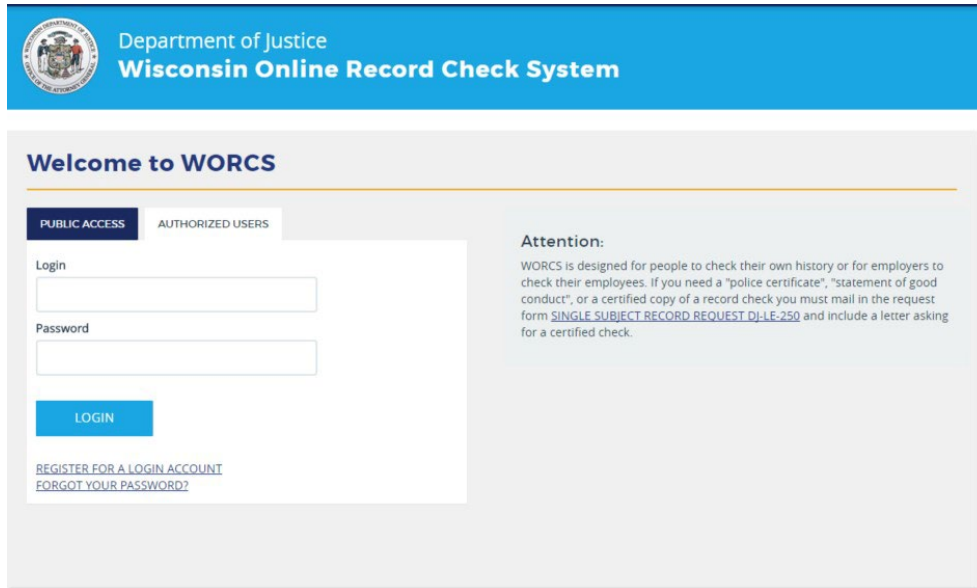


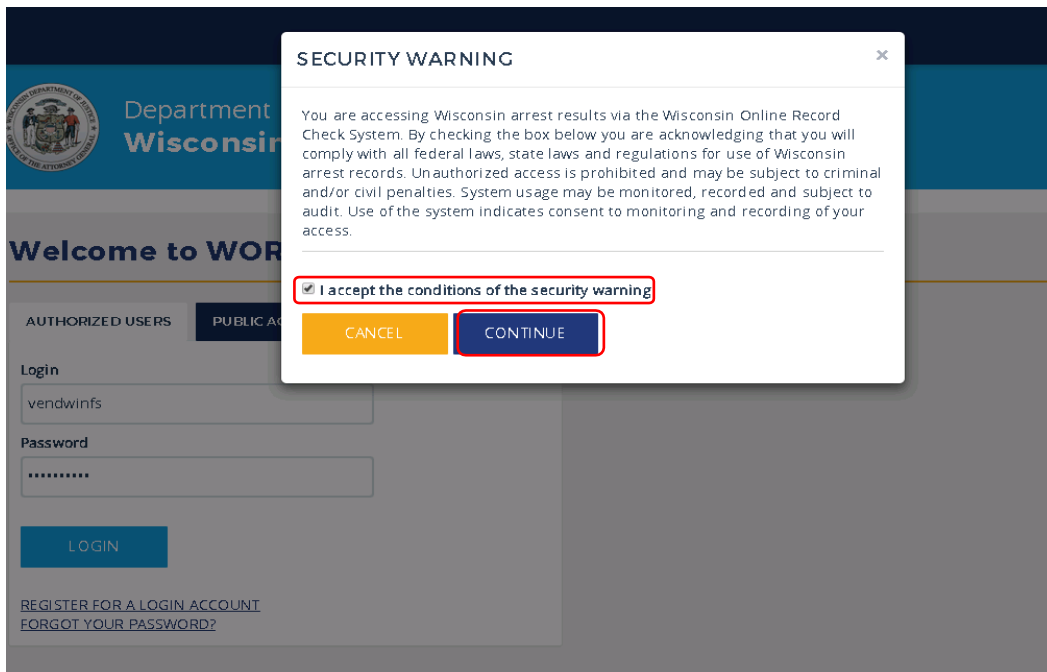
Submitting a Department of Justice (DOJ) Name Based Background Check

