

Internet Access to Wisconsin's Criminal History Files



**J.B. VAN HOLLEN
ATTORNEY GENERAL**

**Wisconsin Department of Justice
Division of Law Enforcement Services
Crime Information Bureau
Record Check Unit**

Internet Access to Wisconsin Criminal History Records

Thank you for choosing to access Wisconsin Criminal History files via the Internet. There are no additional fees for using Internet access, as fees for criminal records are set in section 165.82(1) of the Wisconsin Statutes. Those fees are as follows:

General checks:

- \$7.00 for non-profit organizations
- \$7.00 for government organizations
- \$13.00 for all others

To qualify as a non-profit organization, you must provide a copy of your 501(C)3 determination from the IRS. A Federal Employer Identification Number (FEIN) does not indicate non-profit status.

Caregiver or daycare checks:

On April 1, 2008, the Department of Health and Family Services (DHFS) began charging a fee of \$3.00 for all Caregiver and Daycare background checks, as authorized by the Legislature. The Department of Justice has agreed to collect this fee for DHFS. Charges for this fee will appear on your monthly statement. All payments should still be made payable to the Department of Justice and the DHFS fee will be forwarded to that agency.

- \$10.00 for non-profit organizations
- \$10.00 for government organizations
- \$16.00 for all others

▪ ***Handling Problems with Internet Access to Criminal History (INTCH)***

If your problem is you cannot get to the Welcome or Logon page of our website, you should first contact your local computer system administrator. They need to make sure the problem is not with your local network security or firewall that will not let your access our website, which is a secured website. DOJ uses secured socket layer (SSL) to ensure the security of our network. The cookies setting should be turned on.

If you have problems other with the Internet application, a help line has been established to take your calls. The number is (608) 264-6363. This phone will be answered during normal business hours 8:00 AM to 4:30 PM central time, Monday through Friday. INTCH is normally available from 4:00 AM to 12:00 AM central time seven days a week. System maintenance is being performed from midnight to 4:00 AM. The record check website is unavailable during that time frame.

▪ **Instructions**

To obtain criminal record information via the Internet, you must have the following:

- Access to the Internet
- The URL of our website: <http://wi-recordcheck.org>
- A valid account number from the Record Check Unit
- A PIN (Personal Identification Number) assigned by the Record check Unit

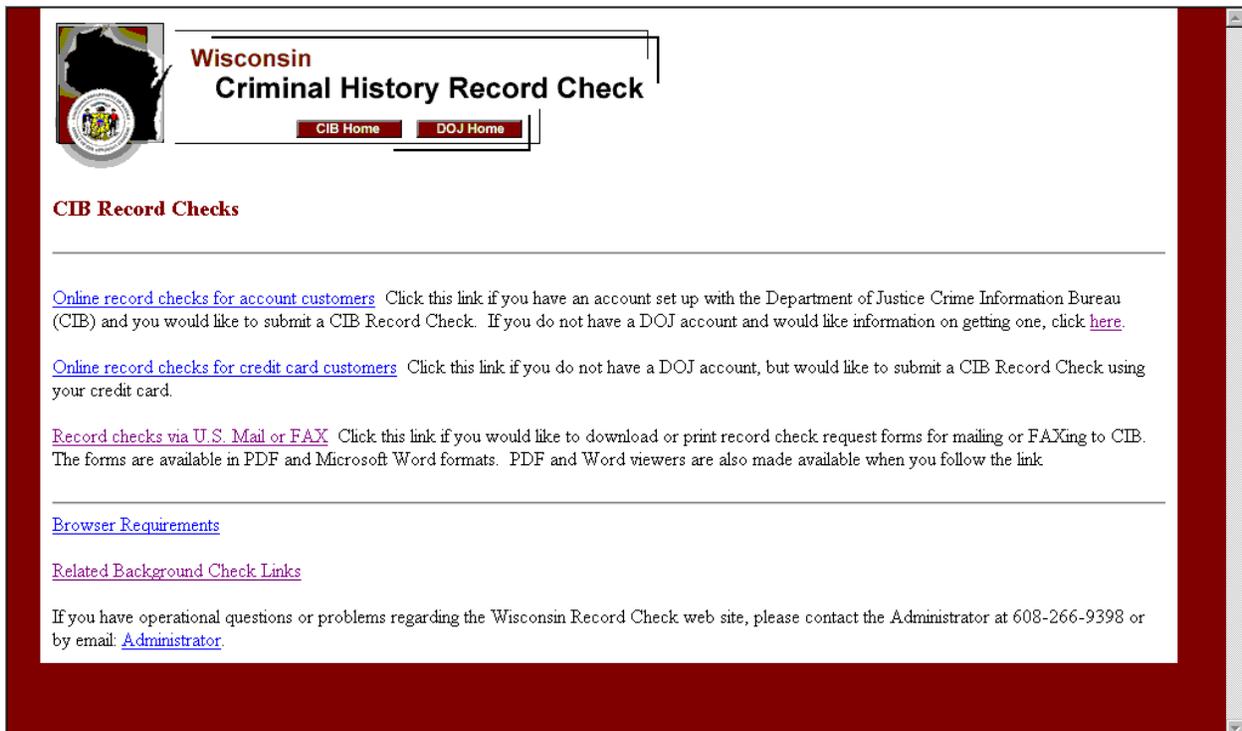
If you do not have an account, A record check account application may be downloaded at www.doj.state.wi.us/dles/cib/forms. The form needs to be completely filled out and a signature furnished to be valid. There is no fee to set up an account only to do searches. Once the form is completed fax the completed form to 608 267-4558.

