

# Online Record Check

To order a background check, login to <https://recordcheck.doj.wi.gov>. Choose the Public Access tab. Once in the Public Access tab, choose submit request and follow the instructions. Be prepared to pay for your background check with a credit card or bank account information.

Background Request Type is GENERAL. No need to request a certified copy.

**Department of Justice**  
**Wisconsin Online Record Check System**

## Welcome to WORCS

**Alert**

- \*NEW\* Customers have the ability to make online account payments on their WORCS accounts through the Apply Payment option on the dashboard.
- March billing statements are now available. Please log in to your account to view your most recent statement.
- ADVISORY NOTICE When running a background check on a person with multiple last names, a good practice is to enter the names in the following formats: Smith Jones, Smith-Jones, and Smithjones, using the alias field to include the alternate spellings in the same search. Entering the names in this manner will increase the likelihood that all possible candidates will be returned in a search.
- The Department of Justice has made changes to the name based searches, which reduce the number of candidates returned. The Department of Justice name based searches now use the following matching criteria: Exact Date of Birth, exact Last Name, exact First Initial OR Exact Social Security Number, exact Last Name, exact First Initial AND
- If a Wisconsin Unique Personal Identification Number (WIUPIN) was included in the search request and the WIUPIN submitted matches the WIUPIN associated with a successful challenge to a criminal history record a "No Record Found" will be returned. AND
- If a potential candidate is found using the above matching criteria and the queried name matches the name of a Successful Challenger the candidate results will exclude comparison to alias names contained within the candidate record.
- The Wisconsin Department of Justice records are maintained in accordance with s. 165.83 Wis. Stats. and may not contain all information maintained by local police departments, courts, and federal agencies, such as the FBI.
- It is also important to note that criminal data is subject to change; therefore, the outcome of Department of Justice name searches may vary over time. Refer to our website, <https://www.doj.state.wi.us/dles/cib/background-check-criminal-history-information> for additional information about reading criminal history record responses.

AUTHORIZED USERS **PUBLIC ACCESS**

Login

Password

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](mailto:noreply@doj.state.wi.us) is not blocked by your email exchange server.

**AUTHORIZED USERS** PUBLIC ACCESS

**New Background Request**

**SUBMIT REQUEST**

Review Results of Prior Search

Order Reference Number

**SEARCH**

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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.**