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

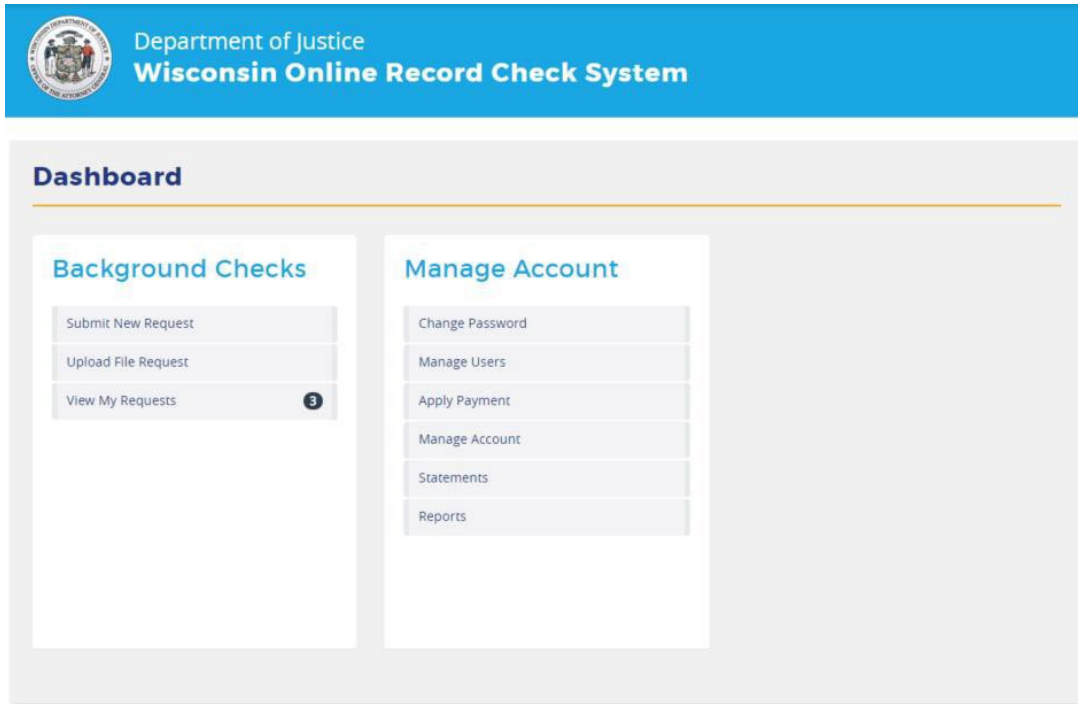


User checks the checkbox on the Security Warning modal and clicks continue

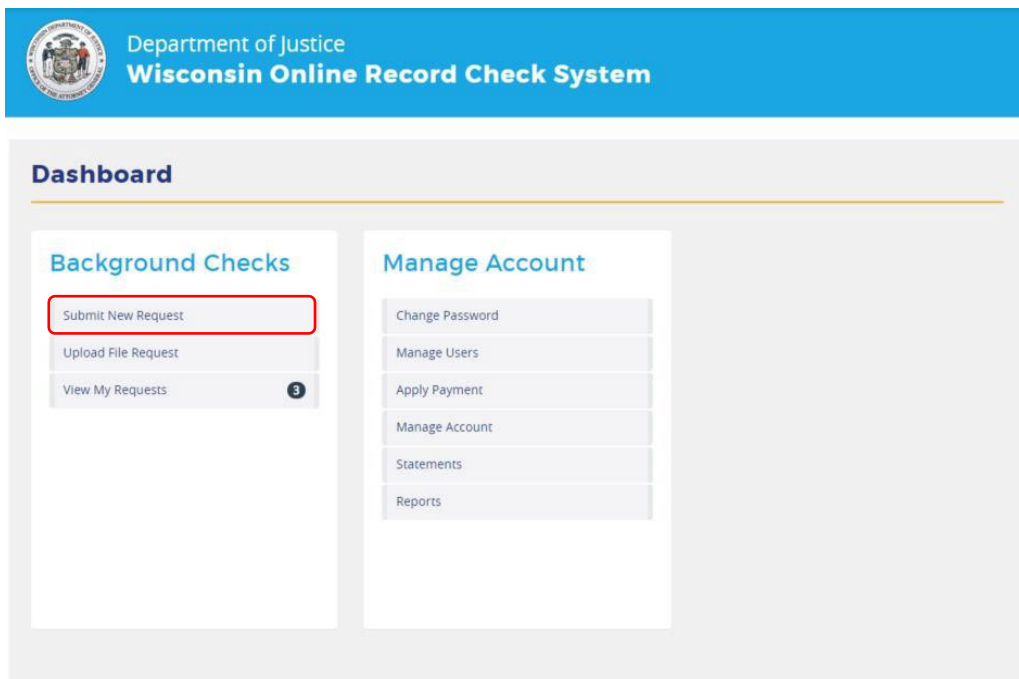


Submitting a Department of Justice (DOJ) Name Based Background Check

User is directed to the Dashboard



User clicks on Submit New Request



Submitting a Department of Justice (DOJ) Name Based Background Check

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

Department of Justice
Wisconsin Online Record Check System

Background Check Request

Background Request Type
GENERAL

PERSON 1

Last Name Required First Name Required Middle Initial

Gender Required Race Required Date of Birth Required Social Security Number

SELECT SELECT XXX-XX-XXXX

+ ADD AN ALIAS
x REMOVE PERSON

+ ADD A PERSON

OPEN ALL CLOSE ALL

CANCEL SUBMIT

User is directed to the Apply Payment page

Department of Justice
Wisconsin Online Record Check System

Apply Payment

Payment Method Required
SELECT

Customer Account

Account Number: P10029
Account Name: cabbage

[INVOICES](#)
[ACCOUNT INFO](#)

Payment Summary

Number of Record Requests	1
Fee	CIB
Sub Total	\$7.00
Total Amount	\$7.00

Entered By

User Name: testingdaily106@gmail.com
Date Submitted: 3/29/2016 4:00:40 PM

BACK CONTINUE

Submitting a Department of Justice (DOJ) Name Based Background Check

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 than charging 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**

Department of Justice
Wisconsin Online Record Check System

Apply Payment

Payment Method Required
SELECT

Customer Account

