



2023

## **Background Checks and Becoming an Authorized User**

- When your agency decides to hire new personnel or to allow individuals to have unescorted access to criminal justice information (either physical or logical access), the agency must conduct national and state of residency fingerprint-based background checks AND a name-based check (purpose code J for criminal justice employees and purpose code C for maintenance and cleaning personnel, etc.)
- There are two different types of applicant fingerprint submissions. Some personnel require both, while some only require one. (*Refer to LEAP vs. LESB document*)
  - **All** law enforcement applicants, both sworn and non-sworn civilian personnel, must have fingerprints submitted with purpose code **LEAP** (Law Enforcement Applicant)
  - Law enforcement, jail and secure juvenile detention officers also require fingerprints submitted with purpose code **LESB** (Law Enforcement Standards Board), in conjunction with the submission of the WDOJ form DJ-LE-303. This code is **ONLY** used for these types of applicants and **ONLY** Training and Standards will receive the results for submissions of these prints.
- When fingerprints are taken, the individual must be supplied with the Privacy Act Statement that informs them that their fingerprints will be kept on file and also allows them a chance to challenge the record. (*Refer to Privacy Act Statement*)
- To review the results of a fingerprint-based background check, your agency will need a WORCS (Wisconsin Online Record Check System) account and the administrative user on the account, must have permissions to review fingerprint results. (*Refer to WORCS document*)
- Any fingerprint background check results should be kept in a locked file or in a digital file that is only accessible by personnel who would need to review it. You don't have to keep the complete results, but you must keep a record showing that the results were reviewed, who reviewed them, when, and what was determined.
  - Don't forget, fingerprint background check results are a type of Criminal History Record Information (CHRI), and you must follow the guidelines for storage, transmission, and destruction of CHRI!
- NOTE: If an individual that you are looking to grant unescorted access to CJI has a misdemeanor conviction, it will be up to your agency to decide whether or not to grant access to the individual. If the individual has a felony conviction, access must initially be denied; however, if your agency wants and intends to grant access to the individual, a variance can be requested by contacting the Wisconsin CJIS Systems Officer (Director of CIB – Bradley Rollo).
- ***Once personnel have completed the fingerprinting process, they must complete Security Awareness Training and be added to the agency's authorized user list in order to become an authorized user.***
- Regardless if an individual has gone through a fingerprint based background check for another agency, each agency is required to complete their own fingerprint based background check on that person in order for them to become authorized personnel.
- Please remember that background rechecks are recommended every 5 years at minimum.



2023

## **Submitting Applicant Fingerprint Cards**

WI DOJ prefers that agencies send all applicant fingerprints electronically via a livescan device. If your agency's livescan does not have the ability to submit applicants' fingerprints, please contact your vendor to inquire about adding that functionality.

If submitting applicant fingerprint cards electronically is not possible, you can mail the physical fingerprint cards to WI DOJ:

### **For Law Enforcement Applicants (LEAP)**

Wisconsin Department of Justice  
Crime Information Bureau  
17 West Main Street, P.O. Box 2688  
Madison, WI 53701

### **For Law Enforcement Applicants (LESB)**

Wisconsin Department of Justice  
Training & Standards Bureau  
17 West Main Street, P.O. Box 7070  
Madison, WI 53701

### **For Arrested Subjects**

Wisconsin Department of Justice  
Crime Information Bureau  
17 West Main Street, P.O. Box 2718  
Madison, WI 53701

## **LEAP vs. LESB Reason Codes for Electronic Fingerprint Submission**

### **Law Enforcement Applicants = LEAP fingerprint submissions:**

This fingerprint submission code should be used for officers and non-sworn civilian personnel in accordance with CJIS Security Policy.

- The LEAP fingerprint submission performs a state and national criminal history check.
- The fingerprints are stored in the Wisconsin Automated Fingerprint Identification System (AFIS).
- The results of the fingerprint background check will be sent to the agency's Wisconsin Online Record Check System (WORCS) account for review. \*
- Agencies will need to access their WORCS account to view the results.

### **Law Enforcement Standards Board = LESB fingerprint submissions:**

This fingerprint submission code should be used for law enforcement, jail, or secure juvenile detention officers only and should be used in conjunction with the submission of WDOJ form DJ-LE-303 (Verification of Employment Standards and Application for Certification Form).

- The LESB fingerprint submission performs a state and national criminal history check.
- The fingerprints are stored in the Wisconsin Automated Fingerprint Identification System (AFIS).
- The results of the fingerprint background check are sent to the Training and Standards Bureau for review and not to the agency who submitted them. The Training and Standards Bureau will only notify the agency of any results returned from the state or national database that disqualifies an officer from being eligible for certification.
- Agencies should use the LEAP fingerprint reason code for any subsequent fingerprint background checks performed on sworn law enforcement officers.

