The purpose of this document is to help guide Trainers and TA Professionals navigate through the Department of Justice Name Based Background Check application.

User goes to WORCS https://recordcheck.doj.wi.gov/ and logs in with their login ID and password

Department of Justice Wisconsin Online Reco	ord Check System
Welcome to WORCS	
PUBLIC ACCESS AUTHORIZED USERS	Attention: WORC5 is designed for people to check their own history or for employers to check their employees. If you need a "police certificate", "statement of good conduct", or a certified copy of a record check you must mail in the request form <u>SINGLE SUBJECT RECORD REQUEST DJ-LE-250</u> and include a letter asking for a certified check.
LOGIN REGISTER FOR A LOGIN ACCOUNT EORGOT YOUR PASSWORD2	

User checks the checkbox on the Security Warning modal and clicks continue

Department Wisconsir You are accessing Wisconsin arrest results via the Wisconsin Online Record Check System. By checking the box below you are acknowledging that you will comply with all federal laws, state laws and regulations for use of Wisconsin arrest records. Unauthorized access is prohibited and may be subject to criminal and/or civil penaltics. System usage may be monitored, recorded and subject to audit. Use of the system indicates consent to monitoring and recording of your	
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Welcome to WOR	
AUTHORIZED USERS PUBLIC ACCENTE CONTINUE	
Login	
vendwinfs	
Password	
REGISTER FOR A LOGIN ACCOUNT FORGOT YOUR PASSWORD?	

User is directed to the Dashboard

shboard	
ackground Checks	Manage Account
Submit New Request	Change Password
Upload File Request	Manage Users
View My Requests	Apply Payment
	Manage Account
	Statements
	Reports

User clicks on Submit New Request

Background Checks	Manage Account	
Submit New Request	Change Password	
Upload File Request	Manage Users	
View My Requests	Apply Payment	
	Manage Account	
	Statements	
	Reports	

User selects the Background Request Type from the dropdown menu and enters the relevant information before clicking **Submit**

Packground (back Paguast		m
ackground Request Type			
GENERAL			
PERSON 1			
Last Name Required	First Nam	IC Required	Middle Initial
Gender Required F	ACC Required	Date of Birth Required	Social Security Number
SELECT .	SELECT •		X000-300-3000X

User is directed to the Apply Payment page

Departmen Wiscons	nt of Justice in Online Record Check System
Apply Payment	
Payment Method Required	
SELECT	,
Customer Account	
Account Number: P10029 Account Name: cabbase	
INVOICES	
Q ACCOUNT INFO	
Payment Summary	
Number of Record Requests	1
Fee	CIB
Sub Total	\$7.00
Total Amount	\$7.00
Entered By	
User Name Date Submitted	testingdaily106@gmail.com 3/29/2016 4:00:40 PM
ВАСК	CONTINUE

Payment Methods available to an account holder:

- Bill to Account- For customers with a billing account
- Online Payment Registered users without a billing account or Users who want to pay online rather thancharging it to their account

User selects the payment method (if online payment is selected then the system will direct the User to ePay) and clicks **continue**

Departmer Wiscons	nt of Justice in Online Record Check System
Apply Payment	
Payment Method Required	*
Customer Account	
Account Number: P10029	
INVOICES	
Q ACCOUNT INFO	
Payment Summary	
Number of Record Requests	1
Fee	CIB
Sub Total	\$7.00
Total Amount	\$7.00
Entered By	
User Name Date Submitted	testingdaily106@gmail.com 3/29/2016 4:00:40 PM
ВАСК	CONTINUE

User selects Bill to Account payment option, reviews the information and clicks continue

Departmer Wiscons	nt of Justice in Online Record Check System
Apply Payment	
Payment Method Required BILL TO ACCOUNT	•
Account Number: P10029	
INVOICES	
Q ACCOUNT INFO	
Payment Summary	
Number of Record Requests	1
Fee Sub Total	CIB \$7.00
Total Amount	\$7.00
Entered By	
User Name Date Submitted	testingdaily106@gmail.com 3/29/2016.4.05.40 PM
ВАСК	CONTINUE

User reviews the Customer Receipt for accuracy. User has the option to print the receipt and View Results

Department of Justice Wisconsin Online	Record Check	System	
Customer Receipt			
Crime Information Bureau WI Department of Justice			
Date 3/29/2016 Time: 4/29/2016 Time: 4/24 MM Emered By: testingdaily106@gmail.com Order Reference Number: Wrwg. Request Type: General Number of Requests: 1 Fess per Request: 1 Cit: 57.00			
Payment Method: Bill to Account Use the Order Reference Number listed above to retrieve your result conline at: https://words.gc.doi.wt.gov/BackgroundRequest/R sallstYt/wg			

User selects the Online Payment option, reviews the information and clicks continue

Departmer Wiscons	nt of Justice in Online Record Check System
Apply Payment	
Payment Method Required ONLINE PAYMENT	
Customer Account	
Account Number: P10029 Account Name: cabbage	
Q ACCOUNT INFO	
Payment Summary	
Number of Record Requests	1
Fee	CIB
Sub Total	\$7.00
Total Amount	\$7.00
Entered By	
User Name Date Submitted	testingdally106@gmail.com 3/29/2016 4:05:40 PM
ВАСК	CONTINUE

User is directed to the Checkout page and clicks Submit Payment

sult number. Upon returning to WORCS you will receive a link to retrieve your I Discover cards are all accepted by US Bank.
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Discover cards are all accepted by US Bank.
Discover cards are all accepted by US Bank.
rmation if paying by ACH.

