



AK | DFCS
ALASKA DEPARTMENT OF
FAMILY AND COMMUNITY
SERVICES



New Alaska Background Check System Provider User Guide (NABCS)

Revised June 2025

Background Check Program

4601 Business Park Blvd. Bldg. K

Anchorage, AK 99503

Phone: 907-334-4475

Fax: 907-269-3488

Email: doh.bcp.info@alaska.gov

BCP Website: <https://health.alaska.gov/en/services/background-check-program/>

NABCS Provider Website: <https://nabcsprovider.dhss.alaska.gov/>

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Overview

The Background Check Program (BCP) ensures the health, safety, and welfare of people who are served by State of Alaska programs, administered by the Department of Health (DOH) or the Department of Family and Community Services (DFCS). The BCP accomplishes this by conducting criminal and civil history background checks for individuals associated with entities that are licensed by, certified by, approved by, or eligible to receive payments from DOH or DFCS.

The BCP identifies criminal and civil history barriers that may disqualify individuals from working with approved organizations. These barrier crimes and conditions are outlined in AS 47.05.300 – 47.05.390 and 7 AAC 10.900 – 7 AAC 10.990. Background check requests should only be requested for those individuals/entities which are required under those statutes and regulations.

Gaining Access to NABCS

New Provider Set-Up

1. Once the BCP receives notification from the licensing/certification specialist to create a provider account, the BCP staff member will create the provider and email the listed Point of Contact (POC) the user form.

New User Set-up

1. New users need to create their own username and password at my.alaska.gov by selecting the “New User: Register for a myAlaska Account” and follow the instructions. If you have a previous username and password, this can also be used.

myAlaska

HOME SERVICES MYPROFILE MYDOCUMENTS HELP

Alaska Background Check System has sent you here to sign in.

myAlaska Login

Username:

Password:

[Forgot my Username](#)

[Forgot my Password](#)

[New User: Register for a myAlaska Account](#)

Select New User if you do not have an existing MyAlaska Account.

Note: If you have forgotten the Username and/or Password please follow the “Forgot my Username” or “Forgot my Password” links to recover them.

2. Once a user can access myAlaska, click on “Services” then “Alaska Background Check Provider Portal” under Services for Businesses.



Services for Businesses

[ABC Written Orders](#)
ABCWrittenOrders enables package stores selling alcoholic beverages to track and limit orders from customers in local option municipalities or villages.

[Alaska Background Check Provider Portal](#)
Services to allow to providers to submit and monitor background checks for individuals working within their entities.

[DEC - Pay Invoices Online](#)
The Environmental Conservation Online Payment Center enables you to pay for invoices or fees electronically by check or credit card.

- On your first login attempt, you will be told you are not an authorized user. Complete and send the New User Form back to the Background Check Program.
- Once the username has been authenticated, the user will receive an email stating it was completed from the BCP.

Home Screen

A successful login will bring you to the Home screen below:

State of Alaska

myAlaska My Government Resident Business in Alaska Visiting Alaska State Employees



Alaska Department of Health

Division of Health Care Services

Help My Account

[Home](#)
[Applications](#)
[Affiliates](#)
[Search](#)
[Reports](#)
[Reference](#)
[Admin](#)

Welcome to the Background Check TEST database!!!! Please note that all information entered into this system should be made up, fake, imaginary, or otherwise untrue data. This site is provided for training purposes to help new users learn the system before full implementation of the live system. This is the TEST system.

At a Glance

Applications	
Not Yet Submitted	0
Not Yet Submitted > 10 Days	0
Eligibility Determination In Process	<u>10</u>
Eligibility Determination Complete	<u>4</u>
Determination Available and Action Needed	<u>4</u>
Applications Submitted But Fingerprints Not Completed	<u>8</u>
Determination Not Eligible Currently Employed	0
Criminal History Appeals	0
Pending Payments	<u>4</u>

Employees	
Provisional Status Expiring (Within 5 Days)	0
Provisional Status Expired	0
Employment Verification Needed (Within 30 Days)	0
Employment Verification Past Due	<u>4</u>
New Background Check Needed (Within 30 Days)	0

Important Messages

★★PLEASE READ★★When submitting applications, it is **VERY IMPORTANT** to update **ALL** information on the applicant's personal and demographic information page, including updating **hair color, eye color, height, weight, and the applicant's email address**. Please ensure you verify each field is correct and update as needed with current information. The person's information in the database should match **EXACTLY** what is found on the submitted fingerprint card. Failure to ensure these fields are updated may cause a delay in the processing of submitted fingerprints and a delay in processing the application.

