

## What fees are involved ?

FBI fees vary based on type of person the background check is requested for. The FBI fee is \$15.00 for volunteers and \$16.50 for employees. The CIB fee is \$15 for all fingerprint cards processed under VCA. If you need a caregiver or daycare check in addition to the fingerprint check, add the \$3.00 fee for the Department of Health and Family Services.

		general caregiver/daycare
Volunteer	\$30.00	\$33.00
Employee	\$31.50	\$34.50



National fingerprint-based background checks now available from the FBI for volunteers or employees working with children, the elderly, the disabled or any other protected population.

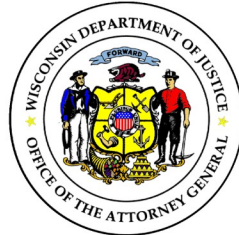


## Get FBI Background Checks

**Non-Criminal Justice Access to Crime Information Bureau and FBI Criminal Records per the *National Child Protection Act/Volunteers for Children Act*.**

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.

Wisconsin Department of Justice  
Josh Kaul  
Attorney General



Division of Law  
Enforcement Services  
Crime Information Bureau  
17 West Main Street  
Mailing Address: P.O. Box 2718  
Madison, WI 53701-2718  
Phone: 608-266-7314  
Fax: 608-267-1338

## National Background Checks under the **Volunteers for Children Act**



Wisconsin Department of Justice  
**JOSH KAUL**  
Attorney General

## What is the Volunteers for Children Act ?

On October 9, 1998, this act was signed into law by President Clinton as Public Law 105-251. This law now allows organizations and businesses dealing with children, elderly, and the disabled to 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. 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:

Record Check Unit  
P. O. Box 2688  
Madison, WI 53701-2688

Or application forms may be found on our website at:

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

The “Qualified Entity Application/Questionnaire” form 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.

A “Wisconsin Criminal History Customer Account Application” must also be completed, signed and returned to the above address if you do not already have an account. If you are tax exempt you must provide an attached copy of your *Wisconsin Tax Exempt Status* from the Wisconsin Department of Revenue and/or your *Federal 501(c)(3) Certification* from the United States Treasurer’s Office.

No group or organization can request a check unless a set of fingerprints are obtained from the employee or volunteer. Entities must also receive a signed waiver from the subject of the inquiry before submitting.

## What is a Qualified Entity ?

A “*Qualified Entity*” is any 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 a prospective or current employee or volunteer has been convicted of a crime that affects fitness to be responsible for safety and well-being of children, the elderly, individuals with disabilities or other protected individuals.

## Where can fingerprints be obtained ?

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.

While the Crime Information Bureau will conduct a name check if the fingerprints are not of sufficient quality to identify, the FBI will only process the request if the fingerprints are of good quality. Therefore it is vital that good quality fingerprints be submitted or your request cannot be processed.

## How do I receive results ?

The Crime Information Bureau (CIB) will respond directly to a governmental qualified entity submitting the request. Replies to non-governmental entities must be screened and then a reply returned. The FBI will respond to CIB and CIB will then notify the qualified entity of the results of the FBI background check.