User is directed to the ePay website to complete the payment process

State	State of Wisconsin		1	
Aos.	e-Payment Se	ervices		
Review	Payment			
Please review th	e information below and select Confir	rm to process your payment. Select Back to return to the previous page to make changes to your payment.		
Payment Det	ails			
	Description	WI Online Record Check Systems WI Background Check Services WORCS.DOJ.WI.GOV		
	Payment Amount	\$7.00		
	Payment Date	01/26/2016		
	Order Reference Number	pLwjSQ		
	Billing ID	1234		
Payment Met	hod			
	Payer Name	jessica kirk		
	Card Number	*1111		
	Expiration Date	Jan-2017		
	Card Type	Visa		
	Confirmation Email	testingdaily102@gmail.com		
Billing Addres	55			
	Address 1	4201 ahakak	1	

User clicks Confirm after reviewing the information

oura rype	*134
Confirmation Email	testingdaily102@gmail.com
Billing Address	
Address 1	4201 ghgkgk
City/Town	bfmffm
State/Province/Region	wi
Zip/Postal Code	63245
Country	us
Contact Information	
First Name	jessica
Last Name	kirk
Address 1	4201 ghgkgk
City/Town	bfmffm
State/Province/Region	wi
Zip/Postal Code	63245
Country	us
Phone Number	3216549874
Email Address	testingdaily102@gmail.com
Confirm Back	
	Customer Service Help Privacy Policy 🔒 Sec

User receives a confirmation number and clicks continue

e,	e-Payment Services	
Your last visit was W	My Account	
Confirmatio	on	
You must click the '	'Continue" button below in order to return to the state agency's website.	
Please keep a record	of your Confirmation Number, or print this page for your records.	
Confirmation Num	ber WINWOR000101643	
Continue		
Payment Details		
	Description WI Online Record Check Systems WI Background Check Services WORCS.DOJ.WLGOV	
	Payment Amount \$7.00	
	Payment Date 03/23/2016	
	Status PROCESSED	
	Order Reference Number 1n4KTQ	
	Billing ID 1234	
Payment Method		
	Payer Name Brenda Brown	
	Card Number *1111	
	Card Type Visa	
	Confirmation Email testingdaily103@gmail.com	
Billing Address		
	Address 1 1417 ghgkkg	
	City/Town madison	
	State/Province/Region WI	
	Zip/Postal Code 56478	
	Country United States	

User is directed to the Payment Status page to view/print the receipt. User clicks on **View Results** link

ayment Status					
t for your records. If you have an account, payments are generally posted to your account statement.					

User is directed to the Request Results page and clicks on the Results link when the request is complete

Department of Justice Wisconsin Online Record Check System							
equest	Results						
a status puer ba	"complete" before you p	and the second second second second	kground check request. Please	refresh this nage in 1.2 minut	es to see if your result is		
omplete. If it is no	t you may need to check	again the following business da	y.	renesir ans page in 1-2 minut	es to see il your result is		
omplete. If it is no	t you may need to check	again the following business da	y.	en estr das page in 1-2 million	SEARCH		
Created \$	Username \$	again the following business da Searched Name \$	Archive Status \$	Result Status 🔹	SEARCH Message ¢		
Created \$ 03/30/2016	Username ¢ Anonymous	again the following business da Searched Name ¢ GHGJGK, KRKRKR	Archive Status \$ Active	Result Status 🛊 Queued	SEARCH Message ¢		

User checks the checkbox on the legalese modal to agree with the terms after the request is complete

Customer Receipt - DOU WO x	A - @ X
🗲 🤿 🖸 🗈 worcsdev01/Payment/PaymentReceipt/RandomId=tiaZtA8FromBackgroundCheck=True	☆ =
🗄 Apps ★ Bookmarks 📔 Welcome to WORCS 🎼 Staging	
The Visconsin arest report below may not show all arests for the person whose fingerprints are associated with the reported arrest. However, the arrest report contains all information that has been provided to the state arrest database that may be released in response to your request.	s *
The results of this search are effective and current for the date of this search only. A new search request should be submitted at a later time if an updated response is needed.	
NOTICE TO EMPLOYERS	
It may be a violation of state law to discriminate against a job applicant because of an arrest or conviction record. Generally speaking, an employer may refuse to hire an applicant on the basis of a conviction record only if the circumstances of the offense for which the applicant was convicted substantially relates on the circumstances of the particular job. For more information, see STATUTE 1133 and the Operations of Viologica Development's upblication, see and Conviction Records Linder the Law	·
Before you make a final decision adverse to an applicant based on the following arrest record, in addition to any other opportunity you offer the applicant to explain the following arrest record, please notify the applicant of	
1. His or her right to challenge the accuracy and completeness of any information contained in a arrest record, and 2. The process for submitting a challenge	
The applicant should submit his or her challenge to CIB on Form DJ4E-247. Form DJ4E-247 is available free of charge on THE DEPARTMENT OF JUSTICE WEBSITE or by calling (658) 266-2314. A challenge may include a request for comparison of the fingerprints of the person submitting the challenge to the fingerprints on file that are associated with the Wisconsin arrest record below	- 11
I have read and understand the above "Explanation About How To Understand this Response"	
BACK TO RESULTS VIEW RAPSHEET	
FORMS RELATED SITES HELP CONTACT US	
Copyright 2015 Wisconsin Department of Justice - Build : 1 0.5765 21477 App Build : "1.0.5765 18238"	
19ant 🖏 😰 🏭 🦁	11:18 AM

User clicks on View Rapsheet and prints the results



User reviews the Rapsheet and prints a copy to send to the Wisconsin Registry.