Hiring Decisions

Providers must review their Determination Available tables to ensure hiring decisions are made for each individual/application they have submitted. Individuals are not officially associated with a provider until a hiring action is taken.

BCP No Refund Policy

All Background Check Program fees are non-refundable. Current fees include an application fee of \$25 and fingerprint processing fee of \$47.00 for a total cost of \$72.00. Please note, these fees do not cover the cost of fee charged by a fingerprint vendor to capture prints for submission to the BCP. Fingerprint capture fees are in addition to the application and processing fees and should be paid directly to the fingerprint vendor.

REMEMBER: If you are having any difficulties with NABCS, please contact the Background Check Program at 334-4475 or BCUnit@alaska.gov.

Background Check Program Contact Information

For questions, contact the Background Check Program at (907) 334-4475 or BCUnit@alaska.gov

At a Glance

On the **Home screen**, the first thing you will view is known as the '**At a Glance**' table. The 'At a Glance' table is an overall snapshot of the applications currently in the database that pertain only to the Provider.

By clicking on a "blue hyperlink" underlined number(s) in the table below, the system will bring you to a specific table of information as it relates to that category. For example, clicking the underlined number to the right of the 'Not Yet Submitted by Provider' category, you will be brought to a table of all applications that have been started, but have not yet been fully submitted to the BCP.

The **'At a Glance'** table is split into two sections.

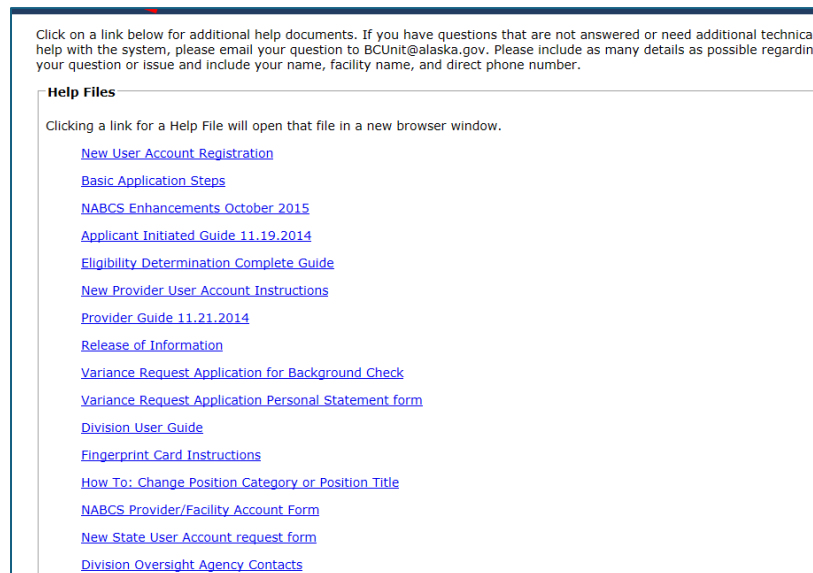
1. The **'Applications'** section. This table indicate the overall number of applicants still involved in the various steps of the background check process can be viewed.
2. The **'Employees'** section, where you can view the number of all provisional employees with the following statuses: Provisional Status Expiring, Provisional Status Expired, and New Background Check Needed (within the next 30 days).

Important messages

Important messages will appear along the right side of the **Home** screen. Please be sure to review new messages on a regular basis. Information here ranges from answering Frequently Asked Questions to any information regarding system maintenance, system down times, or other important information the BCP needs to share.

Help Link

The **'Help'** link is located at the top right of the page (below is an example of what may be viewed under the **Help** menu). Click here to find a copy of the **Provider User Guide**, along with other useful documents.



At a Glance Definitions

These categories may not be shown on the At a Glance table if no applications are in that category.

