republic of China
RE	Reunion
RF	Russian Federation
RG	Gibraltar
RH	Rhodesia
RH	Zimbabwe
RR	Montserrat
RS	Spanish Sahara
RS	Western Sahara
RU	Romania
RV	Socialist Republic of Vietnam
RW	Rwanda
RY	Republic of Yemen
SA	Sierre Leone/Sierra Leone
SB	Saudi Arabia
SE	Seychelles
SF	South Africa
SG	Senegal
SH	San Marino
SJ	Namibia
SJ	South-West Africa
SM	Somalia
SP	Spain
SQ	Sweden
SR	Singapore
SS	Scotland
ST	People's Democratic Rep. of Yemen
ST	People's Democratic Rep. of Yemen
ST	Southern Yemen
SU	Sudan

Code	Country/Dependency/Territory
SV	Svalbard
SW	Swaziland
SX	Russia/USSR (SX for reference only)
SX	Soviet Union/USSR (SX for reference only)
SY	Syria
SZ	Switzerland
TC	Trucial States
TC	United Arab Emirates
TD	Trust Territory/Pacific Islands
TE	Spratly Islands
TF	Tuamotu Archipelago
TG	Tonga
TH	Thailand
TJ	Tajikistan
TK	Tokelau
TM	Tromelin Island
TO	Togo
TP	Principe
TP	Sao Tome
TQ	Tongareva Island
TR	Turks & Caicos Islands (Dependent territory of UK)
TS	Nevis
TS	Saint Christopher
TS	Saint Kitts
TT	Tobago
TT	Trinidad
TU	Tunisia
TV	Ellice Islands
TV	Tuvalu
TW	Republic of China
TW	Taiwan
TY	Turkey
TZ	United Republic of Tanzania
UG	Uganda
UK	Ukraine
UM	Mauritius
UR	Turkmenistan
US	United States of America
UV	Burkina Faso
UV	Upper Volta
UY	Uruguay

Code	Country/Dependency/Territory
UZ	Uzbekistan
VB	British Virgin Islands
VM	Vietnam
VN	North Vietnam
VN	North Vietnam
VS	South Vietnam
VS	South Vietnam
VV	Saint Vincent
VV	The Grenadines
VY	Vatican City
VZ	Venezuela
WB	West Bank
WF	Futuna
WF	Wallis
WG	Federal Republic of Germany
WG	West Germany
WG	West Germany (1945-1989)
WL	Wales
WN	West Indies
WS	Western Samoa
XX	Unknown Place of Birth
YE	Yemen Arab Republic
YE	Yemen Arab Republic
YG	Yugoslavia
YO	Mayotte
YY	All Others
ZB	Martinique
ZC	Surinam
ZD	Macedonia
ZI	Canary Islands
ZM	Zambia
ZO	Mozambique
ZR	Congo Kinshasa
ZR	Zaire

Miscellaneous Numbers

Code	Miscellaneous Number
AF	Air Force Serial Number
AR	Alien Registration Number

Code	Miscellaneous Number
AS	Air National Guard Serial Number
AS	Army Serial Number
AS	National Guard Serial Number
CG	U.S. Coast Guard Serial Number
CI	Canadian Social Insurance Number
DL	Driver License Number
MC	Marine Corps Serial Number
MD	Mariner's Document or Identification
MP	Royal Canadian Mounted Police Identification or Fingerprint Section Number
NS	Navy Serial Number
OA	Originating Agency, Police or Identification Number
PI	Personal Identification (state-issued only)
PP	Passport Number
PS	Port Security Card Number
SS	Selective Service Number
VA	Veterans Administration Claim Number

NCIC Offense Codes

Code	Offense/Charge
0101	Treason
0102	Treason Misprision
0103	Espionage
0104	Sabotage
0105	Sedition
0106	Selective Service
0199	Sovereignty-Remarks
0201	Military Desertion
0299	Military-Remarks
0301	Illegal Entry
0302	False Citizenship
0303	Smuggling Aliens
0399	Immigration-Remarks
0901	Homicide-Premeditated-Family-Gun
0902	Homicide-Premeditated-Family-Weapon
0903	Homicide-Premeditated-Non-Family-Gun
0904	Homicide-Premeditated-Non-Family-Weapon
0905	Homicide-Premeditated-Public Official-Gun
0906	Homicide-Premeditated-Public Official-Weapon
0907	Homicide-Premeditated-Police Officer-Gun

Code	Offense/Charge
0908	Homicide-Premeditated-Police Officer-Weapon
0909	Homicide-Negligent Manslaughter-Vehicle
0910	Homicide-Negligent Manslaughter-Weapon
0911	Homicide-Premeditated-Gun
0912	Homicide-Premeditated-Weapon
0913	Homicide-John/Jane Doe-No Warr
0999	Homicide-Remarks
1001	Kidnap Minor For Ransom
1002	Kidnap Adult For Ransom
1003	Kidnap Minor To Sexually Assault
1004	Kidnap Adult To Sexually Assault
1005	Kidnap Minor
1006	Kidnap Adult
1007	Kidnap Hostage For Escape
1008	Abduct-No Ransom or Assault
1009	Kidnap-Hijack Aircraft
1010	Kidnap Minor-Parental
1011	Kidnap Minor-Nonparental
1020	False Imprisonment-Minor-Nonparental
1021	False Imprisonment-Minor-Parental
1099	Kidnapping-Remarks
1101	Rape-Gun
1102	Rape With Weapon
1103	Rape-Strongarm
1104	Sex Assault-Sodomy-Boy-Gun
1105	Sex Assault-Sodomy-Man-Gun
1106	Sex Assault-Sodomy-Girl-Gun
1107	Sex Assault-Sodomy-Woman-Gun
1108	Sex Assault-Sodomy-Boy-Weapon
1109	Sex Assault-Sodomy-Man-Weapon
1110	Sex Assault-Sodomy-Girl-Weapon
1111	Sex Assault-Sodomy-Woman-Weapon
1112	Sex Assault-Sodomy-Boy-Strongarm
1113	Sex Assault-Sodomy-Man-Strongarm
1114	Sex Assault-Sodomy-Girl-Strongarm
1115	Sex Assault-Sodomy-Woman-Strongarm
1116	Stat Rape-No Force
1117	Sex Assault-Carnal Abuse
1199	Sex Assault-Remarks
1201	Robbery-Business-Gun
1202	Robbery-Business-Weapon

