



As a requester for background checks from the Child/Adult Abuse and Neglect Central Registry, the Nebraska Department of Health and Human Services wants to inform you about changes that will occur and how they will affect your requests.

Nebraska Revised Statute 28-718(3), which passed in the 2017 Legislative session, allows DHHS to charge a fee to recover expenses in carrying out Central Registry Background checks. In addition, changes are being made to provide your organization more convenience, easier access as well as timeliness in requesting, receiving and reviewing requests.

A portal will be developed for your use to submit requests online, making it easier and more convenient to ask for and receive background check results. The online portal will:

- **Ensure clear and accurate requests.** All information will be entered online eliminating the need for faxes. Currently, some faxes are not received or are illegible.
- **Eliminate the return of requests.** Information on requests sometimes is missing or illegible. The portal will require information be placed in data fields before requests are electronically submitted.
- **Eliminate the business/organization role in verifying identities.** It is the responsibility of those whose backgrounds are being checked to enter their personal information and to verify their identity, which reduces your organization's responsibility to verify identities.
- **Allow you to review submitted background checks and results.** Through the portal, you may review your background checks and results, download them or monitor progress on requests. This improves your access to information.
- **Allow online identity verification.** A person's identity can be easily verified online. As an alternative to the portal, verification can be done through a notary and the request sent through the U.S. Postal Service.

Fees will reimburse DHHS' costs and offer convenient services.

- **DHHS fee.** To reimburse DHHS' expenses, a change in regulations would charge fee **\$2.50** to process each request for a background check. *Note: The fee will begin after regulations are passed. That date is unknown at this time.*
- **Optional online identity proofing.** Verification of the identity of the person being checked can be completed electronically for **\$1**. This fee is optional as you may also ask the person to obtain a notarized signature and then upload that document to the portal instead.
- **Optional annual subscription fee.** If you frequently request background checks, consider becoming a subscriber at an annual fee of **\$50**. As a subscriber, Nebraska Interactive (NIC), the vendor who will process payments, also offers other services through your online portal, such as

reconciliation of transactions, monthly invoices and monthly billing. Additional information can be found at *Nebraska.gov Subscription Services*.

Note: Check to see if your organization already subscribes to NIC for other processing systems.

- **Optional online payment processing fee.** You may prefer the convenience to pay fees online. The cost is **\$1.50** per transaction.

With these changes, your experience in asking for, receiving and reviewing information is easier, convenient and timelier for your organization's purposes. If you have questions, please email DHHS.CFSCentralRegistry@nebraska.gov.