- **Not Yet Submitted:** This category represents applications that have been started but not completed. These applications can be resumed by the provider, completed and submitted to the BCP. Applications may also be withdrawn here, and the application will no longer have association with the provider.
- **Not Yet Submitted by Provider > 10 days:** This category represents applications that have been started more than 10 days prior and have not been completed or submitted to the BCP.
- **Eligibility Determination in Process:** This category represents applications that have been submitted to the BCP but do not have a final determination yet. Some applications may not be complete applications and cannot be processed by the BCP. Review this table to determine if any information on an application is missing.

Applications missing information after 30 days will be automatically closed and a new application will need to be

resubmitted if a background check is required. Only complete applications are worked by the BCP.

A complete application requires: an application submitted online, full payment of fees, and fingerprints successfully submitted to the BCP. A Release of Information should be kept on file with the Provider.

- **Eligibility Determination Complete:** This category represents applications where a background check has a final determination available.
- **Determination Available and Action Needed:** This category represents applications where a background check determination has been made, and an action is required on the case, or the application may close without hiring.
- **Applications Submitted But Fingerprints Not Completed:** This category represents applications which have not had fingerprints successfully scanned by the BCP. Applications remaining incomplete, without fingerprints will be closed after 30 days.
- **Determination Not Eligible Currently Employed:** This category represents applications in which a background check has been completed by the BCP and the applicant is currently employed BUT the final determination has now resulted in a 'Not Eligible' determination. An individual in this category that was hired may no longer be in contact with any recipients of services, due to being ineligible. Any questions should be directed to your Oversight Division or Licensing/Certification Specialist. For a list of Oversight Division contacts, please refer to the help link.
- **Pending Payments:** This category represents 'pending' payments. Credit card payments can be made from the table.
- **Provisional Status Expiring (Within 5 days):** This category represents applicants who have been in provisional status for 85 days or more and are at risk to be expired. You should contact the BCP regarding these individuals if they continue to remain associated with your agency to verify the reason for a continued provisional status.
- **Provisional Status Expired:** This category represents applicants whose provisional status has expired and should no longer be in contact with any recipients of services.
- **Employment Verification Needed (Within 30 Days):** This category is those applicants who need their employment verification completed. This is done annually for all applicants and requires no fees or fingerprints.
- **Employment Verification Past Due:** This category is those applicants who need their employment verification completed. This is done annually for all applicants and requires no fees or fingerprints.
- **New Background Check Needed (Within 30 Days):** This category represents applicants whose current background status is expiring within 30 days, and a new background check is required. Employments are terminated at expiration of the valid clearance.
- **Eligible for Criminal History Appeal:** Applicants who are in 'Not Eligible' status may contact the BCP if they believe the information obtained by the BCP is incorrect or request a variance if they believe they can show rehabilitation or an alternate way to meet the intent of the regulations.
- **Criminal History Appeals in Process:** Applicants who have requested a review of their information to the BCP or variance, within the appropriate timeframes, and are currently in the process of appeals.
- **Name-Based Check Required:** An individual's fingerprints have been rejected two times by the FBI, and the individual will receive a federal name-based background check. This step is initiated by the BCP.
- **Name-Based Check Started:** Applicants for whom paperwork has been submitted to receive a name-based background check. This step is initiated by the BCP.

Applications Menu

There are links associated to all functions under the Applications menu, to include: Add New; Not Yet Submitted;

Determinations In Process; Determinations Available; Criminal History Appeals; Pending Payments; Application Forms; and Recent Documents.



Add a New Application

1. From the Applications dropdown menu, select Add New.
2. On the next page, search for the individual with at least two search criteria. The SSN/ITIN is required in the search, and then either a last name or date of birth can be used.

Applicants: Add New

Search for Existing Profile

Enter Search Criteria

If using the Name field, be sure to type the LAST name as it appears on the applicant's driver's license or valid government issued ID.
This cannot be changed once you start the application.

An Individual Taxpayer Identification Number (ITIN) is a tax processing number issued by the Internal Revenue Service. The ITIN should be used as a substitute for the SSN only if the applicant does not have a Social Security Number issued by the Social Security Administration (SSA).

* SSN / ITIN: AND Last Name: OR Date of Birth:

Search

This initial search function will take the information that is input into these fields and compare it to any information that has been previously entered into NABCS.