Any questions or concerns please contact the Criminal History Unit, the TIME and Technical Unit or the Training and Standards Bureau at:


Criminal History Unit  
[cibrecordcheck@doj.state.wi.us](mailto:cibrecordcheck@doj.state.wi.us)  
608-266-7314

Training and Standards Bureau  
[tsb@doj.state.wi.us](mailto:tsb@doj.state.wi.us)  
608-266-8800

TIME and Technical Unit  
[cibtrain@doj.state.wi.us](mailto:cibtrain@doj.state.wi.us)  
608-264-9470

\*For more information about the Wisconsin Online Record Check System (WORCS) please visit the website:  
<https://recordcheck.doj.wi.gov/>

## Applicant Fingerprint Card

<b>APPLICANT</b> <small>* See Privacy Act Notice on Back FD-258 (Rev. 11-1-20) 1110-0046</small>		LEAVE BLANK		TYPE OR PRINT ALL INFORMATION IN BLACK						FBI		LEAVE BLANK							
				LAST NAME NAM		FIRST NAME		MIDDLE NAME											
SIGNATURE OF PERSON FINGERPRINTED				ALIASES AKA		ORI						DATE OF BIRTH Month Day Year		DOB Year					
RESIDENCE OF PERSON FINGERPRINTED				CITIZENSHIP CTZ		SEX		RACE		HGT.		WGT.		EYES					
DATE		SIGNATURE OF OFFICIAL TAKING FINGERPRINTS		YOUR NO. OCA		HAIR		PLACE OF BIRTH		POB									
EMPLOYER AND ADDRESS				UNIVERSAL CONTROL NO. UCN		ARMED FORCES NO. MNU		SOCIAL SECURITY NO. SOC		MISCELLANEOUS NO. MNU		CLASS		REF.					
REASON FINGERPRINTED																			
LEAVE BLANK																			
1. R. THUMB				2. R. INDEX				3. R. MIDDLE				4. R. RING				5. R. LITTLE			
6. L. THUMB				7. L. INDEX				8. L. MIDDLE				9. L. RING				10. L. LITTLE			
LEFT FOUR FINGERS TAKEN SIMULTANEOUSLY								L. THUMB		R. THUMB		RIGHT FOUR FINGERS TAKEN SIMULTANEOUSLY							

**REQUIRED DATA:**

- |  |  |
|--|--|
| <ol style="list-style-type: none"> <li>1. Last name</li> <li>2. First name</li> <li>3. Middle name or initial</li> <li>4. Signature of person fingerprinted</li> <li>5. ORI (your department's 9-character NCIC Agency Identifier and department name)</li> <li>6. Date of birth</li> <li>7. Sex</li> <li>8. Race</li> </ol> | <ol style="list-style-type: none"> <li>9. Height (HGT)</li> <li>10. Weight (WGT)</li> <li>11. Eye Color</li> <li>12. Hair Color</li> <li>13. Date</li> <li>14. Signature of official taking fingerprints</li> <li>15. Employer and Address</li> <li>16. Reason fingerprinted (LEAP or LESB)</li> </ol> |
|--|--|

**NOTE:** Only use fingerprint cards with the ORI contributor block imprinted "Training and Standards Bureau" if it is for LESB.

## Privacy Act Statement

*This privacy act statement is located on the back of the [FD-258 fingerprint card](#).*

Authority: The FBI's acquisition, preservation, and exchange of fingerprints and associated information is generally authorized under 28 U.S.C. 534. Depending on the nature of your application, supplemental authorities include Federal statutes, State statutes pursuant to Pub. L. 92-544, Presidential Executive Orders, and federal regulations. Providing your fingerprints and associated information is voluntary; however, failure to do so may affect completion or approval of your application.

Principal Purpose: Certain determinations, such as employment, licensing, and security clearances, may be predicated on fingerprint-based background checks. Your fingerprints and associated information/biometrics may be provided to the employing, investigating, or otherwise responsible agency, and/or the FBI for the purpose of comparing your fingerprints to other fingerprints in the FBI's Next Generation Identification (NGI) system or its successor systems (including civil, criminal, and latent fingerprint repositories) or other available records of the employing, investigating, or otherwise responsible agency. The FBI may retain your fingerprints and associated information/biometrics in NGI after the completion of this application and, while retained, your fingerprints may continue to be compared against other fingerprints submitted to or retained by NGI.