Once you have all the above items, you are ready to logon to INTCH.

▪ **Go to the website**

Type in the following URL: <http://wi-recordcheck.org>. There is no www in this web address (URL). The separator between the wi and recordcheck must be a dash (-), not an underscore(_), and recordcheck is one word.

On the following page you must choose which type of transaction you wish to conduct. Select “*Online record checks for account customers*” to continue.



 **Wisconsin
Criminal History Record Check**

[CIB Home](#) [DOJ Home](#)

CIB Record Checks

[Online record checks for account customers](#) Click this link if you have an account set up with the Department of Justice Crime Information Bureau (CIB) and you would like to submit a CIB Record Check. If you do not have a DOJ account and would like information on getting one, click [here](#).

[Online record checks for credit card customers](#) Click this link if you do not have a DOJ account, but would like to submit a CIB Record Check using your credit card.

[Record checks via U.S. Mail or FAX](#) Click this link if you would like to download or print record check request forms for mailing or FAXing to CIB. The forms are available in PDF and Microsoft Word formats. PDF and Word viewers are also made available when you follow the link.

[Browser Requirements](#)

[Related Background Check Links](#)

If you have operational questions or problems regarding the Wisconsin Record Check web site, please contact the Administrator at 608-266-9398 or by email: [Administrator](#).

You may receive a notice that you are about to enter a secure website. Click “OK” and proceed.

You are now at the logon screen. You must enter your account number. This field is case sensitive, enter the letter of your account number in upper case, i.e. N, G, P or L, not n, g, p or l. **DO NOT ENTER ANY SPACES OR DASHES IN YOUR ACCOUNT NUMBER.** Your number should be G1825, not G-1825.

Enter the PIN you have been assigned by the Record Check Unit.

WARNING....The account number and PIN are the identifiers that are used to verify the requests are coming from your agency and should be billed to your account. Your PIN should only be given to those employees who are authorized by you to conduct background checks. Criminal History Background checks can be run from any computer with access to the Internet if the user possesses a valid account number and PIN. The Department of Justice assumes no responsibility for background checks run using your account and PIN without your authorization. If you believe checks are being run without authorization, contact the Record Check Unit for assignment of a new PIN.

