

## How to Complete Background Checks

### 1) HEALTH OCCUPATIONS CREDENTIALING (HOC) – Criminal Record Check

- If provisional employment is being offered, request must be documented and results must be within 60 calendar days.

**Price:** \$10.00 (plus convenience fee)

**Website:** <https://www.kansas.gov/kdads-criminalhistory/index.do>

Prior to using this service, a Facility ID number must be requested using this form:  
<http://www.kdads.ks.gov/docs/default-source/SCC-Documents/Health-Occupations-Credentialing/hcbs-crc-documents/hcbs-facility-information-form.pdf?sfvrsn=4>.

Detailed instructions can be found here: <http://www.kdads.ks.gov/docs/default-source/default-document-library/hcbs-crc-instructionsver3.pdf?sfvrsn=0>

### 2) KNAR – KANSAS NURSE AID REGISTRY – KDHE ANE Findings

- If provisional employment is being offered, must be completed before date of hire.

**Price:** No Charge

**Website:** <https://ksdadsprod.glsuite.us/glsuiteweb/clients/ksdads/public/main.html>

For Certified Nurse Assistants (CNA) or Certified Medical Aids (CMA), click on Certification Verification.

For non-licensed/non-certified professionals, click on Non-Licensed/Non-Certified

Please print the page using the tools of your web browser and maintain a copy in the employee's file in order to verify date and time the online check was completed.

### 3) DCF ADULT ABUSE, NEGLECT AND EXPLOTATION (ANE) CENTRAL REGISTRY

- If provisional employment is being offered, request must be documented and results must be within 60 calendar days.

**Price:** No Charge

There is a form that needs to be filled out and signed by the individual who will be having the background check. It is **very** important that everything be filled out. If something does not apply to the individual they need to mark it as N/A (not applicable).

**The Release of Information form that needs to be mailed in can be found at:**

[http://www.dcf.ks.gov/services/PPS/Documents/PPM\\_Forms/Section\\_1000\\_Forms/PPS10400.pdf](http://www.dcf.ks.gov/services/PPS/Documents/PPM_Forms/Section_1000_Forms/PPS10400.pdf)

### 4) DCF CHILD ABUSE AND NEGLECT CENTRAL REGISTRY

- If provisional employment is being offered, request must be documented and results must be within 60 calendar days.

**Price:** \$10.00

There is a form that needs to be filled out and signed by the individual who will be having the background check. It is **very** important that everything be filled out. If something does not apply to the individual they need to mark it as N/A (not applicable).

**The Release of Information form that needs to be mailed in can be found at:**

[http://www.dcf.ks.gov/services/PPS/Documents/PPM\\_Forms/Section\\_1000\\_Forms/PPS1011.pdf](http://www.dcf.ks.gov/services/PPS/Documents/PPM_Forms/Section_1000_Forms/PPS1011.pdf)

## 5) KDOR – DRIVER’S LICENSE RECORD

- If provisional employment is being offered, must be completed before date of hire.

**Price:** Free

**Website:** <https://www.kdor.ks.gov/Apps/DLStatus/login.aspx?ReturnUrl=%2fApps%2fDLStatus%2fSecure%2fDefault.aspx>

or

**Price:** \$13.70

**Website:** <https://www.accesskansas.org/ssrv-mvr-ltd/>

## 6) KSBN – KANSAS STATE BOARD OF NURSING (*If Applicable*)

- If provisional employment is being offered, must be completed before date of hire.

**Price:** Free (Online) or \$1.50 (Written)

**Website:** <https://www.kansas.gov/ksbn-verifications/>

**License status verification will include the following information:**

- Kansas license number
- Date of issue and expiration
- Legal and/or disciplinary action (if any)

Note: Online services only shows nurses who are in Active Status. To view Inactive or Lapsed Status, inquiries may be requested via Written Request.

## 7) OFFICE OF INSPECTOR GENERAL (OIG)

- If provisional employment is being offered, must be completed before date of hire.

**Price:** Free

**Website:** <https://exclusions.oig.hhs.gov/>