

How to Complete Background Checks

1) HEALTH OCCUPATIONS CREDENTIALING (HOC) – KBI 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: [Criminal Record Check Program | Department for Aging and Disability Services](#)

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: [main](#)

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 EXPLOITATION (ANE) CENTRAL REGISTRY

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

Price: No Charge

Beginning June 1, requests for background checks against the Child Abuse and Neglect Central Registry and the Adult Abuse, Neglect and Exploitation Central Registry must be submitted through a new [online portal](#). Paper forms are no longer accepted. Beginning July 1, requesters will also no longer be able to submit these requests through email.

After submitting a request, responses will still be sent via encrypted email.

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

[Abuse and Neglect Registry Portal](#)

4) DCF CHILD ABUSE AND NEGLECT CENTRAL REGISTRY

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5) KDOR – DRIVER’S LICENSE RECORD

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

Price: Free

Website: [Kansas Driver License Status Check](#)

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: [Kansas State Board of Nursing verification](#)

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: [Exclusions Database](#)

8) NATIONAL SEX OFFENDER REGISTRY

- To search the database, go to [Home | Dru Sjodin National Sex Offender Public Website](#)
- Go to the “Search By Name” box. Enter the name of the employee, click name search and results will display automatically. This search will give you the most comprehensive and accurate result.

NOTE: Performing the “Search NSOPW” or “Search by Location” may provide limited results which could miss finding a prohibited match.

- The result page will show the date and time of the search along with photos of offenders/age/aliases and addresses.
- To obtain more detailed information, click the offender’s name.
- Take a screenshot of each page or print each page. This must be maintained in the employee’s electronic or paper file to show it was checked prior to hiring.