

How secure is the InCheck site?

InCheck's background screening technology platform is powered by TazWorks, LLC (www.tazworks.com). Here is a [link](#) where you can review their latest security information. Click [here](#) to review the InCheck privacy policy.

Does the WIAA have access to my social security number?

The WIAA is not able to view your SSN and/or DOB based on privacy settings requested in the InCheck technology platform.

Why is SSN being requested?

For positive identification purposes when reviewing criminal history information. In an effort to run the most cost effective and thorough background check, the WIAA is conducting a national criminal database search. While only a subject's name and DOB are needed to run this search, the unfiltered results often show criminal history information not associated to the subject, especially for individuals with "common names (E.g., John Smith)." With this being a national search, there is often unfiltered *out-of-state* criminal history information. Because the WIAA and InCheck are extremely focused on ensuring that criminal history information belongs to the subject, a Social Security Trace is being conducted in these instances. A Social Security Trace shows residency information and name variations which are used for positive identification purposes. In other words, the WIAA is requesting this additional search product to help protect officials from criminal history information erroneously showing on their background check, but also to help obtain the most thorough and accurate background check results. Furthermore, running this type of search product along with a criminal background check is considered an industry best practice.

What is being done with my personal information?

Nothing. It remains in InCheck's secure system and is not accessed by anyone other than InCheck.

Why am I receiving the FCRA Summary of Rights?

Because the WIAA is required by law to provide it to you. Background checks are governed by the Fair Credit Reporting Act (FCRA), which requires an entity requesting the check to provide the subject with the Summary of Rights. Additionally, the subsequent background check disclosure and authorization forms are also FCRA requirements. Although the content of the forms contains language pursuant to checks regarding a subject's mode of living, personal characteristics, etc., this is considered "standard" disclosure and authorization form language and should not be taken out of context. The WIAA is running a criminal background check, and, in some instances, to ensure the accuracy of the information being reported, is also running a Social Security Trace product. This is the extent of the background check process.

I am experiencing technical difficulties and cannot complete the application:

This is likely a web browser issue. We recommend using FireFox, Google Chrome or Safari to complete the application process.

Additional recommendations to complete the application:

- It is recommended to use a PC rather than a smart phone
- Use the "Tab" key when entering information and moving from field to field
- Call 414-982-2920 if you are having technical difficulties

Copy of information submitted:

Please note that some officials may experience delays when trying to create a PDF copy of the information submitted. If you experience this delay, it's OK. Your information has still been successfully submitted. If you were unable to obtain a PDF copy, please contact the WIAA office.