Account Number: P10029
Account Name: cabbage
[INVOICES](#)
[ACCOUNT INFO](#)

Payment Summary

Number of Record Requests	1
Fee	CIB
Sub Total	\$7.00
Total Amount	\$7.00

Entered By

User Name	testingdaily106@gmail.com
Date Submitted	3/29/2016 4:00:40 PM

BACK CONTINUE

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

Submitting a Department of Justice (DOJ) Name Based Background Check

**Department of Justice
Wisconsin Online Record Check System**

Apply Payment

Payment Method Required
BILL TO ACCOUNT

Customer Account
Account Number: P10029
Account Name: cabbage
[INVOICES](#)
[ACCOUNT INFO](#)

Payment Summary

Number of Record Requests	1
Fee	CIB
Sub Total	\$7.00
Total Amount	\$7.00

Entered By

User Name	testingdaily106@gmail.com
Date Submitted	3/29/2016 4:05:40 PM

[BACK](#) [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

Background Request Payment

Date: 3/29/2016
Time: 4:04 PM
Entered By: testingdaily106@gmail.com
Order Reference Number: Nvwg
Request Type: General
Number of Requests: 1
Fees per Request:
CIB: \$7.00

Total Fee: \$7.00

Payment Method: Bill to Account

Use the Order Reference Number listed above to retrieve your result online at:
<https://worcs.sj.doj.wi.gov/BackgroundRequest/Results/Nvwg>

[PRINT](#)

[VIEW RESULTS](#)

Submitting a Department of Justice (DOJ) Name Based Background Check

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

Department of Justice
Wisconsin Online Record Check System

Apply Payment

Payment Method Required
ONLINE PAYMENT

Customer Account

Account Number: P10029
Account Name: cabbage
[INVOICES](#)
[ACCOUNT INFO](#)

