



Obtaining a Criminal Background Record Check

In July 2016, The Registry announced requiring a name-based criminal background record check for all tiered Trainers and Technical Assistance (TA) Professionals. This requirement will help maintain the integrity of The Registry and also the community of approved tiered Trainers and TA Professionals. The criminal background record check must be submitted to The Registry by **January 1, 2017.**

The Registry's requirement for Trainers and TA Professionals is consistent with the crimes listed in the [Wisconsin Department of Children and Families \(DCF\) Child Care Crimes Table](#).

Accepted criminal background record checks must be dated within the last 5 years. Name-based criminal background record checks can be obtained from the Wisconsin Department of Justice (DOJ).

Obtaining and Submitting Criminal Background Record Checks:

1. Download and complete the DOJ Criminal History Record Request form (DJ-LE-250).
 - The form is available on the [WI Department of Justice website](#).
 - Select Requestor Type: "General Public".
 - Select Request Purpose: "General Information" or "Child Day Care - Caregiver" depending on your employment status.
 - Follow the form's instructions and submit it to the DOJ for processing.
2. Submit your Criminal History Record to The Registry.
 - You may upload this to your individual Registry Account under the "Trainer" tab.

OR

- You may mail a copy of this document or submit through email or fax:
 - Email: support@the-registry.org
 - Fax: 608-222-9779 (Attention: Ashley)
 - Mailing Address:

The Registry
Attn: Ashley Jeske
2908 Marketplace Drive, Suite 103
Fitchburg, WI 53719