Code	Offense/Charge
1203	Robbery-Business-Strongarm
1204	Robbery-Street-Gun
1205	Robbery-Street-Weapon
1206	Robbery-Street-Strongarm
1207	Robbery-Residence-Gun
1208	Robbery-Residence-Weapon
1209	Robbery-Residence-Strongarm
1210	Forcible Purse Snatching
1211	Robbery-Banking-Type Inst
1212	Carjacking-Armed
1299	Robbery-Remarks
1301	Aggravated Assault-Family-Gun
1302	Aggravated Assault-Family-Weapon
1303	Aggravated Assault-Family-Strongarm
1304	Aggravated Assault-Non-Familyily-Gun
1305	Aggravated Assault-Non-Familyily-Weapon
1306	Aggravated Assault-Non-Familyily-Strongarm
1307	Aggravated Assault-Public Official-Gun
1308	Aggravated Assault-Public Offical-Weapon
1309	Aggravated Assault-Public Off-Strongarm
1310	Aggravated Assault-Police Officer-Gun
1311	Aggravated Assault-Police Officer-Weapon
1312	Aggravated Assault-Police Off-Strongarm
1313	Simple Assault
1314	Aggravated Assault-Gun
1315	Aggravated Assault-Weapon
1316	Intimidation (includes stalking)
1399	Assault-Remarks
1401	Abortional Act on Other
1402	Abortional Act on Self
1403	Submission To Abortional Act
1404	Abortifacient(sell/mfg/deliver)
1499	Abortion-Remarks
1601	Threat-Federal Protectees
1602	Threat-Terrorist/State Offenses
1701	State/Local-Material Witness
1702	Federal-Material Witness
2001	Arson-Business-Endangered Life
2002	Arson-Residence-Endangered Life
2003	Arson-Business-Defraud Insurer
2004	Arson-Residence-Defraud Insurer

Code	Offense/Charge
2005	Arson-Business
2006	Arson-Residence
2007	Burning Offense-Remarks
2008	Arson-Public Building-Endangered Life
2009	Arson-Public Building
2099	Arson-Remarks
2101	Extort-Threat Injure Person
2102	Extort-Threat Damage Property
2103	Extort-Threat Injure Reputation
2104	Extort-Threat Person of Crime
2105	Extort-Threat of Inform of Violence
2199	Extortion-Remarks
2201	Burglary-Safe, Vault
2202	Burglary-Forced Entry-Residence
2203	Burglary-Forced Entry-Nonresidence
2204	Burglary-No Forced Entry-Residence
2205	Burglary-No Forced Entry-Nonresidence
2206	Burglary Tools-Possession
2207	Burglary-Banking-Type Institution
2299	Burglary-Remarks
2301	Pocketpicking
2302	Purse Snatching-No Force
2303	Shoplifting
2304	Larceny-Parts From Vehicle
2305	Larceny-From Auto
2306	Larceny-From Shipment
2307	Larceny-From Coin Machine
2308	Larceny-From Building
2309	Larceny-From Yards
2310	Larceny-From Mails
2311	Larceny-From Banking-Type Institution
2312	Larceny-From Interstate Shipment
2313	Obstruct Correspond (Postal)
2314	Theft of US Government Property
2315	Larceny-On US Government Reserve
2316	Larceny-Postal
2399	Larceny-Remarks
2401	Vehicle Theft and Sale
2402	Vehicle Theft and Strip
2403	Theft/Use Vehicle Other Crime
2404	Vehicle Theft

Code	Offense/Charge
2405	Vehicle Theft by Bailee
2406	Receive Stolen Vehicle
2407	Strip Stolen Vehicle
2408	Possession of Stolen Vehicle
2409	Interstate Transp Stolen Vehicle
2410	Aircraft Theft
2411	Unauthorized Use of Vehicle-Joy Ride
2499	Vehicle Theft-Remarks
2501	Forgery of Checks
2502	Forgery-Remarks
2503	Counterfeiting-Remarks
2504	Passing Forged Documents-Remarks
2505	Passing Counterfeit-Remarks
2506	Possess Forged-Remarks
2507	Possess Counterfeit-Remarks
2508	Possess Forged/Counterfeit-Tools
2509	Transport Forged-Remarks
2510	Transport Counterfeit-Remarks
2511	Transport Forged/Counterfeit Tools
2589	Forgery-Remarks
2599	Counterfeiting-Remarks
2601	Fraud-Confidence Game
2602	Fraud-Swindle
2603	Mail Fraud
2604	Fraud-Imperson
2605	Fraud-Illegal Use Credit Cards
2606	Fraud-Insufficient Funds Checks
2607	Fraud-False Statement
2608	Fraud-By Wire
2609	Fraud and Abuse - Computer
2699	Fraud-Remarks
2701	Embezzle-Business Property
2702	Embezzle-Interstate Shipment
2703	Embezzle-Banking-Type Institution
2704	Embezzle-Public Property
2705	Embezzle-Postal
2799	Embezzle-Remarks
2801	Sale of Stolen Property
2802	Transport Interstate Stolen Prop
2803	Receive Stolen Property
2804	Possess Stolen Property

Code	Offense/Charge
2805	Conceal Stolen Property
2899	Stolen Property-Remarks
2901	Damage Property-Business
2902	Damage Property-Private
2903	Damage Property-Public
2904	Damage Property-Business-With Explosive
2905	Damage Property-Private-With Explosive
2906	Damage Property-Public-With Explosive
2999	Damage Property-Remarks
3501	Hallucinogen-Manufacture
3502	Hallucinogen-Distribute
3503	Hallucinogen-Sell
3504	Hallucinogen-Possession
3505	Hallucinogen-Remarks
3510	Heroin-Sell
3511	Heroin-Smuggle
3512	Heroin-Possession
3513	Heroin-Remarks
3520	Opium/Derivative-Sell
3521	Opium/Derivative-Smuggle
3522	Opium/Derivative-Possession
3523	Opium/Derivative-Remarks
3530	Cocaine-Sell
3531	Cocaine-Smuggle
3532	Cocaine-Possession
3533	Cocaine-Remarks
3540	Synthetic Narcotic-Sell
3541	Synthetic Narcotic-Smuggle
3542	Synthetic Narcotic-Possession
3543	Synthetic Narcotic-Remarks
3550	Narcotic Equipment-Possession
3560	Marijuana-Sell
3561	Marijuana-Smuggle
3562	Marijuana-Possession
3563	Marijuana-Producing
3564	Marijuana-Remarks
3570	Amphetamine-Manufacture
3571	Amphetamine-Sell
3572	Amphetamine-Possession
3573	Amphetamine-Remarks
3580	Barbiturate-Manufacture

