



STATE OF WISCONSIN  
DEPARTMENT OF JUSTICE

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17 West Main Street  
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Madison, WI 53701-2718  
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**TO: CRIMINAL HISTORY RECORD CHECK REQUESTORS**

**SUBJECT: Non-Criminal Justice Access to Crime Information Bureau and FBI Criminal Records per the "Volunteers for Children Act".**

**Information:** On October 9, 1998, the Volunteers for Children Act was signed into law by President Clinton as Public Law 105-251. Organizations and businesses dealing with children, elderly, and the disabled may now use national fingerprint-based criminal history checks to screen out volunteers and employees with relevant criminal records.

A "Qualified Entity" now has the ability to request national fingerprint-based checks of volunteers and employees.

*A "Qualified Entity" is any Wisconsin business or organization that provides care, treatment, education, training, instruction, supervision, or recreation for children, the elderly, or individuals with disabilities, -- whether public, private, for-profit, not-for-profit, or voluntary is eligible to apply for criminal history check. The purpose of this criminal history check will be to determine if the entity's prospective or current employee or volunteer has been convicted of a crime that affects fitness to have responsibility for safety and well-being of children, the elderly, or individuals with disabilities.*

**Instructions:** If your business or organization meets the criteria of a "Qualified Entity" as described above contact the Wisconsin Department of Justice, Crime Information Bureau to obtain application forms for *Qualified Entity & Account Customer* at the following address:

ATTN: Record Check Unit  
17 West Main Street  
P.O. Box 2688  
Madison, Wisconsin 53701-2688  
608/266-5764

**Qualified Entity Application/Questionnaire:** The "Qualified Entity Application/Questionnaire" form (see attached) should be returned to the above address upon completion. The Crime Information Bureau will then decide if the entity meets the qualifications that were set under the Volunteers for Children Act. The local group, or "Qualified Entity", should **not** contact the FBI directly, but will contact the Record Check Unit of the Crime Information Bureau, who will in turn contact the FBI. Once the determination is made that the entity is qualified to do a record check under the Volunteers for Children Act, further information, to include account number, instructions, and preprinted fingerprint cards will be furnished.

**Customer Account Application:** A “Wisconsin Criminal History Customer Account Application” (see attached) must also be completed, signed and returned to the above address. If you are tax exempt you must provide an attached copy of your *Federal 501(C3) Certification* from the United States Treasurer’s Office.

No group or organization can request a check one set of fingerprints are obtained from the employee or volunteer. Only fingerprint cards preprinted to include the Crime Information Bureau’s **ORI# WI013315Y, NCPA/VCA, Customer Account Number** and other essential information listed will be processed. Each fingerprint submission must clearly be marked *Volunteer* or *Employee* next to the letters *NCPA/VCA* to best describe the person that is being fingerprinted in order to be processed. This information needs to appear in the box marked “Reason Fingerprinted” on the front of the FBI blue applicant fingerprint card. The fingerprint card should also include the complete name, sex, race, height, weight, eye color, hair color, date of birth, place of birth, citizenship, social security number, and signature of the individual being checked.

**Fingerprints:** Fingerprints may be obtained by going to your local law enforcement agency. Inked fingerprint impressions must be taken carefully to ensure that an accurate fingerprint classification can be obtained. It is necessary to have fingerprint impressions of all ten digits and these impressions must be clear and distinct. If there is missing or inaccurate information, the fingerprint cards will be returned to you for correction which will delay your obtaining the requested criminal history information.

**Fees:** There is a state processing fee of \$15 plus a federal processing fee of \$19.25 for employees and \$15.25 for volunteers. There is an additional fee of \$3 for the caregiver check through the Wisconsin Department of Health and Family Services if this check is required. The Wisconsin Department of Justice will bill your account for each record check transaction made. When making payments on your monthly billing statement, checks should be made payable to the **Wisconsin Department of Justice**.

**Findings:** The National Child Protection Act requires the Crime Information Bureau and the FBI to make a reasonable effort to return your criminal history information within 15 business days. Currently the Crime Information Bureau returns Wisconsin results within 10 days from when the fingerprints are received. This does not include mail time. Any errors on the fingerprint cards that relate to the descriptors and fingerprint images will cause the materials to be returned to you for correction.

All requesting organizations will receive either a complete “rap sheet” on known adult records or a “No Record” response.