Routine Uses: During the processing of this application and for as long thereafter as your fingerprints and associated information/biometrics are retained in NGI, your information may be disclosed pursuant to your consent, and may be disclosed without your consent as permitted by the Privacy Act of 1974 and all applicable Routine Uses as may be published at any time in the Federal Register, including the Routine Uses for the NGI system and the FBI's Blanket Routine Uses. Routine uses include, but are not limited to, disclosures to: employing, governmental or authorized non-governmental agencies responsible for employment, contracting, licensing, security clearances, and other suitability determinations; local, state, tribal, or federal law enforcement agencies; criminal justice agencies; and agencies responsible for national security or public safety.

As of 11/01/2020

## RECORD COMPLETENESS OR ACCURACY CHALLENGE NOTICE

**FBI Record:** 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.

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.

*The CJIS Division is not the source of the data appearing on identification records. All data is obtained from fingerprint submissions or related identification forms submitted to the FBI by local, state, and federal agencies. As a result, the responsibility for authentication and correction of such data rests upon the contributing agency (i.e., police department, county court, etc.). Please contact this agency or the central repository in the state where the arrest occurred to request a change, correction, or update. The FBI is not authorized to modify the record without written notification from the appropriate criminal justice agency.*

### **Wisconsin Record:**

Subject to 111.33 to 111.36, Section 111.321 of the Wisconsin Statutes prohibits act of employment discrimination based on arrest and conviction records. Applicants should be notified of their right to challenge the accuracy and completeness of any information contained in a criminal record before any final determination is made. Challenges should be submitted to the Crime Information Bureau on form DJ-LE-247 and may include a request for fingerprint comparison.

*Form DJ-LE-247 and information on the Wisconsin challenge process may be found online at <https://www.doj.state.wi.us/dles/cib/background-check-criminal-history-information>*

**Other State's Record:** Contact the state holding or contributing the record being challenged.



## A Quick And Easy

# INTRO TO WORCS



Check out the [FAQs](#) and [Training Documents](#) online for more info!

Our new web interface for background checks is the Wisconsin Online Record Check System (aka "WORCS", found online at [recordcheck.doj.wi.gov](http://recordcheck.doj.wi.gov)). We recommend using the latest version of Google Chrome to access the site.

You have to get set up in WORCS in order to access fingerprint results, view invoices, and pay online!

### How do we know if our agency has an account?

- If you've submitted applicant prints before, you have an account (the acct # is something like L####T)

### How do we get access to WORCS?

- First, you have to set up a user account:

- ☞ From the main page, click on **REGISTER YOUR USER ACCOUNT** and follow the steps. Respond to the confirmation email right away - the link expires in 30 minutes!

- Next, ask your account admin to add you to the agency account and give you permissions.

- ★ Don't have an admin yet? Contact us at [CIBRecordCheck@doj.state.wi.us](mailto:CIBRecordCheck@doj.state.wi.us) or (608)266-7314 and tell us which user account to make the admin!

### What does the admin user do?

- They manage account information, mostly contact information

- ☞ To update that information, log in and click **Manage Account**. Don't forget to click **Save!**

- They also add or remove users and grant them permissions

- ☞ Click **Manage Users** and **Add User to Account**

- ☞ Click **Manage Users** and **Remove** to remove a user from the agency account

- ☞ Click **Manage Users** and **Edit** to change a user's permissions, then **Submit**

- ★ Their permissions include everything except **Fingerprint Results**, which must be added separately

### Does this change how we submit queries?

- You can still submit applicant fingerprints with your live scan device, or mail them in

- You can still run criminal histories using the TIME system with Purpose Code E

- ★ In WORCS, you can run name-based searches (e.g. bartenders, cab drivers)

- ☞ User account must have **Background Search** permission

### How do we view our results?

- ☞ Log in to and click **View My Requests** to view all results except those run in the TIME system

- For name-based search results:

- ☞ User account must have **Background Search** permission

- For fingerprint based results:

- ☞ User account must have **Fingerprint Results** permission

- ☞ The user should then log in and register for **Advanced Authentication**

### Where is our monthly statement?

- ★ Statements are now *only* available electronically, on WORCS

- ☞ User account must have **Invoices** permission

- ☞ Log in and click **Statements**, then select a time frame that includes the month(s) you want

- ★ The list of names that have been searched is now a **Report**, not part of the statement

- ☞ User account must have **Reports** permission

- ☞ Log in and click **Reports**, then **NAMES SEARCHED**, then select a time frame and **Generate**

- ★ You can pay online with an e-check/ACH, credit card, or debit card

- ☞ User account must have **Payments** permission

- ☞ Log in, click **Apply Payment**, fill out the required fields and **Submit**