

## How to Obtain a Criminal Background Record Check:

### *DOJ Name-Based Criminal History Record Check*

1. Complete the DOJ Criminal History Record Request (DJ-LE-250)
  - Recommended: Register for a WORCS user account to request and pay for your name-based criminal history check online. <https://recordcheck.doj.wi.gov/>
    - o Select Requestor Type: General Public
    - o Select Request Purpose: General Information
  - OR
  - Complete the fillable form online, print and mail with payment to the state for processing. <https://www.doj.state.wi.us/sites/default/files/dles/cib-forms/record-check-unit/DJ-LE-250-single%20PDF%20FORM.pdf>
    - o Select Requestor Type: General Public
    - o Select Request Purpose: General Information
    - o Follow the form's instructions and submit to the DOJ for processing.
2. Submit a copy of your DOJ name-based criminal history record result.
  - Upload your DOJ name-based criminal history record results to your individual Registry Profile under the 'Background Screenings' section of the IECMH Information tab.

For questions regarding obtaining a criminal background record check, please contact Encouraging Little Minds at [support@EncouragingLittleMinds.org](mailto:support@EncouragingLittleMinds.org)