Wisconsin
Criminal History Record Check

Logon

Please enter your account number (*case sensitive*):

Please enter your PIN:

Select a request type:

For Daycare requests, please enter your DHFS ID:

Logon Instructions Reset

- **New** Online DHFS results are processed between 4:00 a.m. and 8:00 p.m. Monday-Friday, and between 4:00 a.m. and midnight on weekends. Check your daycare/caregiver results the next day if you perform a record check outside of these hours.
- Click [here](#) for other, related background check sites.
- Click [here](#) for background check information from other states.
- The Record Check system is available seven days a week, from 4:00 a.m. to midnight

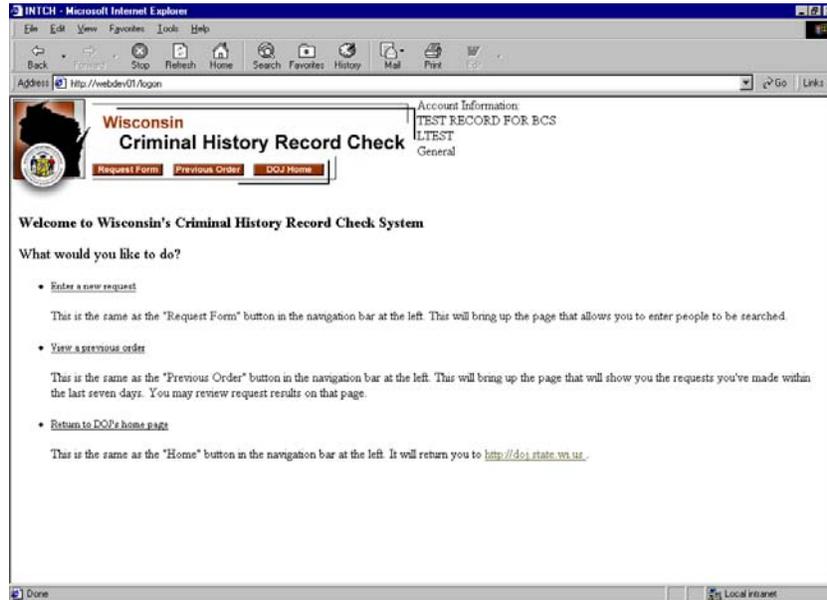
If you have operational questions or problems regarding the Wisconsin Record Check web site, please contact the Administrator at 608-266-9398 or by email: [Administrator](#).

Logon screen

Select the request type that applies to you from the pull down menu. Unless you are doing a Caregiver or Daycare background check, use the *General* request type. If you are doing a Caregiver or Daycare background check, select the appropriate type. For Daycare entries, you must enter your daycare DHFS ID you were assigned by the Department of Health and Family Services or your county facility number to proceed. If you do not have one or do not know yours contact Dept of Regulation and Licensing to obtain it at 608 266-9314.

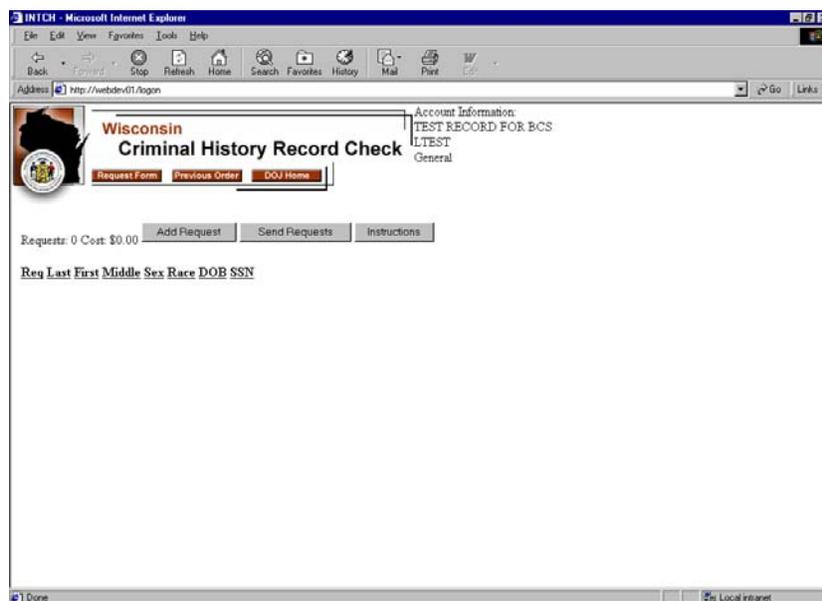
When the appropriate information has been entered, click the “Logon” button. The next page will provide you some options.

- Enter a new request – this option will allow you to do a background check
- View a previous order – your inquiries for the last thirty days are available for you to review or obtain updated information
- Return to DOJ’s home page – the account application and other forms may be found here.