Code	Offense/Charge
3581	Barbiturate-Sell
3582	Barbiturate-Possession
3583	Barbiturate-Remarks
3599	Dangerous Drugs-Remarks
3601	Sex Offense-Against Child-Fondling
3602	Homosexual Act with Girl
3603	Homosexual Act with Boy
3604	Incest with Minor
3605	Indecent Exposure (to minors and adults)
3606	Bestiality
3607	Incest with Adult
3608	Seduction of Adult
3609	Homosexual Act with Woman
3610	Homosexual Act with Man
3611	Peeping Tom
3612	Failure To Register As A Sex Offender
3613	Sex Offender Registration Violation
3614	Indecent Exposure to Minor
3615	Indecent Exposure to Adult
3699	Sex Offense-Remarks
3700	Obscene Material-Remarks
3701	Obscene Material-Manufacture
3702	Obscene Material-Sell
3703	Obscene Material-Mailing
3704	Obscene Material-Possession
3705	Obscene Material-Distribute
3706	Obscene Material-Transport
3707	Obscene Communication
3799	Obscenity-Remarks
3801	Neglect Family
3802	Cruelty toward Child
3803	Cruelty toward Wife
3804	Bigamy
3805	Contrib Delinquency Minor
3806	Neglect Child (includes nonsupport of child)
3807	Nonpayment of Alimony
3808	Nonsupport of Parent
3899	Family Offense-Remarks
3901	Bookmaking
3902	Card Game-Operating
3904	Card Game

Code	Offense/Charge
3905	Dice Game-Operating
3907	Dice Game
3908	Gambling Device-Possession
3909	Gambling Device-Transport
3910	Gambling Device-Not Registered
3911	Gambling Device
3912	Gambling Goods-Possession
3913	Gambling Goods-Transport
3914	Gambling Goods
3915	Lottery-Operating
3916	Lottery-Runner
3918	Lottery
3919	Sports Tampering
3920	Transmit Wager Information
3921	Establish Gambling Place
3999	Gambling-Remarks
4001	Keeping House Ill Fame
4002	Procure For Prostitute-Pimping(prostitute a minor or adult)
4003	Commerical Sex-Homosexual Prostitution
4004	Prostitution
4005	Frequent House of Ill Fame
4006	Transport Female-Immorial Purposes
4007	Procure for Prostitute Who Is a Minor
4008	Procure for Prostitute Who is an Adult
4099	Commerical Sex-Remarks
4101	Liquor-Manufacture
4102	Liquor-Sell
4103	Liquor-Transport
4104	Liquor-Possession
4199	Liquor-Remarks
4801	Resisting Officer
4802	Obstruct Criminal Invest
4803	Making False Report
4804	Evidence-Destroying
4805	Witness-Dissuading
4806	Witness-Deceiving
4807	Refusing to Aid Officer
4808	Compounding Crime
4809	Unauthorized Communication with Prisoner
4810	Illegal Arrest
4811	Crossing Police Lines

Code	Offense/Charge
4812	Failure Report Crime
4813	Failure to Move On
4899	Obstructing Police-Remarks
4901	Escape-Remarks
4902	Flight to Avoid-Remarks
4903	Aid Prisoner to Escape-Remarks
4904	Harboring Escapee/Fugitive
4999	Flight/Escape-Remarks
5001	Bail-Secured Bond
5002	Bail-Personal Recognizance
5003	Perjury
5004	Perjury-Subornation
5005	Contempt of Court-Remarks
5006	Obstructing Justice
5007	Obstructing Court Order
5008	Misconduct-Judicial Officer
5009	Contempt of Congress
5010	Contempt of Legislature
5011	Parole Violation-Remarks
5012	Probation Violation-Remarks
5013	Condition Release Violation
5014	Mandatory Release Violation
5015	Failure to Appear-Remarks
5016	Violation of a Court Order
5099	Obstruction-Remarks
5101	Bribe-Giving
5102	Bribe-Offering
5103	Bribe-Receiving
5104	Bribe-Remarks
5105	Conflict of Interest
5106	Gratuity-Giving
5107	Gratuity-Offering
5108	Gratuity-Receiving
5109	Gratuity-Remarks
5110	Kickback-Giving
5111	Kickback-Offering
5112	Kickback-Receiving
5113	Kickback-Remarks
5199	Bribery-Remarks
5201	Altering Ident Weapon-Remarks
5202	Carry Concealed Weapon-Remarks

Code	Offense/Charge
5203	Carrying Prohib Weapon-Remarks
5204	Explosives-Teaching Use-Remarks
5205	Explosives-Transporting-Remarks
5206	Explosives-Using-Remarks
5207	Incendiary Device-Poss-Remarks
5208	Incendiary Device-Using-Remarks
5209	Incendiary Device-Teach-Remarks
5210	Licensing-Registered Weapon-Remarks
5211	Explosives-Possessing-Remarks
5212	Possession of Weapon-Remarks
5213	Firing Weapon-Remarks
5214	Selling Weapon-Remarks
5215	Threat to Bomb-Remarks
5216	Threat to Burn-Remarks
5217	Weapon Trafficking
5299	Weapon Offense-Remarks
5301	Anarchism
5302	Riot-Inciting
5303	Riot-Engaging In
5304	Riot-Interfere Firearm
5305	Riot-Interfere Officer
5306	Riot-Remarks
5307	Assembly-Unlawful
5309	Harassing Communication
5310	Desecrating Flag
5311	Disorderly Conduct-Remarks
5399	Public Peace-Remarks
5401	Hit and Run
5402	Transporting Dangerous Material
5403	Driving Under Influence-Drugs
5404	Driving Under Influence-Liquor
5499	Traffic Offense-Remarks
5501	Drugs-Adulterated
5502	Drugs-Misbranded
5503	Drugs-Health or Safety
5510	Food-Adulterated
5511	Food-Misbranded
5512	Food-Health or Safety
5520	Cosmetics-Adulterated
5521	Cosmetics-Misbranded
5522	Cosmetics-Health or Safety

Code	Offense/Charge
5599	Health-Safety-Remarks
5699	Civil Rights-Remarks
5701	Divulge Eavesdrop Information
5702	Divulge Eavesdrop Order
5703	Divulge Message Contents
5704	Eavesdropping-Remarks
5705	Eavesdrop Equipment-Remarks
5706	Opening Sealed Communications
5707	Trespassing-Remarks
5708	Wiretap-Failure to Report
5799	Invade Privacy-Remarks
5801	Smuggle Contraband-Remarks
5802	Smuggle Contraband to Prisoner-Remarks
5803	Smuggle to Avoid Duty-Remarks
5899	Smuggling-Remarks
5999	Election Laws-Remarks
6099	Antitrust-Remarks
6101	Income Tax-Remarks
6102	Sales Tax-Remarks
6103	Liquor Tax-Remarks
6199	Tax Revenue-Remarks
6201	Conservation-Animals-Remarks
6202	Conservation-Fish-Remarks
6203	Conservation-Birds-Remarks
6204	Conservation-License Stamp-Remarks
6205	Conservation-Environment-Remarks
6299	Conservation-Remarks
6300	Money Laundering-Remarks
7099	Crimes against Person-Remarks
7199	Property Crimes-Remarks
7299	Morals-Decency Crimes-Remarks
7399	Public Order Crimes-Remarks
8100	Juvenile Escape From Custody
8101	Juvenile Abscond-Parole
8102	Juvenile Abscond-Probation

Information Available

Wisconsin Department of Justice

Wisconsin is an "open records" state. Wisconsin statute 19.35(3) provides that most records maintained by state and local government agencies are open to the general public for inspection. All adult criminal records in the CIB database are included in the open record rule. Juvenile records are confidential under s. 938.396 and will not be disclosed to the general public.

