

## Do online background checks cost more?

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

Fees for online background checks are:

### DOJ General Requests

- \$7 for non-profit organizations
- \$7 for government organizations
- \$7 for general public requests

### Caregiver or Daycare Requests \*

- \$10 for non-profit organizations
- \$10 for government organizations
- \$10 for general public requests

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



## Wisconsin Background Checks Available Online

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

- An up-to-date browser (Chrome, Firefox, Internet Explorer 11+, or Safari )
- An active WORCS account or a credit card, debit card, or checking account
- Our URL: [recordcheck.doj.wi.gov](http://recordcheck.doj.wi.gov)

If you do not have an account, you may first create a user account and then apply for a billing account, following the instructions on the website.

Forms to request criminal background checks by mail may also be found at the website: [www.doj.state.wi.us/dles/cib/cib-forms](http://www.doj.state.wi.us/dles/cib/cib-forms)

### If you have questions, contact:

DOJ Crime Information Bureau:	608-266-7314
DCF Child Care Caregiver Background Unit	608-422-7400
DCF Bureau of Early Care and Regulation	608-421-7550
DHS Caregiver Background Unit	608-261-8319

### Wisconsin Department of Justice



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

Phone: 608-266-7314  
Fax: 608-267-4558

Email: [CIBRecordCheck@doj.state.wi.us](mailto:CIBRecordCheck@doj.state.wi.us)



## Wisconsin Online Record Check System

**JOSH KAUL**

**Attorney General**

**Wisconsin Department  
of Justice**

*You can find FAQs and  
Training Documentation at our  
website:*

[recordcheck.doj.wi.gov](http://recordcheck.doj.wi.gov)

## What information can be accessed over the Internet?

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

Access to juvenile information is restricted by state and federal law, and is not included in a standard background check.

Inquiries done online are available for 6 months from the date of request.

## Can Caregiver and Daycare Checks be done online?

Yes. All agencies, the Department of Justice, the Departments of Health Services, Children and Families, and Safety and Professional Services will respond online. Which agencies respond and which databases are searched depends on the type of request. Check with your licensing agency to see what you need to run.

## Do I qualify for fingerprint-based background checks under the VCA?

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

The fee for these checks is \$29.75 for employees or \$28.50 for volunteers. Add \$3 if you need a caregiver or daycare response.

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



Department of Justice

Wisconsin Online Record Check System

## Do I need an account to run a background check?

Anyone can submit a background request on WORCS from the Public Access tab. Make sure to write down your Order Reference Number, which is used to retrieve your results.

If you conduct frequent background checks, you may wish to register for a user account, allowing you to log in and view your previous 6 months of background checks, as well as letting you upload a batch of requests at once.

Organizations may wish to apply for a billing account, which allows for monthly payments and a number of other features.

## What's different between a user account and a billing account?

Authorized Users are able to log in with an email address and password and view the last 6 months of previous requests. Each background check is paid for at that time.

Billing accounts allow organizations to receive monthly billing statements rather than paying as they go. Multiple users can be added to a billing account with different permissions. Authorized users can also review past statements and run reports such as user activity. Billing accounts are required for some types of organizations, such as law enforcement or daycare; anyone needing results based on fingerprints must have an authorized billing account.

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

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

To assist you in keeping up with procedures in all states, information regarding other states may be found at:

[www.brpub.com/free-public-records](http://www.brpub.com/free-public-records)

## Other Sources of Information

### Disposition Information (if not submitted)

- Circuit Court Automation Program  
[wcca.wicourts.gov](http://wcca.wicourts.gov)
- Arresting Law Enforcement Agency  
[wilenet.org/html/directory/agency.pdf](http://wilenet.org/html/directory/agency.pdf)
- Prosecuting District Attorney  
[wilenet.org/html/directory/agency.pdf](http://wilenet.org/html/directory/agency.pdf)
- Circuit Court in which complaint is filed  
[www.wicourts.gov/contact/directories.htm](http://www.wicourts.gov/contact/directories.htm)

### DHS Caregiver Information

- General Information  
[www.dhs.wisconsin.gov/caregiver/index.htm](http://www.dhs.wisconsin.gov/caregiver/index.htm)
- Misconduct Registry  
[www.dhs.wisconsin.gov/caregiver/misconduct.htm](http://www.dhs.wisconsin.gov/caregiver/misconduct.htm)
- Prohibited Offense List  
[docs.legis.wisconsin.gov/code/admin\\_code/dhs/001/12](http://docs.legis.wisconsin.gov/code/admin_code/dhs/001/12)

### DSPS Credential/License Search

[app.wi.gov/LicenseSearch/](http://app.wi.gov/LicenseSearch/)

### Use of Arrest and Conviction Records

[dwd.wisconsin.gov/er/civil\\_rights/discrimination/arrest\\_conviction.htm](http://dwd.wisconsin.gov/er/civil_rights/discrimination/arrest_conviction.htm)

### Wisconsin Statutes Online

<http://docs.legis.wisconsin.gov/statutes>