- **Enter a new request**

If you select this option, the application proceeds to a shopping cart page that lists the information keyed and the amount that will be charged for the transactions. When you begin, this page should show 0 requests and \$0.00 costs. The amount charged per request is based on your account status of non-profit, government or general, along with any additional fees for Caregiver or Daycare requests. To begin keying requests, click the “Add Request” button.



The mandatory fields are labeled in red. They must be completed to do a background check. The required fields are last name, first name, sex, and birth date. **Social Security number must be included for Caregiver and Daycare checks.** These fields are not case sensitive.

Account Information:
TEST RECORD FOR BCS
LTEST
General

Wisconsin Criminal History Record Check

Request Form Previous Order DOJ Home

Instructions *Required Fields **

jones	john	q	
<i>Last Name*</i>	<i>First Name*</i>	Middle Name	
Male	White	05 21 1960	399 99 9999
Sex	Race	DOB* (mm-dd-yyyy)	SSN nnn-nn-nnnn

Done Add Another Request Add Alias Clear form Cancel

When you have keyed in the name, click “Add Alias” if you need to include aliases or maiden names with the inquiry. You may click “Done” if you are done or “Add another request” to submit more names.

Account Information:
TEST RECORD FOR BCS
LTEST
General

Wisconsin Criminal History Record Check

Request Form Previous Order DOJ Home

Instructions

jones	john	q	
<i>Last Name*</i>	<i>First Name*</i>	Middle Name	
M	W	5-21-1960	399-99-9999
Sex	Race	DOB* (mm-dd-yyyy)	SSN