- If the information given in the search fields matches any information within NABCS, an individual's profile of information will be automatically brought up. See [Adding an Application for an Individual Known to NABCS](#)
- If only some of the information given in the search fields matches, confirm with the applicant their information and contact BCP if their information needs updating.
- If NABCS cannot match the information within these fields to any profiles that are within the system, a prompt to submit a new application for the individual will be given. Be sure to review what is entered into the fields for accuracy before continuing to prevent creating a duplicate profile. See [Individual New to NABCS](#).

Individual New to NABCS

1. When NABCS does not already have a profile for your applicant, click the Add New Applicant button.

The screenshot shows the NABCS 'Applicants: Add New' page. The top navigation bar includes links for Home, Applications, Employees, Search, Reports, Reference, and Admin. Below this is a sub-navigation bar with links for Add New, Not Yet Submitted, Determination In-Process, Determination Available, Criminal History Appeals, Pending Payments, and Payment Search. The main content area is titled 'Applicants: Add New' and contains a section for 'Search for Existing Profile'. This section includes a 'Enter Search Criteria' box with instructions on how to use the Name field and ITIN. Below the instructions are input fields for SSN / ITIN, Last Name, and Date of Birth, separated by 'AND' and 'OR' operators. A 'Search' button is located to the right of the input fields. Below the search criteria section is a 'Results' section that displays the message: 'This individual was not found in NABCS.' The 'Add New Applicant' button is circled in red.

2. Create the applicant's profile by completing, at minimum, all fields marked with a red asterisk. Be sure to review all information entered in the fields carefully when entering the applicant's profile information. Any information entered wrong can cause future issues.
 - a. If the Mailing Address is different than the Physical Address, uncheck the box labeled 'Same as Permanent Address', and enter the correct mailing address in the required fields given.
 - b. To add an alias (other or previous name) for an applicant, go to the Aliases/Prior Names box located at the bottom left side of the Profile page. Click the Add Alias on right side. After completing the alias information, click the Save button to submit the alias to the Profile page. To enter additional alias information, simply repeat the process. If the applicant has no other names, click the checkmark box.

Home Applications Employees Search Reports Reference Admin

Add New | Not Yet Submitted | Determination In-Process | Determination Available | Criminal History Appeals | Pending Payments | Payment Search | Application Forms | Recent Documents

Applicant: Profile

Please ensure all required fields marked with a red asterisk are completed, including the individual's mailing address.

Personal and Demographic Information

* Required

* First Name: Testing

Middle Name:

* Last Name: Example

Suffix: ▾

* SSN: 065-49-8710 This is an ITIN: No

* Confirm SSN: 065-49-8710

* Date of Birth: 10/30/1980

* Race: Unknown ▾

* Gender: Female ▾

* Eye Color: Blue ▾

* Hair Color: Brown ▾

* Height: 5'9" ▾

* Weight: 155 lbs

US Citizen: ▾

* Place of Birth: US: Alaska ▾

Primary Phone:

Primary Phone Type: ▾

Secondary Phone:

Secondary Phone Type: ▾

* Email Address: example@example.com

Permanent/Physical Address

* Address Line 1: 123 Physical Address

Address Line 2:

* City: Anchorage

* State: Alaska ▾

* ZIP: 99501

Mailing Address (Uncheck box to enter mailing address)

☒ Same as Permanent Address

Prior Names and Aliases

* ☐ The individual reports that they have not been known by any other names

Aliases/Prior Names (Includes all names by which an applicant is currently known or has been identified as)

This individual does not have any aliases entered.

Add Alias

Prior Addresses

* ☐ The individual reports that they have not lived out of state during the specified time frame

Enter the year(s) and state(s) in which the applicant has lived if they have lived outside of Alaska at any time.

This individual does not have any prior addresses entered.

Add Prior Address

Back Next

Add Alias

At least one field must be entered

First Name: Testing x SSN:

Middle Name: Date of Birth:

Last Name: Summer

Cancel Save

- c. A similar process is used in this section to list any prior states/US territories outside of Alaska the applicant has lived in. Click the Add Prior Address button on right side. After completing the information, click the Save button. To enter additional state/US territories information, simply repeat the process. If the applicant has never lived in any other states/US territories, click the checkmark box.

