

Department of Justice Background Check Procedures (Updated February 2016)

Purpose

Provide staff with the process for requesting official criminal background checks through the Department of Justice (DOJ).

Rationale

Criminal background checks through the Department of Justice can be completed for various reasons. Many times, these will be completed as a required part of the self-employment process. There are also other times when they may be determined appropriate to complete (e.g., needed to assist in the identification of an appropriate employment goal, required for a training program and the cost is not covered by another entity, etc.).

Important Points to Remember:

- Wisconsin Circuit Court Access (CCAP) is a free resource and may provide sufficient information in many cases.
- A request through DOJ is Wisconsin specific. It does not provide criminal background records from other states.
 - If a criminal background check is needed from another state, the below procedure would not apply. Staff should contact the state(s) individually to determine how to purchase. Payment for these would follow the regular purchasing process.

Procedure

1. Staff will obtain a Release of Information (ROI) signed by the consumer to conduct the background check.
2. Staff enters authorization for services and Purchase Order (PO) to Department of Justice (DOJ), STAR ID 0000039447. The PO in the amount of \$7.00 should **not** be sent to DOJ.
3. The PO is sent to the Central Office (CO) Point of Contact (Rhonda Searvogel; Danielle Russell backup) for background checks; they keep a file of all POs received for the month.
4. Staff sends the CO Point of Contact the consumer's: first name, last name, date of birth, sex, race, and SS# to submit for the background check.
5. The CO Point of Contact will log into DOJ account and perform background check request. The report will be emailed to PO requester.
6. Staff will attach the report to the case file.
7. Staff will do receiving.
8. DOJ will submit invoice each month. Upon receipt to the CCP Unit, Evelyn Cummings will request POs in the CO Point of Contact's file.
9. Evelyn will follow standard procedures for approving payment.