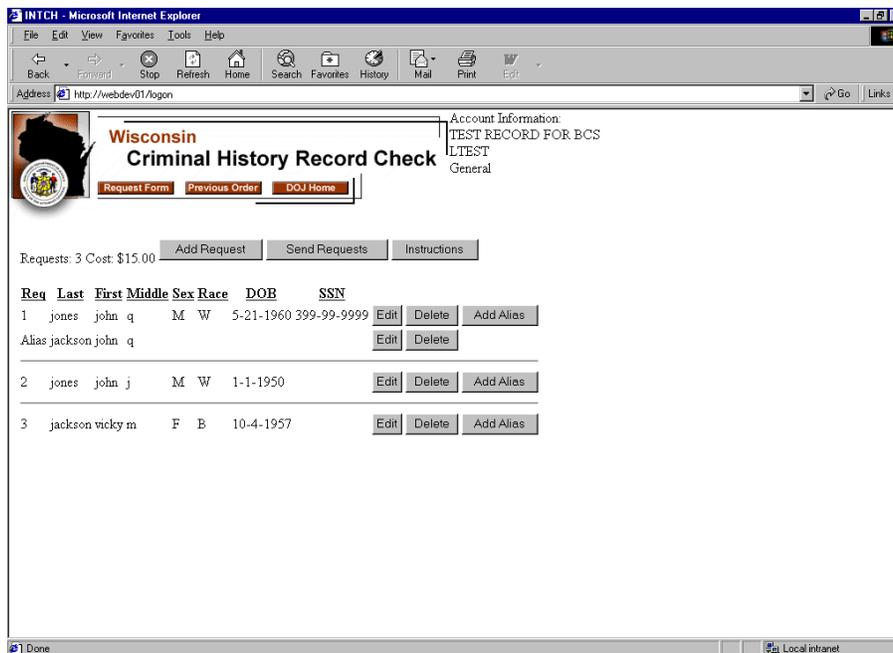
Aliases/Maiden Name/Other Names Used

Last Name	First Name	Middle Name
jackson	john	q

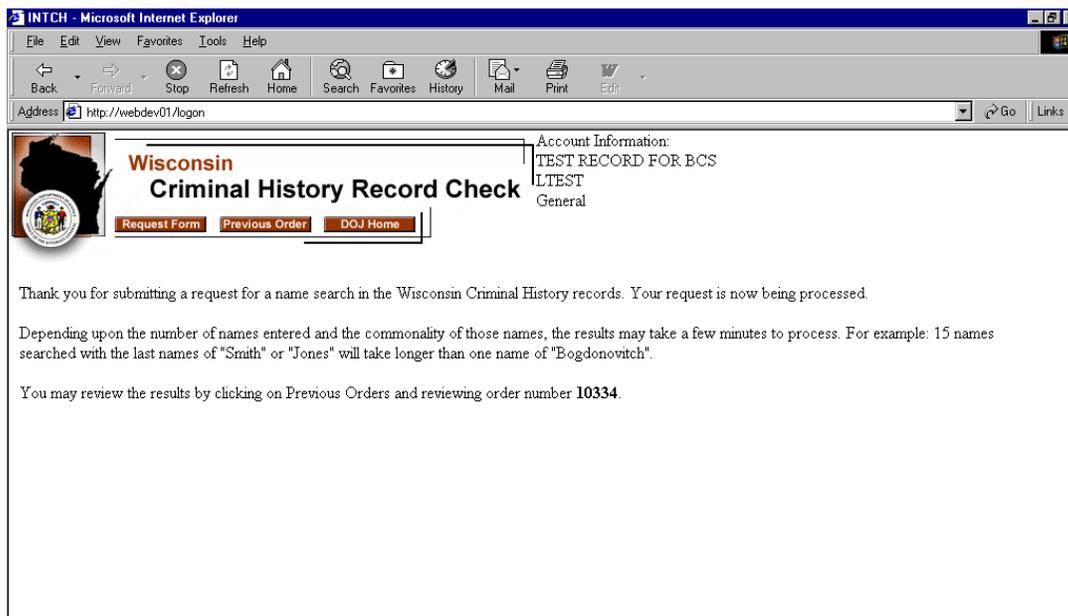
Done Add Another Alias Clear form Cancel

You may enter aliases or maiden names for the subject of your inquiry at no additional cost. The fields will be filled with the name information keyed into the original request. Type over whichever field needs to be changed. You may add additional aliases by clicking “*Add another alias*” or click “*Done*” if you have no more aliases to add.

Additional inquiries may then be keyed by clicking “*Add another request*” and adding requests until done. When you have no additional names to key, click the “*Done*” button.



You now see the names you have entered, along with any aliases or maiden names. The number of requests is displayed along with the total cost for this submission. You may edit or delete any of the inquiries by clicking the appropriate button next to the inquiry. You should check the information submitted for accuracy. When you are confident the information on the screen is correct, click the “*Send Requests*” button. Once this button is clicked you will be billed for the search you entered and the following screen will appear.