Add Prior Address

* Required

City:

* State:

* Country:

* Year From:

* Year To:

Cancel

Save

- Review the applicant's Profile completely to ensure all profile information has been correctly entered into the appropriate field(s). When finished creating the applicant's profile, click the 'Next' button at the bottom of Profile page.

Note: Fields such as the SSN, Birth Date, and Last Name can only be edited by the BCP. If any typographical errors are made in these fields, please DO NOT START another application for the applicant. Call or email BCP for assistance.

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Add New

Not Yet Submitted

Determination In-Process

Determination Available

Criminal History Appeals

Pending Payments

Payment Search

Application Forms

Recent Documents

Applicant: Profile

Please ensure all required fields marked with a red asterisk are completed, including the individual's mailing address.

Personal and Demographic Information

* Required

* First Name:

Middle Name:

* Last Name:

Suffix:

Permanent/Physical Address

* Address Line 1:

Address Line 2:

* City:

* State:

* ZIP:

Mailing Address (Uncheck box to enter mailing address)

☒ Same as Permanent Address

Prior Names and Aliases

* ☒ The individual reports that they have not been known by any other names

* SSN: This is an ITIN:

* Confirm SSN:

* Date of Birth:

* Race:

* Gender:

* Eye Color:

* Hair Color:

* Height:

* Weight: lbs

US Citizen:

* Place of Birth:

Primary Phone:

Primary Phone Type:

Secondary Phone:

Secondary Phone Type:

* Email Address:

Aliases/Prior Names (Includes all names by which an applicant is currently known or has been identified as)

This individual does not have any aliases entered.

Add Alias

Enter the year(s) and state(s) in which the applicant has lived if they have lived outside of Alaska at any time.

Years	City	State or Province	Country
1999-2005		FL	USA

Add Prior Address

Back

Next

- The next step in the application process is to enter information regarding the applicant's position using the required fields as listed below.

NABCS PROVIDER GUIDE

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- **Provider:** Choose the specific entity for which the applicant will be associated.
- **Program:** This field should auto-populate with the program associated with your facility.
- **Position Category:** If you are unsure what category to choose, you will need to check with your Oversight Division for clarification.
- **Position:** This field should auto-populate with the position associated with the position category selected.
- **Employee Type:** The choices are an Employee, Independent Contractor, Student, Other, and Volunteer (if available). Most positions will be employees.

Home Applications Employees Search Reports Reference Admin

Add New | Not Yet Submitted | Determination In-Process | Determination Available | Criminal History Appeals | Pending Payments | Payment Search | Application Forms | Recent Documents

Pre-Employment Information

Testing Example, XXX-XX-8710, 10/30/1980

Instructions: To complete the Pre-Employment information, you should choose a program under which the individual will work. Only those programs associated with your entity are available. When choosing a Position Category, the Position Category should correlate to the Program. Please do not choose a position category that does not correlate to the Program field.

*** Required**

* Provider: Big Wild Life - Hospital Employees

* Program: Long Term Care Hospital

* Position Category: Health Care: Professional / Licensed Health Care

* Position: Physician

* Employee Type: Employee

Withdraw Save and Close Back Next

When the information is entered, there are a few different next steps you can take (i.e. the command buttons along the bottom of the page).

- **Withdraw:** You may Withdraw the application, which will leave the individual's profile information in NABCS, but will withdraw the application. This action cannot be undone or reversed.
 - **Save and Close:** You may Save and Close the application if you are not ready for it to be submitted. This will allow the application process to be saved and submitted later. This function may be used, for instance, if a signed Release of Information has yet to be received from the individual, etc. If you 'Save and Close' before final submission the application can be found again under 'Not Yet Submitted'.
 - **Back:** This button brings you back to the applicant's Profile screen where any edits of information can be made if necessary.
 - **Next:** This button brings you to the next step in the application process.
5. The next step of the application process is the confirmation process, and you will be asked to electronically certify that a signed Release of Information (ROI) form has been received from the applicant. If a hard copy ROI is needed, this can be found under the Applications tab by selecting Application Forms. If a signed copy of the ROI has been received, check the box.
 6. The second and third boxes are confirmations which must be accepted by the user.
 7. Click the 'Next' button to move on to the next step.
 8. The next step you will be directed to will be the Payment screen. The Application and Fingerprint processing payments may be made together, or separately. The 'Next' button cannot be used until a payment option has been selected.