If you submit a request for a juvenile, CIB must process the request to ensure that there was no waiver of the juvenile into adult court, thereby creating an adult record. Unless allowed by statute, no juvenile information will be returned.

All information in the criminal history database is based on submission, by police departments, of arrest fingerprint cards. Beginning in 1971, Wisconsin law enforcement agencies were required under s. 165.84(1) to submit arrest fingerprint cards for offenses designated in s. 165.83(1)(c). CIB was also required to accept any other arrest fingerprint cards taken at the discretion of law enforcement agencies for offenses other than those listed in s.165.83(1)(c). All subjects in the database are uniquely identified by fingerprints. In addition, courts and prosecutors submit disposition information for those arrest cards submitted by the law enforcement agencies.

Arrests without supporting fingerprints are not included in the criminal history database.

Why may all offenses not be in the database? Not all court cases may see the defendant in the custody of a law enforcement agency. If the court does not refer these non-custodial cases to a law enforcement agency for booking, fingerprints may not be submitted. In addition, not all law enforcement agencies submit fingerprint for all offenses. Currently, most of the information in the database, both arrest and disposition information, is received electronically.

Background checks in Wisconsin return both arrest and conviction information. Some other states will only release conviction information, while even other states release no information at all. These states are normally referred to as *closed record* states.

Wisconsin Department of Health Services

DHS will respond with an IBIS letter which provides the following information:

Nurse Aide Directory Status

- Caregiver Findings of Abuse or Neglect of a Client or Misappropriation of a Client's Property
- Denials or Revocations of Operating Licenses for Adult Programs
- Denials or Revocations of Operating Licenses for Child Programs Rehabilitation Review Findings
- Status of Professional Credentials, Licenses or Certifications maintained by the Department of Regulation and Licensing (entities can ignore credential findings on anyone other than the person for whom they requested a background check).

When you submit a Wisconsin Criminal History Record request and indicate *Caregiver*, your request triggers the electronic search of the DHS and DRL databases which then generates this letter.

For additional information on the Wisconsin Caregiver Program, please check out the DHS website at www.dhs.state.wi.us. Click on "Licensing" and then on "Caregiver Program." There you will find the forms, rules and regulations and contact information, including other states criminal record search information.

Federal Bureau of Investigation

The Federal Bureau of Investigation maintains arrest fingerprint cards submitted by all fifty states and federal law enforcement agencies nationwide.

However, the FBI does not release criminal history information unless authorized by federal law or a state statute under which release of information has been approved by the United States Attorney General.

State statutes approved by the Attorney General include:

- Teacher Licensing
- Gaming Applicants
- Lottery Employees
- Guards & Watchmen

Federally approved background include:

- Daycare and caregiver background checks under the National Child Protection Act/Volunteers for Children Act
- Foster and Adoptive parents licensed by a governmental entity under the Adam Walsh Act.

Any background checks authorized through the FBI must be done by the submission of two ten-print fingerprint cards. The fees for these background checks vary depending on whether the subject is an employee or volunteer, and if a state caregiver check must be done. However, the fee is never less than thirty-three dollars (\$33.00).

Removal of Information

Can Information be Removed from a Record?

Section 165.84(1) of the Wisconsin Statutes, governing criminal records maintained by the Wisconsin Department of Justice states in part:

"Any person arrested or taken into custody and subsequently released without charge, or cleared of the offense through court proceedings, shall have any fingerprint record taken in connection therewith returned upon request"

Information may not be removed from the record maintained by the Department of Justice unless the person fingerprinted was not prosecuted or cleared of the offense through court proceedings.

Therefore, in order to have information removed from a criminal record, all offenses reported on an arrest fingerprint card must qualify for removal. To qualify the offenses must have been:

- Not charged by the prosecutor, or
- Dismissed in Court, or
- Not proven at trial and the defendant acquitted

Being convicted of a charge and placed on probation does not qualify for removal, unless at the completion of the term of probation, the court dismissed the charges.

If you had charges expunged by the court, this ruling has no effect on the criminal history maintained by the Department of Justice. Those charges ordered expunged still qualify for removal only if they meet the requirements of section 165.84(1). Expungement by the court under 72.06 of the Supreme Court Rules requires the following:

SCR 72.06 Expunction. When required by statute or court order to expunge a court record, the clerk of the court shall do all of the following:

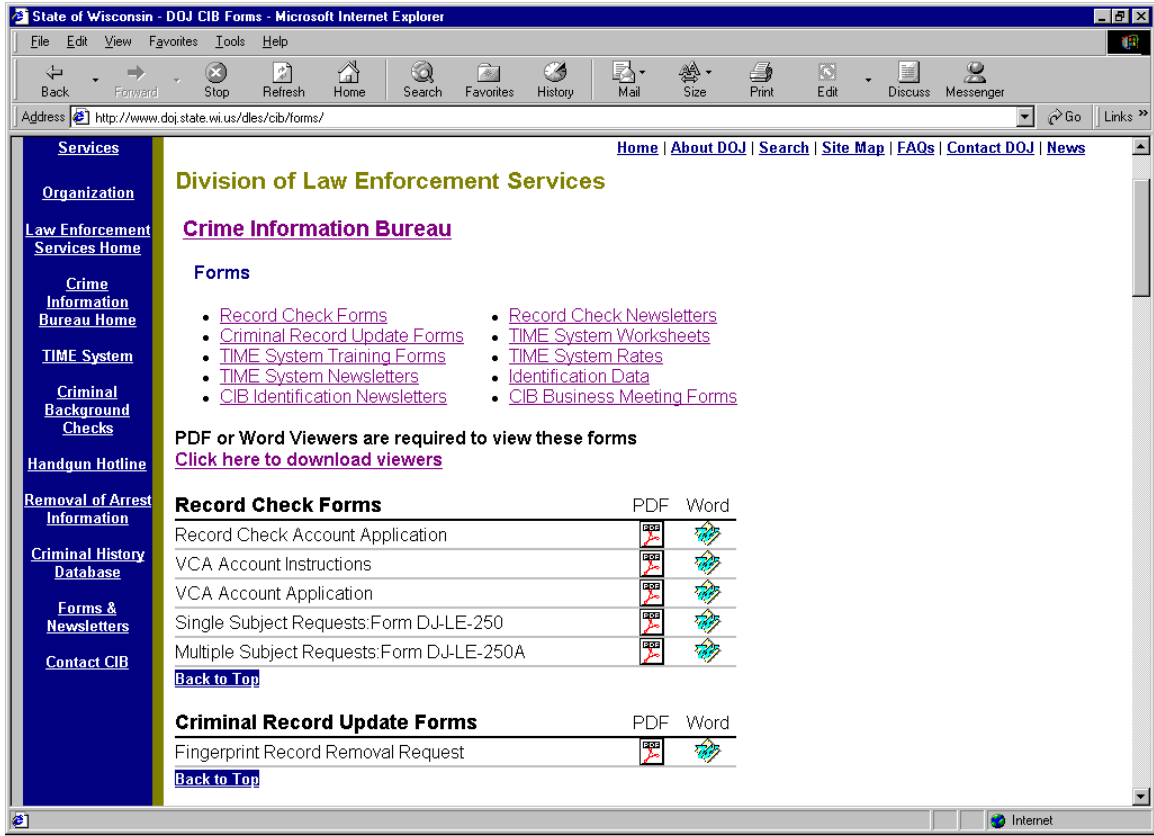
- (1) Remove any paper index and non-financial court record and place them in the case file.
- (2) Electronically remove any automated non-financial record, except the case number.
- (3) Seal the entire case file.
- (4) Destroy expunged court records in accordance with the provisions of this chapter.

