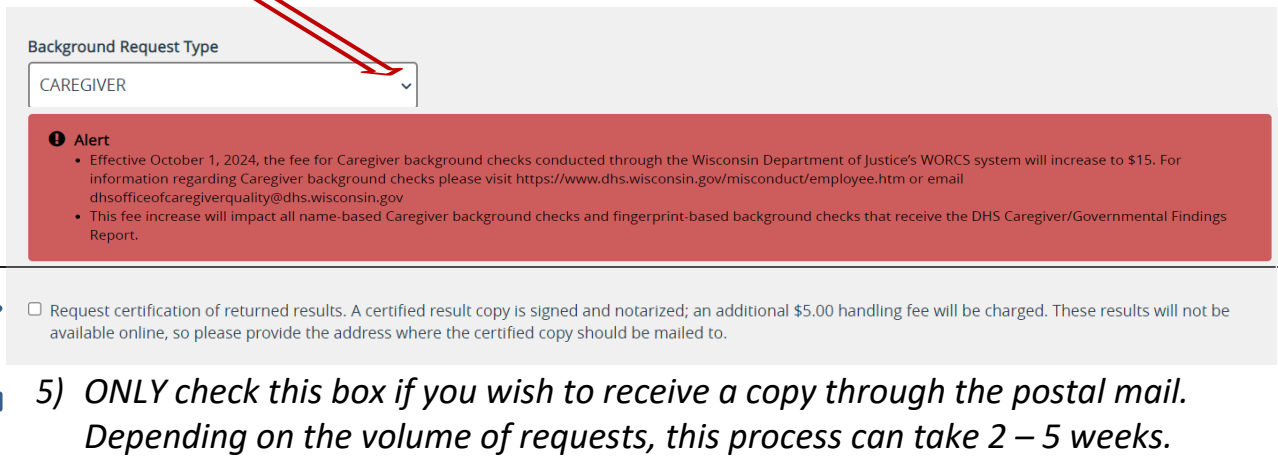


Criminal Background Checks

Please go to this site: <https://recordcheck.doj.wi.gov/>

- 1) Click on the Public Access tab
- 2) New Background Request - click Submit Request
- 3) Accept the conditions
- 4) Complete the process for the **Caregiver** background check. You need to select this in the drop down under Background Request Type.



Background Request Type

CAREGIVER

Alert

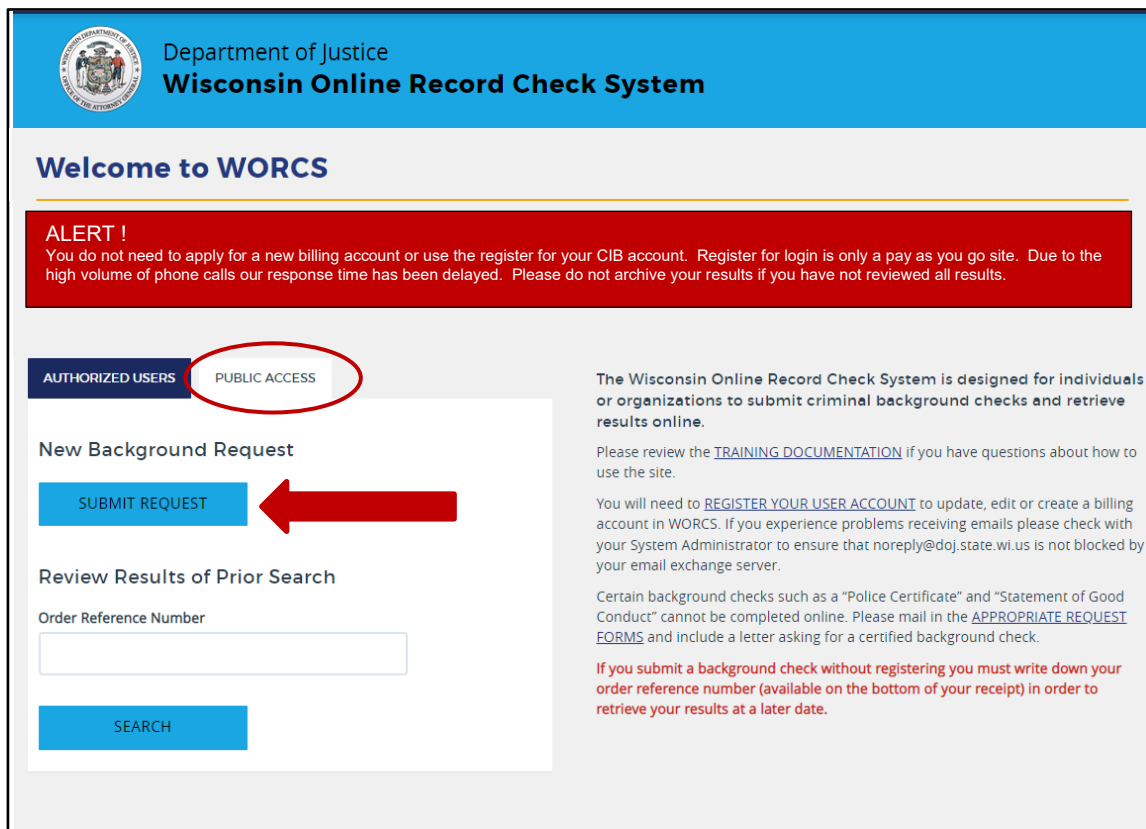
- Effective October 1, 2024, the fee for Caregiver background checks conducted through the Wisconsin Department of Justice's WORCS system will increase to \$15. For information regarding Caregiver background checks please visit <https://www.dhs.wisconsin.gov/misconduct/employee.htm> or email dhsofficeofcaregiverquality@dhs.wisconsin.gov
- This fee increase will impact all name-based Caregiver background checks and fingerprint-based background checks that receive the DHS Caregiver/Governmental Findings Report.

☐ Request certification of returned results. A certified result copy is signed and notarized; an additional \$5.00 handling fee will be charged. These results will not be available online, so please provide the address where the certified copy should be mailed to.

5) **ONLY** check this box if you wish to receive a copy through the postal mail. Depending on the volume of requests, this process can take 2 – 5 weeks.

Continue to:

- a. Enter full name, gender, race, date of birth, (social security number-optional)
- b. Pay the fee
- c. Once your payment is accepted, you will be able to access results electronically
- d. Download results and save as a PDF for your records.



Department of Justice
Wisconsin Online Record Check System

Welcome to WORCS

ALERT !
You do not need to apply for a new billing account or use the register for your CIB account. Register for login is only a pay as you go site. Due to the high volume of phone calls our response time has been delayed. Please do not archive your results if you have not reviewed all results.

AUTHORIZED USERS PUBLIC ACCESS

New Background Request

SUBMIT REQUEST

Review Results of Prior Search

Order Reference Number

SEARCH

The Wisconsin Online Record Check System is designed for individuals or organizations to submit criminal background checks and retrieve results online.

Please review the [TRAINING DOCUMENTATION](#) if you have questions about how to use the site.

You will need to [REGISTER YOUR USER ACCOUNT](#) to update, edit or create a billing account in WORCS. If you experience problems receiving emails please check with your System Administrator to ensure that noreply@doj.state.wi.us is not blocked by your email exchange server.

Certain background checks such as a "Police Certificate" and "Statement of Good Conduct" cannot be completed online. Please mail in the [APPROPRIATE REQUEST FORMS](#) and include a letter asking for a certified background check.

If you submit a background check without registering you must write down your order reference number (available on the bottom of your receipt) in order to retrieve your results at a later date.