There are three options for payments, as seen below; Credit Card; Mail Check; and, Pay Later. [Pending Payments](#) for detailed instruction on each payment method. Note fees are nonrefundable. If you have questions why payment is due, please contact the BCP prior to making the payment.

[Pay Fees Together](#)

[Pay Fees Separately](#)

All Fees

Payment Method	Fees	Amount
Credit Card	Application Fee Fingerprint Fee	\$87.00
Mail Check	Application Fee Fingerprint Fee	\$87.00
Pay Later	Application Fee Fingerprint Fee	\$87.00
	Application Fee Fingerprint Fee	\$87.00

Withdraw

Save and Close

Back

- After the payment has been successfully made, you will be brought back to the Payment screen in NABCS. Select Submit.

Home

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Search

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Reference

Admin

Add New

Not Yet Submitted

Determination In-Process

Determination Available

Criminal History Appeals

Pending Payments

Payment Search

Application Forms

Applicant: Payment

Daisy Qtest, XXX-XX-9147, 11/19/1966, Application #: 15795520

Application Fee - Payment Confirmation

Payment Method: Credit Card
Amount Paid: \$25.00
Date Paid: 10/2/2014 2:32:37 PM

Fingerprint Fee - Payment Confirmation

Payment Method: Credit Card
Amount Paid: \$49.75
Date Paid: 10/2/2014 2:32:37 PM

Withdraw

Save and Close

Back

Next

- The system will direct you to the Application Submitted Confirmation page. This page will provide you with the date fingerprints must be submitted to the BCP to avoid automatic cancellation of the application. You will also have the option to print/view the Release of Information Form and Fingerprint Authorization Form. The Fingerprint Authorization Form, which contains all required information for the Fingerprint Vendor Service Provider, can be printed and given to the applicant to take to the fingerprinting vendor of their choosing. This form is accessible later from the applicant’s Applications tab.

Applicant: Confirmation

Application Submitted Confirmation

Daisy Qtest, XXX-XX-9147, 11/19/1966, Application #: 15795520, Background Check #: 20000631

Application Status

Your application was successfully submitted.

This applicant has not been determined eligible for employment and fingerprints must be received by 11/1/2014. The status of the eligibility determination can be tracked by clicking the [Determination In-Process](#) link above.

This application was successfully submitted but remains incomplete. All application requirements are required to be received by the Background Check Program no later than 30 days from the date the application was submitted. **Applications remaining incomplete over 30 days will be closed without further notice.** Once an application is closed, you will be required to submit a new, complete application if you still require a background check. Please note, fees paid to the Background Check Program are non-refundable and cannot be transferred to other applications.

Application Forms

Alaska Release Of Information Form

Alaska Release Of Information Form

Fingerprint Authorization Form

Fingerprint Authorization Form

Person Summary

Fall IsHere, XXX-XX-3741, 9/22/1966
Current Eligibility Determination: In Process
Current Employment Status: Not Employed

Employment Authorization Form

Add New Application

Profile

Applications

Appeals

Employment

Documents

Background Check #: 20000636 (Fingerprint Based)

Process Started	Determination Status Status Date	Documents
10/6/2014	In Process - 10/6/2014	

Applications Associated with this Background Check

Application # - Type	Application Status - Status Date	Provider	Position	License Type - #	Documents	Actions
15795529	Submitted	Tracey's Test Provider	Administrator Designee		Fingerprint Authorization Form	Upload Document

Although the application has been successfully submitted, it remains incomplete until all fees and fingerprints have been submitted to the BCP. Fingerprint cards should get the Background Check number, from this page, listed on it.

Adding an Application for an Individual *Known* to NABCS

After clicking Add New and searching for your applicant, if the applicant already exists in the system, it will automatically go to the individual's Person Summary page. This does not necessarily mean they have a valid clearance.

Applicants: Add New

Search for Existing Profile

Enter Search Criteria

If using the Name field, be sure to type the LAST name as it appears on the applicant's driver's license or valid government issued ID. **This cannot be changed once you start the application.**

An Individual Taxpayer Identification Number (ITIN) is a tax processing number issued by the Internal Revenue Service. The ITIN should be used as a substitute for the SSN only if the applicant does not have a Social Security Number issued by the Social Security Administration (SSA).

