



Fingerprint-Based Background Check

Process to Obtain WORCS Account:

Wisconsin Online Record Check System

The Wisconsin Online Record Check System (WORCS) website (<https://recordcheck.doj.wi.gov>) is a publicly accessible website offering access to criminal history record information (CHRI). Most requests made on this site are name-based searches of the Wisconsin criminal history repository and your agency may already be utilizing WORCS for that purpose. The WORCS website is also where fingerprint-based background check results are made available to the authorized recipients of FBI criminal history record information.

Does your agency have an existing WORCS account?

If yes, please email cibrecordcheck@doj.state.wi.us with your completed VCA Qualified Entity form, existing WORCS account number, Non-Criminal Justice Agency Agreement, and a brief statement that your agency would like to add fingerprinting capabilities to your existing WORCS account due to VOCA/VAWA grant funding requirements. Our staff will help guide you through the process to get those permissions added.

If no, select at least one representative from your agency to be the WORCS account administrator.

1. Register for a WORCS User Account at <https://recordcheck.doj.wi.gov/>
2. Upon successful registration of your WORCS user account log in and click on *Request Billing Account* from the main menu.
3. Provide the necessary documentation and contact information for the account.
 - a. Attach W-9 tax form
 - b. Add attachment – VCA Qualified Entity form
 - c. Add attachment – Non-Criminal Justice Agency Agreement (leave WORCS customer number blank)
4. Our office will review each account and approve them if we determine we have the required paperwork.
5. Each WORCS agency account shall have a designated WORCS user account administrator for their agency.
 - a. The administrator will be responsible for adding or deleting users from the agency account and assigning the ability to view fingerprint-based background check results.
 - b. Each user that is authorized to access fingerprint-based background check results will need to have *Background_Fingerprint_Search* permission added to their WORCS user account by the agency's designated WORCS account administrator.
6. In order to view fingerprint-based background check results on WORCS, each WORCS user account will need to sign up for Multi-Factor Authentication (MFA).
 - a. To do this, sign in with your WORCS user account and click on the *Advanced Authentication* link on the WORCS main menu.
 - b. In order for the *Advanced Authentication* link to appear, the *Background_Fingerprint_Search* permission must be added to the WORCS user account by the account administrator.

Please direct any questions you may have regarding the WORCS website to cibrecordcheck@doj.state.wi.us.