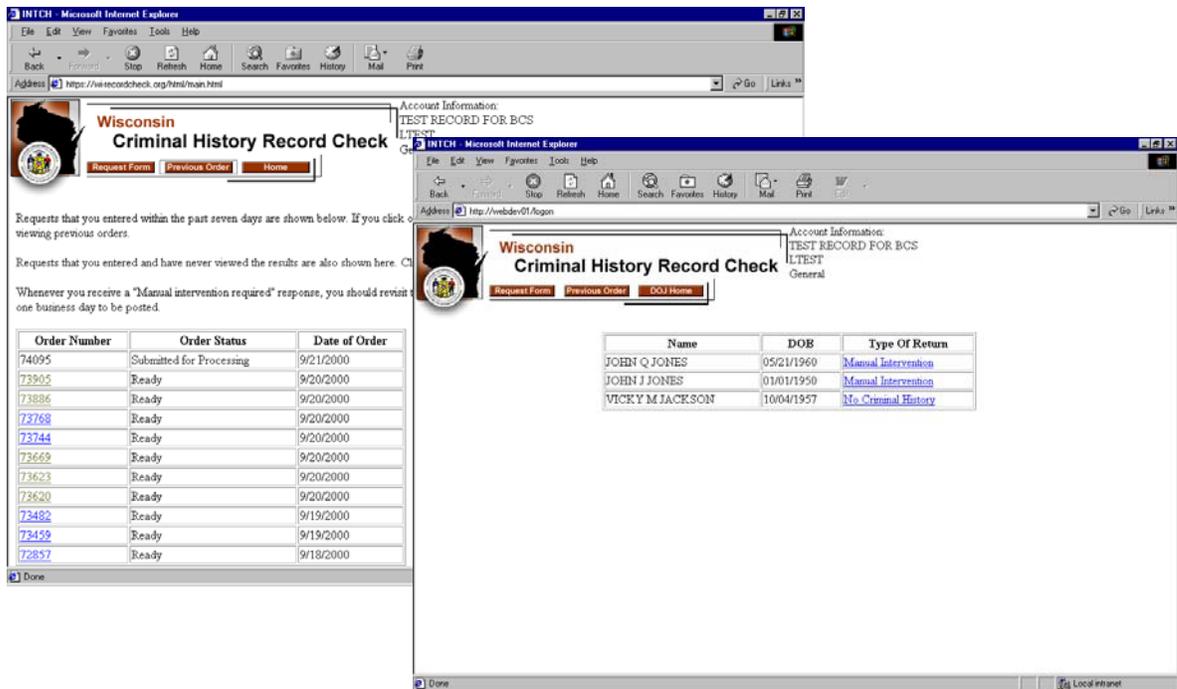


This screen gives you the order number associated with your inquiry. You may view a list of your orders for the past thirty days by clicking the “*Previous Order*” button. It may take a few minutes for the latest order number to appear on the screen, and may require you to refresh the screen. Your network administrator should set your browser to automatically refresh each time you go to a website. If your browser does not do this, you will not see the order number until the next time you logon to the page.

▪ **To View a Response or Previous Order**

All previous orders may be viewed for thirty days from the date of inquiry by using the “*previous order*” button. Clicking on the button will take the user to a bulletin board where your requests are posted. There is no additional charge for accessing this information. It may be accessed as many times as you like within the thirty day window. Each time you access the order a new query of the database occurs. If you run your search on Friday, and you subject is arrested Sunday, you will see the arrest on Monday.

The order number is a hyperlink. Clicking on the link takes the user to the inquiry responses for all names searched in that specific order.



Once in the batch, you may click on the hyperlink for *No Criminal History*, *Review CIB Record*, *DHFS/DRL Results*, *Juvenile Adjudication Report* or *Manual Intervention* and print the information on those pages using the PRINT button on your browser software.

No Criminal History	A page listing the information you entered and a statement that no matching criminal history was found.
Review CIB Record	A page listing the information you entered and the criminal record as maintained by the Crime Information Bureau. You must review the identification information to ensure the record returned is the record for the subject of your inquiry.
DHFS/DRL Results	A page from the Departments of Health & Family Services and Regulation and Licensing detailing the results of searches of the data maintained by these agencies. Which agencies respond is based on the type of search requested.
Juvenile Adjudication Report	A page listing daycare disqualifying offenses for which the subject of your inquiry has been adjudicated delinquent. These results are only available for daycare searches.
Manual Intervention	Based on the information you submitted, possible responses must be reviewed by a Criminal Record Specialist who determines which record, if any, to return. Responses are normally posted no later than the next business day under the order number.

Interpreting Responses

- *No Criminal History*

DEPARTMENT OF JUSTICE CRIME INFORMATION BUREAU
08/16/2000

Order Number	10581
Name	JOANNA Q. CITIZEN
Date of Birth	11/11/1966
Sex	FEMALE
SSN	888-88-8888
Race	UNKNOWN
Alias	

The response is based on a search using the identification data supplied. Searches based solely on name and non-unique identifiers are not fully reliable. The CIB cannot guarantee that the information furnished pertains to the individual you are interested in.

No criminal history found.

Based on the information entered, no match was found in the database.

▪ *Review CIB Record*

Exact Match

DEPARTMENT OF JUSTICE CRIME INFORMATION BUREAU
08/16/2000

Order Number	10582
Name	JOSEPHINE Q. CITIZEN
Date of Birth	03/06/1968
Sex	FEMALE
SSN	988-98-9898
Race	WHITE
Alias	

The response is based on a search using identification data supplied. Searches based solely on name and nonunique identifiers are not fully reliable. CIB can not guarantee that the information furnished pertains to the individual you are interested in.