Payment Summary

Number of Record Requests	1
Fee	CIB
Sub Total	\$7.00
Total Amount	\$7.00

Entered By

User Name: testingdaily106@gmail.com
Date Submitted: 3/29/2016 4:05:40 PM

[BACK](#) [CONTINUE](#)

User is directed to the Checkout page and clicks Submit Payment

Department of Justice
Wisconsin Online Record Check System

Checkout

Additional Information

- US Bank will email you a confirmation number to confirm your payment. This is not your result number. Upon returning to WORCS you will receive a link to retrieve your results along with a receipt.
- Available payments types are credit card or ACH (e-check). Visa, MasterCard, and Discover cards are all accepted by US Bank.
- WORCS does not save or store your credit/debit card information or your bank account information if paying by ACH.

Submitted Date: 3/23/2016 9:51:05 AM
Fee: CIB
Sub Total: \$7.00

Total Fees: \$7.00
Amount to be Paid: \$7.00

Clicking "Submit Payment" will redirect you to the US Bank site to complete your transaction. After completing your payment at US Bank select the "Continue" to return to WORCS.

[SUBMIT PAYMENT](#)

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

Submitting a Department of Justice (DOJ) Name Based Background Check

WISCONSIN GOV WISCONSIN

State of Wisconsin
e-Payment Services

[Exit](#)

Review Payment

Please review the information below and select Confirm to process your payment. Select Back to return to the previous page to make changes to your payment.

Payment Details

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 Method

Payer Name jessica kirk

Card Number *1111

Expiration Date Jan-2017

Card Type Visa

Confirmation Email testingdaily102@gmail.com

Billing Address

Address 1 4201 ghgkjk

User clicks Confirm after reviewing the information

Card Type Visa

Confirmation Email testingdaily102@gmail.com

Billing Address

Address 1 4201 ghgkjk

City/Town bfmffm

State/Province/Region wi

Zip/Postal Code 63245

Country us

Contact Information

First Name jessica

Last Name kirk

Address 1 4201 ghgkjk

City/Town bfmffm

State/Province/Region wi

Zip/Postal Code 63245

Country us

Phone Number 3216549874


Email Address testingdaily102@gmail.com

[Back](#)

[Customer Service](#) | [Help](#) | [Privacy Policy](#) | [Security](#)

User receives a confirmation number and clicks continue

Submitting a Department of Justice (DOJ) Name Based Background Check

 **State of Wisconsin**
e-Payment Services

[Exit](#)

Your last visit was Wed 03/23/2016 09:52 AM CDT My Account

Confirmation

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 Number **WINWOR000101643**

Payment Details


Description	WI Online Record Check Systems WI Background Check Services WORCS.DOJ.WI.GOV
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

[Customer Service](#) | [Help](#) | [Privacy Policy](#) |  [Security](#)

Submitting a Department of Justice (DOJ) Name Based Background Check

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

The screenshot shows the 'Payment Status' page. At the top, there is a blue header with the Department of Justice logo and the text 'Department of Justice Wisconsin Online Record Check System'. Below the header, the page title is 'Payment Status'. A message states: 'Your payment has been received by WORCS. Please print or save this receipt for your records. If you have an account, payments are generally posted to your account the next business day and will be available for viewing on your next month's statement.' A dark blue bar with a white checkmark icon contains the text 'Your payment was successfully processed'. Below this is a white receipt box with the following details: 'Crime Information Bureau WI Department of Justice Background Request Payment', 'Date: 3/30/2016', 'Time: 11:38 AM', 'Entered By: testingdaily106@gmail.com', 'Order Reference Number: 0a8jvw', 'Request Type: General', 'Number of Requests: 1', 'Fees per Request: CIB: \$7.00', and 'Total Fee: \$7.00'. The payment method is 'Online Payment'. A URL is provided to retrieve results: <https://worcs.sj.doj.wi.gov/BackgroundRequest/Results/0a8jvw>. At the bottom of the receipt box are two buttons: 'PRINT' and 'VIEW RESULTS', both highlighted with red boxes.

