



Fingerprint-Based Background Check

Process to Obtain

Wisconsin Online Record Check System (WORCS) Account

[Wisconsin Online Record Check System \(WORCS\)](#) is a publicly accessible website providing access to criminal history record information. If your agency already completes name-based searches of the Wisconsin criminal history repository, then your agency may already have a WORCS account. WORCS also displays fingerprint-based background check results to authorized recipients of FBI criminal history record information.

Does your agency have an existing WORCS account?

If *yes*, please email cibrecordcheck@doj.state.wi.us with completed [Qualified Entity Application](#), existing WORCS account number, and a brief statement that your agency is required to add fingerprinting capabilities to your existing WORCS account. Crime Information Bureau (CIB) staff will guide you through the process of adding the correct permissions.

If *no*, select at least one representative from your agency to be the WORCS account administrator.

1. Register for a WORCS User Account at <https://recordcheck.doj.wi.gov/>
2. Upon successful registration of your WORCS user account, log into the WORCS application and click *Request Billing Account* from the Main Menu.
3. Upload the below contact information for the account holder.
 - a. W-9 tax form
 - b. [Qualified Entity Application](#)
4. CIB will review and approve the account based on submitting paperwork.
5. Each WORCS account must designate a WORCS administrator for the agency.
 - a. That administrator is responsible for adding or deleting users from the agency account and assigning the ability to view fingerprint-based background check results.
6. To view fingerprint-based background check results on WORCS, a Multi-Factor Authentication (MFA) is required.
 - a. Sign into WORCS and click on *Advanced Authentication* on the WORCS Homepage.
 - b. The *Background_Fingerprint_Search* permission must be added to the WORCS user account by the account administrator before Advanced Authentication will appear.

Please direct WORCS account and website questions to CIB: cibrecordcheck@doj.state.wi.us.