

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 results to the Encouraging Little Minds.
 - Upload your DOJ name-based criminal history record results to your individual Registry Profile under the 'Trainer Requirement' section of the Trainer tab.
 - OR
 - Email (Preferred) or mail a copy of your DOJ name-based criminal history record results.
 - o Email (Preferred): support@EncouragingLittleMinds.org
 - o Mailing Address:
 - Encouraging Little Minds
 - 2908 Marketplace Dr, Suite 103
 - Fitchburg, WI 53719

For questions regarding obtaining a criminal background record check, please contact Encouraging Little Minds at support@EncouragingLittleMinds.org

