



Wisconsin Criminal History Background Check Requirements

Important Information Regarding Criminal History Requirements

- If you are under the age of 18, PTCC requires that you have a background check to obtain a place on the waitlist. Please be aware when you turn 18, a new background check must be completed before you will be allowed to begin the Gunsmithing and Firearms Technology Program.
- If you have not lived in Wisconsin for one full year, you will also need to provide this information from the state in which you previously resided.
- Any discrepancies between this form and your criminal history could result in your application to the program being voided.
- To be fully accepted into the Gunsmithing and Firearms Technology Program at Pine Technical & Community College, you must provide the following background check from the Wisconsin Department of Justice.

Directions for the Record Request Form:

1. Fill out the “Search for a Record” section on the enclosed form.
2. Enclose the following information with the Record Request form:
 - a. Pine Technical & Community College self-addressed envelope provided for you; please add the necessary postage.
 - b. Your check or money order for \$12.00, made out to: Wisconsin Department of Justice
3. Mail all information to:

Crime Information Bureau
Attn: Record Check Unit
PO Box 2688
Madison, WI 53701-2688



STATE OF WISCONSIN DEPARTMENT OF JUSTICE

DJ-LE-250 (Rev. 1/21)

DIVISION OF LAW ENFORCEMENT SERVICES Crime Information Bureau Record Check Unit

PO Box 2688 Madison, WI 53701-2688 608/266-7314

WISCONSIN CRIMINAL HISTORY SINGLE NAME RECORD REQUEST

A self-addressed, postage-paid envelope must accompany every inquiry. Ensure sufficient postage is included. See next page for additional instructions and information. Please print legibly or type.

Requestor Type - Check Only One

- Government Agency \$12.00*
General Public \$12.00*
Nonprofit Org. \$12.00*
Public Defender (Fee Exempt) SPD #
Police Certificate \$20.00 (Must include fingerprint card)

Request Purpose - Check Only One

- General Information
Public Housing
Caregiver - General (*Add \$3 DHS fee)
Child Day Care - Caregiver (*Add \$3 DHS fee)
Provide either Facility # or Certifying Agency #

Payment Type - Check Only One

- Bill Account Number # (not available for police certificate)
Amount Enclosed \$

Search for a Record on: (Please type or print legibly)

* Name : (Last) / (First) / (Middle)

* Sex: * Race: * Date of Birth: MM / DD / YYYY

Other Identifying Data (Social Security Number, Maiden Name(s), Additional Names, etc.)

* Required Data

Return request to: (Include a self-addressed, postage-paid envelope)

Name: Attn:
Street: Phone:
City, State, Zip: FAX: E-mail:

FOR CIB USE ONLY

Special Processing Instructions:

General Instructions

Use form DJ-LE-250 to request a criminal background check on a single individual. Use form DJ-LE-250A to request background checks on multiple persons. Wisconsin Statutes 19.35(1) and 165.82 provide that any person or entity may request a criminal background check. The subject of the inquiry may be any person. Wisconsin adult criminal history data held by the Crime Information Bureau is public information. Wisconsin does not release juvenile information unless statutorily authorized.

The Wisconsin Criminal History Record Request **must** provide:

- (1) **Requestor Type.** Check the box for your requestor type. If you are a nonprofit organization, you must include a copy of your 501(c)3 ruling from the IRS. If you are a state public defender, you must include your SPD number.
- (2) **Request Purpose.** Check the “General Information” box unless you need the special processing described below. Requests received without a request purpose checked will be processed as “general information.”
Caregiver Background Check processing should be used by entities or individuals required to do caregiver background checks under s. 50.065, and child care entities under s. 48.685. The caregiver background check includes a Wisconsin criminal background check, a license and registry check from the Wisconsin Department of Health Services (DHS) and a professional credential check from the Wisconsin Department of Regulation and Licensing (DRL). The results of the caregiver background check from DHS/DRL are returned separately from the Wisconsin criminal history results. Child day care providers with day care facility numbers (assigned by the Division of Children and Families (DCF)) or with certifying agency numbers (assigned by the Wisconsin Department of Workforce Development (DWD)) must check the “Child Day Care” box and provide their facility or agency number. All other entities and individuals covered by the Caregiver legislation must check the “Caregiver Background Check – General” box.
- (3) **Payment Type.** Wisconsin s. 165.82 requires CIB to charge a fee for background checks. If appropriate, include DHS Caregiver fee in Amount Enclosed. If you have an account and wish to be billed, enter your account number. Account customers will be billed monthly. **A check or money order must accompany all other requests.** Make checks payable to the **Wisconsin Department of Justice.**
- (4) **Enter the complete name, sex, race, and date of birth of the individual being checked.** Entry of social security number is optional, but please be aware that this number is one of the unique identifiers used by the Crime Information Bureau and by the Department of Health Services. Social Security numbers help prevent incorrect matches.
- (5) **A self-addressed, postage-paid envelope must accompany every inquiry. Ensure sufficient postage is included.** This form will be returned and stamped “No Record” if there is no public criminal information on file at CIB. The form will be accompanied by public criminal history information if a record is found. Please allow 10 business days for the CIB record check and reasonable mailing time by the postal service. Do not provide an additional envelope for Caregiver results. General Caregiver results will be returned to the address specified in the “Return request to” section and Child Daycare results will be returned to the address on file at DHS or DWD.
- (6) **Complete the “Return request to” section.**

Mail requests to: Crime Information Bureau Attn: Record Check Unit PO Box 2688 Madison, WI 53701-2688

165.82 CRIMINAL HISTORY SEARCH FEE. (1) Notwithstanding ss. 19.35(3) the Department of Justice shall impose the following fees, plus any surcharge required under sub. (1m), for criminal history searches for purposes unrelated to criminal justice:

- (a) For each record check, except a fingerprint card record check, requested by a nonprofit organization, \$7.00
- (ag) For each record check, except a fingerprint card record check, requested by a governmental agency, \$7.00
- (ar) For each fingerprint card record check, \$15.00
- (b) For each record check by any other requestor, \$7.00

(1m) The department of justice shall impose a \$5 surcharge if a person requests a paper copy of the results of a criminal history search requested under sub. (1).

(2) The Department of Justice shall not impose fees for criminal history searches for purposes related to criminal justice.

1999 WISCONSIN ACT 9 This act authorizes the Department of Health Services to impose a fee for caregiver checks submitted to that agency. This fee has been set at \$3 effective April 1, 2000. The Department of Justice has agreed to collect this fee for DHS.

Requestor Type Category Definitions

Nonprofit Organization – An organization in which no part of the income is distributable to its members, directors or officers. Record check requests submitted to the Crime Information Bureau by nonprofit organizations must include a copy of the organization's 501(c)(3) ruling from the Internal Revenue Service].

Governmental Agency – A federal, state, county or municipal governing body created by constitution, state, code, charter, ordinance, rule or order and any formally constituted subunit or agency thereof. This category includes public school districts.

Any Other Requestor – Includes any individual, agency or organization that does not meet the definition of governmental agency, nonprofit organization or a criminal justice agency involved in the administration of criminal justice.

Police Certificate – A fingerprint-based criminal history search most commonly needed for purposes of immigration or adoption. This search is of Wisconsin criminal history records only. Searches for other states must be performed through each state or the FBI. Please indicate any special processing instructions in the space provided.