Report Date: August 16, 2000 Public Access

WISCONSIN IDENTIFICATION DATA

Name:	JOSEPHINE Q. CITIZEN		
Sex:	Race:	Date Of Birth:	Height:
-----	-----	-----	-----
FEMALE	WHITE	March 6, 1968	5 FT. 1 IN.
Weight:	Hair:	Eyes:	Scars, Marks, Tattoos, Amputations
-----	-----	-----	-----
105 LBS.	BLONDE	HAZEL	
Place Of Birth:	Citizenship:	Fingerprint Class:	
-----	-----	-----	
WISCONSIN	USA	NOT AVAILABLE	
State Ident No.:	FBI No.:	Social Security No.:	
-----	-----	-----	
WI 999999	555555AA5	988989898	

Based on the information you entered, the subject of this record matches the person on whom your inquiry was based.

However, you need to compare the information you entered against the information in the record. You should examine name, date of birth, social security number and other identifiers in making your comparison.

If this response is not the subject of your inquiry, this information is the best match in our database. Running the inquiry again will not produce different or a no record result. The only positive method of identification is by submission of a fingerprint card.

Non-Exact Match

**DEPARTMENT OF JUSTICE CRIME INFORMATION BUREAU
08/16/2000**

Order Number	10581
Name	JOHN Q. CITIZEN
Date of Birth	03/31/1963
Sex	MALE
SSN	999-99-9999
Race	UNKNOWN
Alias	

Based on the above descriptors, no exact match can be found in CIB's computerized criminal history database. Some criminals are known to use a variety of alias names, dates of birth, and social security numbers. Also, normal data collection and keying processes lead to variation in subject descriptors. The following record is within the known range of variation and is available to you for your review. Be aware, however, that this record may not belong to the subject of your inquiry.

Report Date: August 16, 2000

Public Access

WISCONSIN IDENTIFICATION DATA

Name:			

JOHN QUINCY CITIZEN			
Sex:	Race:	Date Of Birth:	Height:
-----	-----	-----	-----
MALE	BLACK	March 31, 1962	5 FT. 09 IN.
Weight:	Hair:	Eyes:	Scars, Marks, Tattoos, Amputations:
-----	-----	-----	-----
182 LBS.	BLACK	BROWN	
State Ident No.:	FBI No.:	Social Security No.:	
-----	-----	-----	
WI 999998	444333DD4	[Redacted]	

Based on the information you entered, the subject of this record may be the person on whom your inquiry was based. There may be slight variation between the information you entered and the information in this record.

It is imperative that you compare the information you entered against the information in the record. You should examine name, date of birth, social security number and other identifiers in making your comparison.

If this response is not the subject of your inquiry, this information is the best match in our database. Running the inquiry again will not produce different or a no record result. The only positive method of identification is by submission of a fingerprint card.

- **Tips when using the website**

- **Race Codes**

Only the standard race codes in the drop-down list box are valid and may be used with the application. Those codes are:

A	Asian or Pacific Islander
B	Black
I	Indian or Alaskan Native
W	White
U	Unknown

We use the standard FBI race codes. Notice that Hispanic is not included in these codes. The FBI lists Hispanic as an ethnic indicator, not a race. If you use a race code of Unknown, make sure you check the race field on the record response to make sure it matches the subject of your inquiry. The more information you include in your inquiry, the more accurate your response will be.

- **Last Names and Suffixes**

If you are requesting a check on a person who has a suffix in their name, i.e. Sr., Jr., II, etc., do not enter the suffix with the name. The search parameters in the date of birth field will eliminate other possibilities. If you do enter the suffix in the name field, the search will identify those additional keystrokes as additional letter in the name, and any not return a record when one exists, due to the inclusion of those additional characters in the search.

John Q. Jones Jr. search as John Q. Jones

- **Hyphenated Last Names**

When searching a hyphenated last name, do not include either the hyphen or a space in the last name field. Enter the complete continuous last name. You may also wish to add alias/maiden name search using each part of the hyphenated last name as an individual last name.

Joann J. Smith-Jones search as Joann J. Smithjones

Alias last name of Smith
Alias last name of Jones

▪ **Questions regarding Wisconsin Statutes**

The Wisconsin Statutes may be found on-line at: <http://folio.legis.state.wi.us>

What information is in these databases?