Expungement by the court does not require notification of the Department of Justice and removal of information maintained in the criminal history file. "If notified, the Department of Justice does note in the disposition that the court ordered the record expunged. However the information may not be removed from the criminal record if any type of conviction resulted from the information reported on the arrest fingerprint card.

For those records that qualify for removal from the files of the Department of Justice, the Federal Bureau of Investigation will be notified to remove the same information for those offenses that have been forwarded to the FBI.

There is no provision in Wisconsin Statutes to remove information in a criminal record upon reaching a specified time limit. Any information in the record that does not qualify for removal (and removal is requested) is maintained indefinitely.

A Fingerprint Removal Request form may be found on our website, www.doj.state.wi.us/dles/cib/forms (see *online forms page*).



online forms page

Supplemental Information

Where may I obtain additional information?

Wisconsin Circuit Court Access

Is the information I get from the Circuit Court (CCAP) website at <http://wcca.wicourts.gov> the same as that I pay to get from DOJ and DHS?

No. While the CCAP website may have information not included in the DOJ database, the information in the DOJ database dates back to 1971, while the historical information in the CCAP database varies from county to county. Several counties are still not using CCAP and have no data in that database. Furthermore, the information in CCAP is based solely on name and case number, while all arrest information at DOJ is based on fingerprint identification.

No data returned from the Department of Health Services may be found in CCAP. Wisconsin Statutes designate the Departments of Justice and Health Services as the agencies that must be checked to satisfy the requirements in the caregiver legislation.

The disclaimer from the CCAP website is as follows:

The data available on the WCCA website is limited in the following ways:

- 1. Case information is uploaded to the WCCA website hourly unless CCAP is performing periodic maintenance or experiencing technical problems. The WCCA website information is accurate as of those updates. The WCCA program may be down for maintenance every night from 3:00 a.m. to 4:00 a.m. Central Time.*
- 2. Some counties use the CCAP case management system only for selected case types. Portage County currently has data only for probate cases.*
- 3. Each county began using the CCAP case management system at different times and made independent decisions about the conversion or back loading of old cases. Converted cases may display less information.*
- 4. Records not open to public inspection are not displayed on the WCCA website. Confidential court records include adoptions, juvenile delinquency, child protection, termination of parental right, guardianship, and civil commitments.*

5. The official judgment and lien docket is located in the office of the clerk of circuit court for each county. Although WCCA is not the official judgment and lien docket, it does accurately reflect the information entered into the CCAP case management system for that purpose.

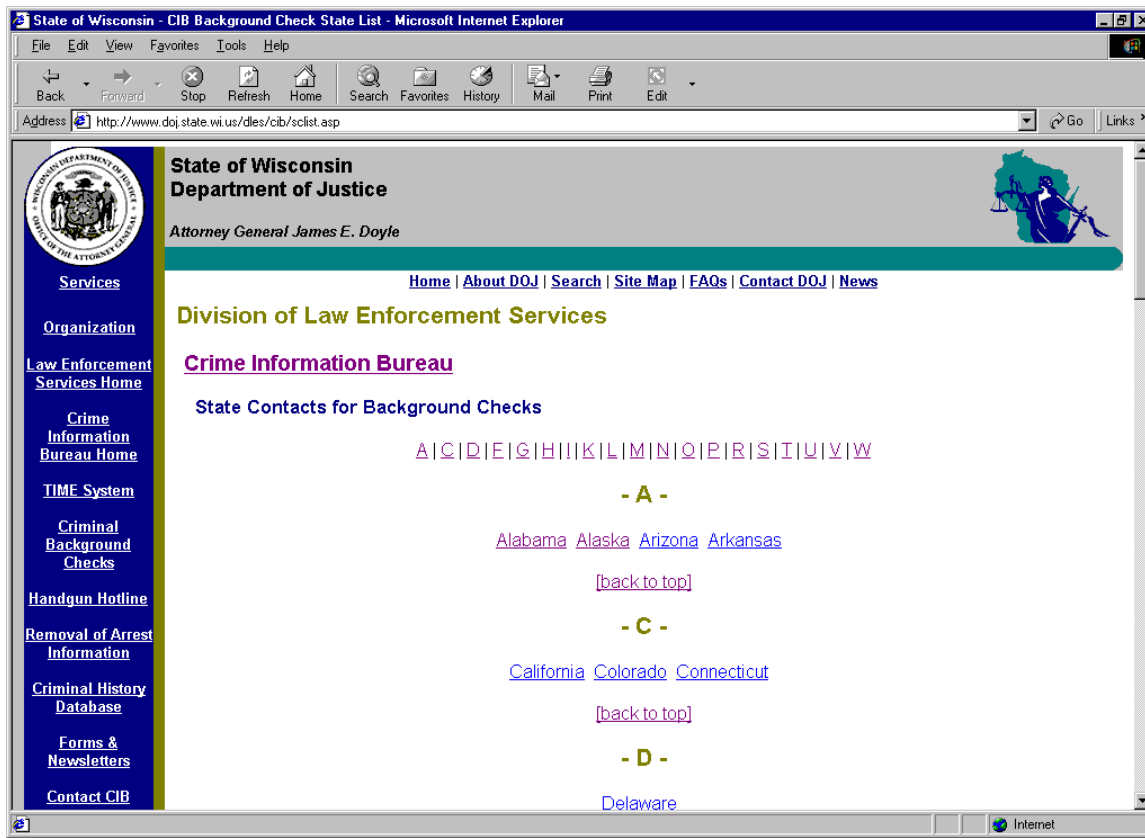
The CCAP website is a good resource and a link to it may be found on the welcome page of the DOJ internet record check application. Recent changes have removed several pieces of information to protect privacy in certain cases. A complete date of birth is provided only in criminal cases. Day of birth has been removed from all other files. The driver license information has been removed from the files.