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

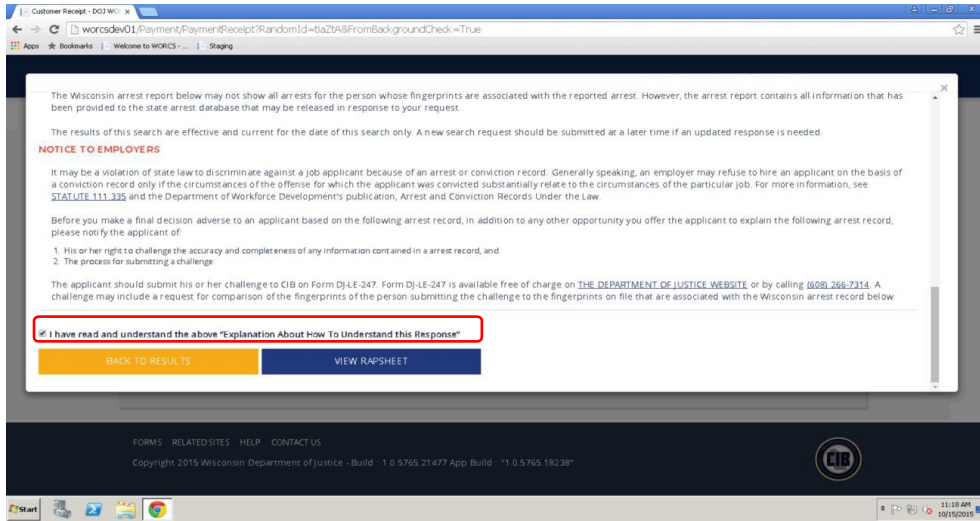
The screenshot shows the 'Request Results' page. At the top, there is a blue header with the Department of Justice logo and the text 'Department of Justice Wisconsin Online Record Check System'. Below the header, the page title is 'Request Results'. A message states: 'The status must be "complete" before you may view the results of your background check request. Please refresh this page in 1-2 minutes to see if your result is complete. If it is not you may need to check again the following business day.' Below the message is a search bar with the text 'SEARCH'. Below the search bar is a table with the following data:

Created	Username	Searched Name	Archive Status	Result Status	Message
03/30/2016	Anonymous	GHGJGK, KRKRKR	Active	Queued	

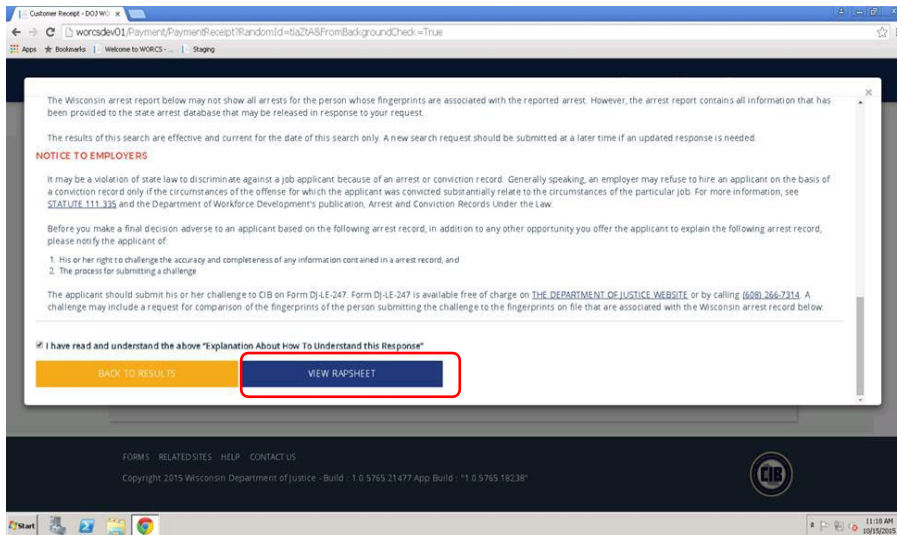
Showing 1 to 1 of 1 rows

Submitting a Department of Justice (DOJ) Name Based Background Check

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



User clicks on View Rapsheet and prints the results



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