



# Fingerprint-Based Background Check

## Process to Satisfy the Federal Special Condition: Suitability to Interact with Minors

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Under the Volunteers for Children Act, a qualified entity may conduct fingerprint-based criminal history background checks to screen employees and volunteers for relevant criminal history records. A “qualified entity” is any Wisconsin business or organization that provides care, treatment, education, training, instruction, supervision or recreation for children, the elderly, or individuals with disabilities, whether public, private, for-profit, not-for-profit or voluntary.

The Crime Information Bureau (CIB) will determine if the agency meets the criteria of a qualified entity under the Volunteers for Children Act. If the agency is qualified to conduct criminal history background checks, further information (account number, instructions, fingerprint cards, etc.) will be furnished.

Fingerprint-Based background checks, registry checks, and written determinations are required for all staff, volunteers, and contractors that are part of the federally funded project and will interact with unaccompanied minors. Additional resources may be found [here](#).

Cost per fingerprint-based background check (includes Caregiver Background Check):

- Paid staff and contractors: \$31.25 per search
- Unpaid staff and volunteers: \$29.25 per search
- Cost to utilize [Fieldprint](#) (fingerprinting collection and processing): \$7.75 per search

### Steps to begin requesting fingerprint-based background checks:

1. Complete the [Qualified Entity Application](#)
  - a. Email completed form to [cibrecordcheck@doj.state.wi.us](mailto:cibrecordcheck@doj.state.wi.us)
  - b. CIB will review the application and determine if the entity meets the qualified entity criteria
2. As directed by CIB, create an account on Wisconsin Online Record Check System (WORCS) <https://recordcheck.doj.wi.gov/>
  - a. Register as a user and request a billing [account](#)
  - b. WORCS account instructions may be found [here](#)
3. Complete the required [Security Awareness Training](#)
  - a. Security Awareness Training must be logged and retained by agency per the Non-Criminal Justice Agreement
4. Sign the [Non-Criminal Justice Agreement](#)

- a. Email signed agreement to [cibrecordcheck@doj.state.wi.us](mailto:cibrecordcheck@doj.state.wi.us) with your WORCS customer account number
5. Determine method of collecting fingerprints
- a. Collection via [Fieldprint](#)
    - i. Account setup with Fieldprint representative
    - ii. Electronic collection and routing completed via authorized Fieldprint location
  - b. Collection via fingerprint card
    - i. Collection may be done at local law enforcement department
    - ii. Setup directly with law enforcement
    - iii. Physical print card mailed to CIB by subrecipient agency