Criminal History from other States

Availability of criminal history information varies from state to state, dependant upon the laws of the individual state. Some states release full information, some only conviction information and others still release no information.

To assist in obtaining criminal history information from outside the State of Wisconsin, the Wisconsin Department of Justice maintains criminal history information on all states and the District of Columbia on our website. This information may be accessed by going to www.doj.state.wi.us/dles/cib/sclist.asp and selecting the state in which you need criminal information from. This information is only as up-to-date as the information submitted by the individual states to Wisconsin.

The *state criminal history contact list* displays the state selection screen for criminal history information for the fifty state and the District of Columbia.



state criminal history contact list

The following *information for Minnesota* screen shows how the information for each state is displayed. In this example for Minnesota, both arrest and conviction records are available, dependant on the fee paid and whether or not a signed

release is submitted. A person may obtain their own record for \$8.00. An employer must have a signed release and the fee is \$15.00. Conviction only information for the past 15 years is available for \$4.00. Forms are available online and the address and phone number to contact with questions.

[Organization](#)

[Law Enforcement Services Home](#)

[Crime Information Bureau Home](#)

[TIME System](#)

[Criminal Background Checks](#)

[Handgun Hotline](#)

[Removal of Arrest Information](#)

[Criminal History Database](#)

[Forms & Newsletters](#)

[Contact CIB](#)

Division of Law Enforcement Services

[Crime Information Bureau](#)

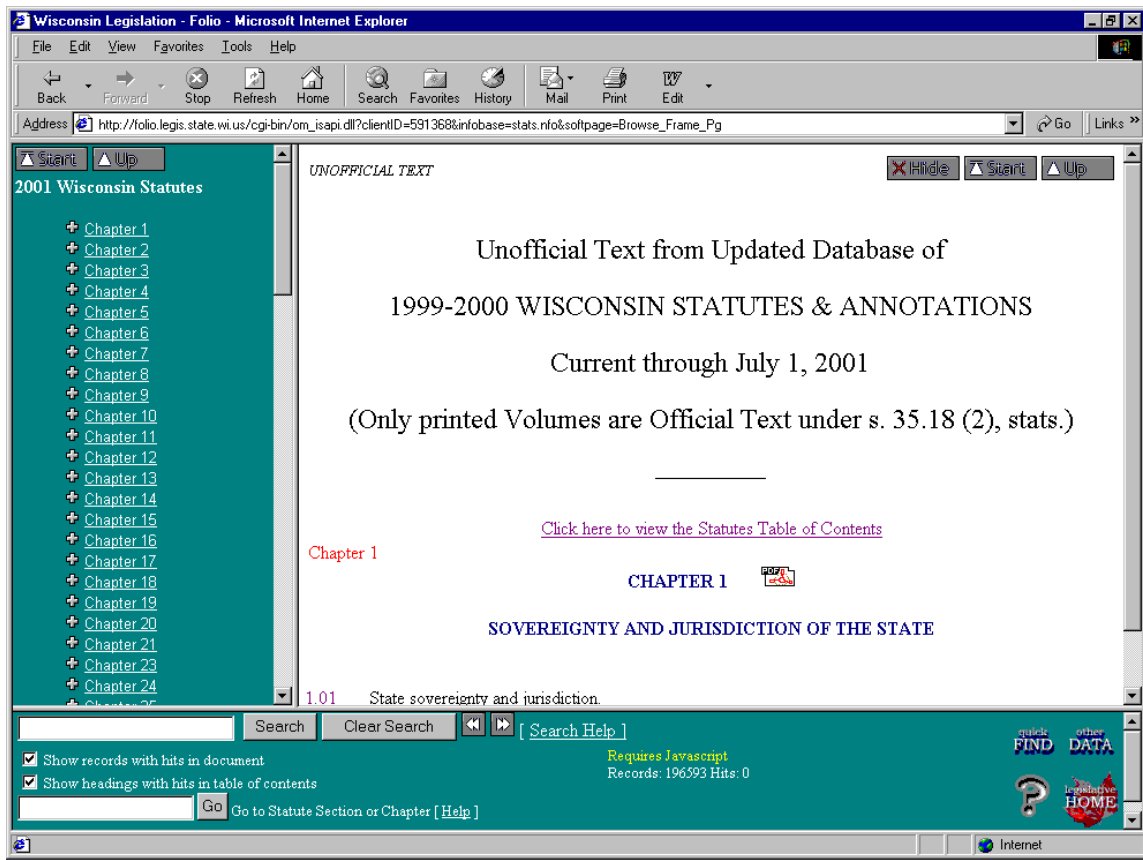
[State Contacts for Background Checks](#)

Minnesota					
Type of Information			Available?		
Juvenile Records			No		
Conviction Records			Yes		
Arrest and Conviction Records			Yes		
Who can request information		By Name	Fee	By Fingerprint	Fee
Subject of inquiry?	Yes	Yes	\$8.00	No	
Employer of subject?	Yes(R)	Yes	\$15.00	No	
Government Agency?	No				
R=A signed release from the subject of inquiry is required					
General Agency Information	Department of Public Safety Bureau of Criminal Apprehension 1246 University Avenue St. Paul, MN 55104 (651) 642-0670				
Search Can Be Requested Via Postal Mail					
Notes:					
Search Can Be Requested Via the World Wide Web					
URL: http://www.dps.state.mn.us/bca/bca.html					
Additional Information					
Public information (convictions for last 15 years) is available for \$4.00 Private information (all arrest information) is available with a signed and notarized consent form Forms are available online at http://www.dps.state.mn.us/bca/bca.html					

information for Minnesota

Wisconsin Statutes

If you need to access specific information regarding Wisconsin Statutes, including those criminal statutes included in criminal history responses, this information may be accessed online at www.legis.state.wi.us/rsb/Statutes.html.