• **Department of Justice**

The Crime Information Bureau has been receiving arrest fingerprint cards from Wisconsin law enforcement agencies since 1971. Those agencies are required to submit fingerprint cards for all arrests made for certain offenses enumerated in Wisconsin Statutes. CIB routinely accepts all arrest cards submitted from all agencies empowered to arrest people. All subjects in the CIB database have fingerprints on file at DOJ. In addition, courts and prosecutors submit disposition information for those arrest cards submitted by the law enforcement agencies. The disposition posted on the rap sheet is what happened in the court system.

Why may all offenses not be in the database? Not all court cases may see the defendant in the custody of a law enforcement agency. If the court does not refer these non-custodial cases to a law enforcement agency for booking, fingerprints may not be submitted. In addition, not all law enforcement agencies submit fingerprints for all offenses. Currently, most of the information in the database, including arrests and dispositions, are received electronically.

Background checks in Wisconsin return both arrest and conviction information. Some other states will only release conviction information, while even other states release no information at all. These states are normally referred to as *closed record* states.

• **Department of Health and Family Services**

The DHFS IBIS letter will be provided online with a link right under the criminal history link on the previous order screen. The link reads “*DHFS/DRL results*”. This letter is required to be on file to be in compliance with the caregiver law (State Statute 50.065). The letter includes the following inquiries to DHFS databases:

- Caregiver Findings of Abuse or Neglect of a Client or Misappropriation of a Client's Property
- Denials or Revocations of Operating Licenses for Adult Programs
- Denials or Revocations of Operating Licenses for Child Programs
Rehabilitation Review Findings
- Status of Professional Credentials, Licenses or Certifications maintained by the Department of Regulation and Licensing (entities can ignore credential

findings on anyone other than the person for whom they requested a background check).

When you submit a Wisconsin Criminal History Record request and indicate “*Caregiver*”, your request triggers the electronic search of the DHFS and DRL databases which then generates the online response.

For additional information on the Wisconsin Caregiver Program, please check out the DHFS website at www.dhfs.state.wi.us. Click on “*Licensing*” and then on “*Caregiver Program*.” There you will find the forms, rules and regulations and contact information, including other states criminal record search information.

▪ **Wisconsin Circuit Court Access Program (formerly CCAP) website**

Is the information I get from the CCAP website the same as that I pay to get from DOJ and DHFS?

No. While the CCAP website may have information not included in the DOJ database, the information in the DOJ database dates back to 1971, while the historical information in the CCAP database varies from county to county. Several counties are still not using CCAP and have not data in that database. Furthermore, the information in CCAP is based solely on name, while all arrest information at DOJ is based on fingerprint identification.

No data returned from the Department of Health and Family Services may be found in CCAP. Wisconsin Statutes designate the Departments of Justice and Health and Family Services as the agencies that must be checked to satisfy the requirements in the caregiver legislation.

The disclaimer from the CCAP website is as follows:

The data available in the CCAP database is limited by:

- *One county (**Walworth**) is not using CCAP, and therefore does not have data in WCCA.*
- *Some counties currently use CCAP for selected case types. **Portage** has data only for Probate cases. **Milwaukee** has data for all case types except Probate.*
- *Counties that are on CCAP began using it at different times and made independent decisions about the “backloading” of pre-CCAP cases.*
- *The [Wisconsin Supreme Court rule on Records Retention](#) (SCR 72) establishes time periods after which case files, including electronic files, may be destroyed or deleted.*

All the data in the CCAP database is entered in the individual counties where the case files are located.

The CCAP website is a good resource and a link to it may be found on the welcome page of the DOJ Internet record check application. We recommend CCAP to be used as a supplement to the CIB report or to research issues further.

▪ **Where to go for Help**

Department of Justice

INTCH	(608) 264-6363
Record Check Unit	(608) 266-7780
INFO Line (status of mail requests)	(608) 266-5764
Record Check Forms	http://www.doj.state.wi.us/dles/cib/forms
INTCH website	http://wi-recordcheck.org

Department of Health and Family Services

Employees, contractors, owners and non-client residents	(608) 243-2019 or caregiver_intake@dhfs.state.wi.us
Child Care Providers	(608) 266-9314
Foster Care Providers	(608) 267-7287
All other DHFS questions	(608) 243-2036