Wisconsin statutes online

Wisconsin Department of Corrections

The Department of Corrections maintains online access to the Wisconsin Sex Offender Registry. Searches may be conducted using complete or partial names. The website may be found at <http://offender.doc.state.wi.us/public>

Registrant - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Refresh Home Search Favorites History Mail Size Print Edit Discuss Messenger

Address http://offender.doc.state.wi.us/public/search/sor?action=offenderdetail&offender=34063&last_name=smith&first_name=&dob=&from=list Go Links >>



Notices & Disclaimers

Offender Search

By Name

Program Information

Sex Offender Registry

Victim Services

Community Notification

Agency Contacts

For Your Information

Frequent Questions

Terms & Definitions

DOC Publications

Wisconsin Department of Corrections SOR Registrant Information

[Home](#) [Search Registry](#)

Registrant: BENNIE L SMITH	Gender: M
DOC ID#: 00274957	Race: BLACK
Alias(es): None Reported	Age: 44

Description Detail

Height: 5 FT 7 IN
Weight: 145 POUNDS
Eye color: BROWN
Hair color: BLACK

Photos Click a photo to view a larger version for display or printing



Photo(s) Taken: 04/09/2000

Offense Requiring Registration

Conviction date: 03/28/1994
Conviction county: RACINE
Conviction state: WI
Criminal code: 940.225(3): Third-Degree Sexual Assault

Done Internet

sex offender response

Glossary of Terms

AFIS Class

Automated Fingerprint Identification System classification. This field is currently not being populated on Wisconsin criminal history records.

Alias

Other name(s) used by an individual

Arrest

Subject is charged by a criminal justice agency with having committed an offense of criminal or civil law.

Arrest Case Number

Case number of arresting agency identifying this specific incident

Arrest Charges

Those offenses for which subject was charged by law enforcement agency at time of booking.

Arrest Tracking Number

Number used to identify specific arrest incident

Arrest Type

Adult or Juvenile

Arresting Agency

Law enforcement agency that arrested subject

Browser

Software designed to allow a user to access the internet.

Caregiver

Caregiver requirements from Wisconsin Statutes

ss50.065(1)(ag)1. "Caregiver" means any of the following:

- a. A person who is, or is expected to be, an employee or contractor of an entity who is or is expected to be under the control of the entity, as defined by the department by rule, and who has, or is expected to have regular, direct contact with clients of the entity.
- b. A person who has, or is seeking, license, certification or contract to operate an entity.
- c. A person who is, or is expected to be, an employee of the board on aging and long-term care and who has, or is expected to have, regular, direct contact with clients.

2. "Caregiver" does not include a person who is certified as an emergency medical technician under 146.50 if the person is employed, of seeking employment, as an emergency medical technician and does not include a person who is certified as a first responder under 146.50 if the person is employed, or seeking employment, as a first responder

c) "Entity" means a facility, organization or service that is licensed or certified by or registered with the department to provide direct care or treatment services to clients. "Entity" includes a hospital, a personal care worker agency, a supportive home care service agency, a temporary employment agency that provides caregivers to another entity and the board on aging and long-term care. "Entity" does not include any of the following:

1. Licensed or certified child care under ch. 48.
2. Kinship care under s. 48.57 (3m) or long-term kinship care under s. 48.57 (3n)[http://folio.legis.state.wi.us/cgi-bin/om_isapi.dll?clientID=80707&infobase=stats.nfo&jump=48.57%283n%29&softpage=Document - JUMPDEST_48.57\(3n\)](http://folio.legis.state.wi.us/cgi-bin/om_isapi.dll?clientID=80707&infobase=stats.nfo&jump=48.57%283n%29&softpage=Document - JUMPDEST_48.57(3n)).
3. A person certified as a medical assistance provider, as defined in s. 49.43 (10)[http://folio.legis.state.wi.us/cgi-bin/om_isapi.dll?clientID=80707&infobase=stats.nfo&jump=49.43%2810%29&softpage=Document - JUMPDEST_49.43\(10\)](http://folio.legis.state.wi.us/cgi-bin/om_isapi.dll?clientID=80707&infobase=stats.nfo&jump=49.43%2810%29&softpage=Document - JUMPDEST_49.43(10)), who is not otherwise approved under s. 50.065 (1) (cm)[http://folio.legis.state.wi.us/cgi-bin/om_isapi.dll?clientID=80707&infobase=stats.nfo&jump=50.065%281%29%28cm%29&softpage=Document - JUMPDEST_50.065\(1\)\(cm\)](http://folio.legis.state.wi.us/cgi-bin/om_isapi.dll?clientID=80707&infobase=stats.nfo&jump=50.065%281%29%28cm%29&softpage=Document - JUMPDEST_50.065(1)(cm)), licensed or certified by or registered with the department.
4. An entity, as defined in s. 48.685 (1) (b)[http://folio.legis.state.wi.us/cgi-bin/om_isapi.dll?clientID=80707&infobase=stats.nfo&jump=48.685%281%29%28b%29&softpage=Document - JUMPDEST_48.685\(1\)\(b\)](http://folio.legis.state.wi.us/cgi-bin/om_isapi.dll?clientID=80707&infobase=stats.nfo&jump=48.685%281%29%28b%29&softpage=Document - JUMPDEST_48.685(1)(b)).
6. A public health dispensary established under s. 252.10.http://folio.legis.state.wi.us/cgi-bin/om_isapi.dll?clientID=80707&infobase=stats.nfo&jump=252.10&softpage=Document - JUMPDEST_252.10

Caregiver Background Check

A background check that includes an adult criminal background check from the Wisconsin Department of Justice, a check of the Misconduct Registry at the Wisconsin Department of Health and Family Services and, if applicable, a check of the Credential Registry at the Wisconsin Department of Regulation and Licensing.

CCAP

Consolidated Court Automation Program

Charge Disposed Of

Disposition information received from the court, prosecutor or arresting agency.

CIB

Crime Information Bureau. A bureau within the Division of Law Enforcement Services at the Wisconsin Department of Justice responsible for receiving arrest fingerprint cards and maintaining the Wisconsin criminal history database.

Citizenship

National affiliation at time of arrest

Counts

Exact number of instances subject is charged with/convicted of violating listed law or ordinance.

Court

Name of court having jurisdiction in this case

Court Case Number

Court Docket number

Court Data

Information received from the court having jurisdiction in this case

Custody

Subject is detained in regards to a prior offense or detained for another jurisdiction.

Cycle No.

Cycle Number used to identify a specific submission of arrest or custody information.

DA Case Number

Case number assigned by the prosecuting attorney.

Daycare

Daycare caregiver requirements from Wisconsin Statutes

ss48.685(1)(ag)1."Caregiver" means any of the following:

- a. A person who is, or is expected to be, an employee or contractor of an entity who is or is expected to be under the control of the entity, as defined by the department by rule, and who has, or is expected to have regular, direct contact with clients of the entity.
- b. b. A person who has, or is seeking, license, certification or contract to operate an entity.

2. "Caregiver" does not include a person who is certified as an emergency medical technician under 146.50 if the person is employed, of seeking employment, as an emergency medical technician and does not include a person who is certified as a first responder under 146.50 if the person is employed, or seeking employment, as a first responder

ss48.685(1)(b) "Entity" means a child welfare agency that is licensed under 48.60 to provide care and maintenance for children, to place children for adoption or to license foster homes or treatment foster homes; a foster home or treatment foster home that is licensed under 48.72; a group home that is licensed under 48.625; a shelter care facility that is licensed under 938.22; a day care center that is licensed under 48.65 or established or contracted for under 120.13(14); a day care provider that is certified under 48.651; or a temporary employment agency that provides caregivers to another entity..

Daycare Background Check

A background check that includes an adult criminal background check from the Wisconsin Department of Justice in addition to a check of a file of juveniles adjudicated delinquent for offenses that disqualify them from daycare employment and a check of the Misconduct Registry at the Wisconsin Department of Health and Family Services.

Daycare ID

Identification number assigned by the Wisconsin Department of Health and Family Services to licensed daycare facilities. This number may change if the daycare facility changes location.

DHFS

Wisconsin Department of Health and Family Services

DHFS/DRL Results

The online response from the Wisconsin Department of Health and Family Services and the Wisconsin Department of Regulation and Licensing as appropriate to your inquiry. This response is only available for caregiver or daycare requests and results in an additional fee of \$2.50 per name.

DHFS ID

Identification number assigned by the Wisconsin Department of Health and Family Services to licensed daycare facilities. This number may change if the daycare facility changes location.

Disposition

Information indicating the outcome of an individual arrest event.

DNA Sample has been taken for subject

An indicator that a DNA sample for this individual has been obtained pursuant to state statute or an order of the court

DOB

Date of Birth

DOJ

Wisconsin Department of Justice

Exact Match

All of the identification submitted matches the identification data for the record returned.

FBI No.

The file number assigned by the FBI for this individual

Felony

An offense is Wisconsin punishable by a year or more in prison.

Felony Offender

An indicator that the subject has been convicted of a felony offense in Wisconsin.

Fingerprint Class

If available, the fingerprint classification using the National Crime Information Center classification system. Due to automation and changes in fingerprint classification systems, this field is no longer being updated.

General Background Check

A background check that includes an adult criminal background check from the Wisconsin Department of Justice.

General public

Any person or organization that does not qualify as either non-profit or government.

Government organization

A federal, state, county or municipal governing body created by constitution, state code, charter, ordinance, rule or order and any formally constituted sub-unit thereof. Includes public school districts, vocational schools and universities.

IBIS

Integrated Background Information System that provides a response from the Department of Health and Family Services and Department of Regulation and Licensing for caregiver and daycare background checks. The response is also known as the IBIS letter.

Identification Segment

That portion of a record containing physical descriptors and identification information.

III

Interstate Identification Index. The criminal history repository maintained by the FBI containing arrest information from all fifty states, territories and federal law enforcement agencies.

Juvenile Adjudication Report

This response is available only for daycare background checks and is only returned if there is a match for the identification information submitted and information in this database. This information is name-based information submitted by Wisconsin courts and may not be verifiable by fingerprints. Courts are required to report information on juvenile adjudications for those offenses that would disqualify a subject from daycare employment.

Local ID Number

Number used to identify this individual by the local agency

Local Palm Print

Indicates whether palm prints were taken at booking

Local Photo

Indicates whether mug shot was taken at booking

Maiden Name

Other name(s) used by an individual, usually associated with a change in marital status

Manual Intervention

An automatic determination could not be made based on the identification information submitted. Staff at the Wisconsin Department of Justice will compare the possible responses and post the appropriate response, if any exists. This is normally accomplished the same business day. Only submission of fingerprints can provide a conclusive response as to whether or not the subject of your inquiry has a Wisconsin criminal record. There subject of the record may not be automated. Automation of a criminal history record can normally be accomplished to two working days. Please check back for the updated response.

Miscellaneous Numbers

Additional identification numbers reported at time of arrest, including military service serial numbers, passport numbers, or identification numbers issued by Canada.

Misdemeanor

An offense in Wisconsin punishable by less than one year in a county jail.

NCIC

National Crime Information Center. On a criminal record the NCIC number is used to group varying offenses into a more generalized category.

No Criminal History

This response indicates that based on the identification data submitted, no record was found in the Wisconsin criminal history database. Only submission of fingerprints can provide a conclusive response as to whether or not the subject of your inquiry has a Wisconsin criminal record.

No Prosecution

The appointed prosecutor in the case elected not to press charges.

Non-Criminal

An offense in Wisconsin where the only possible penalty is payment of a forfeiture.

Non-Exact Match

Not all of the identification submitted matches the identification data for the record returned, or insufficient data was submitted to confirm positive match. Please compare information returned against information submitted. You may wish to speak with subject of inquiry to verify information.

Non-profit organization

An organization in which no part of the income is distributed to its members, directors or officers. Non-profit organizations must have on file with the Record Check Unit verification of their non-profit status as determined by the Internal Revenue Service. A Federal Employer Identification Number (FEIN) does not indicate non-profit status. Public School districts, along with federal, state, county and local tax-supported agencies are government, not non-profit agencies.

Order Number

A unique number assigned to each submission (single or group of names) which is used to identify that transaction.

Ordinance

A provision of county, town, city or village law. In Wisconsin the only possible penalty is payment of a forfeiture.

Palm Print Taken

Indicates whether impressions of subject's palm were obtained by booking agency

Photo at CIB

Indicates whether a booking agency has submitted a mug shot to CIB

PIN

Personal Identification Number, a number assigned as a password to users of online background checks by the Wisconsin Department of Justice.

Previous Order

A historical listing of previous groups of names submitted. All orders are available for viewing for thirty days. Please note order numbers when contacting the Wisconsin Department of Justice to report any problems.

Prison Intake

Indicates subject was received or processed at a facility in the Wisconsin prison system.

Prosecuting Agency

District Attorney or other prosecutorial agency handling this case.

Registered Sex Offender

An indicator that the subject is registered with the Wisconsin Department of Corrections as a sex offender. This indicator is set by the Department of Corrections.

Review CIB Record

Based on the identification information you provided, as possible criminal record has been found for the subject of your inquiry. Only submission of fingerprints can provide a conclusive response as to whether or not the subject of your inquiry has a Wisconsin criminal record.

Scars

The category scars, marks, tattoos and amputations also includes any reported artificial body parts, deafness, deformities, disorders, fractures, healed fractures, medical devices or implants, missing organs, moles, needle marks, birthmarks, medical conditions, or removed tattoos.

SSN

Social Security Number

State Ident No.

The file number assigned by the Wisconsin Department of Justice for this individual

Statute

A provision of Wisconsin law. Violation of statutes may be either a felony, misdemeanor or non-criminal violation.

Unspecified

Indicates the severity of the offense (felony, misdemeanor or non-criminal) was not reported.

Warrant

A signed order by a judge commanding a law enforcement officer to detain an individual and bring that individual before the court.

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