* SSN / ITIN: AND Last Name: OR Date of Birth:

Search

1. When taken to the Person Summary page, click the green Add New Application under the applicant's name.
2. Ensure the profile shown is for the correct person and make any necessary updates to the profile. If changes need to be made to a field that cannot be edited (i.e. SSN, Last Name, or Date of Birth), please call or email the BCP to make these changes. Once the applicant's profile is up to date, click the 'Add New Application' button to initiate a new application.

Home Applications Determinations Employees Search Reports Reference Admin

Person Summary

Michael Michael September, XXX-XX-9988, 3/13/1993, SID: AK85214

Add New Application

Profile Applications Employment Documents History

Personal and Demographic Information

* Required

* First Name: Michael
Middle Name: Michael
* Last Name: September
Suffix:

SSN: XXX-XX-9988 This is an ITIN: No

* Date of Birth: 3/13/1993
* Race: Black
* Gender: Male
* Eye Color: Brown
* Hair Color: Black
* Height: 6'3"
* Weight: 210 lbs
US Citizen:

* Place of Birth: US: Alaska
Primary Phone:
Primary Phone Type:
Secondary Phone:
Secondary Phone Type:
* Email Address: example@example.com

Permanent/Physical Address

* Address Line 1: 123 Physical
Address Line 2:
* City: Anchorage
* State: Alaska
* ZIP: 99516

Mailing Address

Same as Permanent Address: Yes

Aliases/Prior Names (Includes all names by which an applicant is currently known or has been identified as)

Last	First	Middle	SSN	DOB
September	Michael			
September	Michael	Thomas		
	Mickey			

Add Alias

Enter the year(s) and state(s) in which the applicant has lived if they have lived outside of Alaska at any time.
This individual does not have any prior addresses entered.
Add Prior Address

3. On the next screen, there may be up to three actions that can be taken. This page is not shown if none of these options are available.
 - **Employ/Associate:** Selecting this option will allow your facility to associate with a valid and completed background check and hire immediately. No fees or fingerprints are required. This option will only be provided if the applicant has a current background check which is valid for at least 6 months. The new facility's clearance will end 5 years from the date of fingerprint results on the original application. Check your Approval Letter for specific date. The applicant will not show on a Roster until the Hire button is selected on the Determination Available table. More information on the [Determination Available](#) section.
 - **Connect:** Selecting the Connect option will connect you to an application previously submitted and currently in-process. This means that the previous application has not yet received a final determination. Since this individual is already in process, you will not be responsible for fees or fingerprints unless the original application is closed. However, by selecting this option a clearance will not be issued until the initial determination is complete.
 - **Add New Application: Fees and Fingerprints Required:** This option will be processed as a new application. It requires all associated fees of a new background check be paid and fingerprint card submitted prior to processing of the application.

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Application

Select Application Type

Test Pepper, XXX-XX-6441, 2/23/1969

INSTRUCTIONS: Please choose the type of application that best suits your needs. You may be given up to three options to choose from. These options are based on previous applicant information submitted to this system.

If you are provided an option to **Add Employment/Associate**, you can immediately hire the applicant at the completion of the application process.

If you are provided the option to **Connect** to an In-Process application, you will not be given the opportunity to hire provisionally and you will be notified when a determination is made and if the applicant is available for employment/association.

Choosing the **Add New Application: Fees and Fingerprints Required** button will require fees and fingerprints to be submitted prior to the processing of the application.

Connect to In-Process Background Check

This applicant has a new application that is In Process. You can connect to this application by clicking the Connect button. When a final determination is made on your application, you will be notified.

Please note: At this time, fees and fingerprints are not required. If the original application to which you connect fails complete the background check application process, you will be notified of any fees or fingerprints due at the time the original application closes. You will be provided the opportunity to ensure a complete application is on file for processing.

Provider	Date Submitted	Status	Action
Reflective Assisted Living Home	02/13/2014	In Process	Connect

Add New Application: Fees and fingerprints required

If you would rather initiate a new background check, click the New Application button. This will require that the applicant be fingerprinted again and that payment be made for the new background check.

Add New Application: Fees and fingerprints required

4. The next step in the application process is to enter information regarding the applicant's position using the required fields as listed below.
 - **Provider:** Choose the specific entity for which the applicant will be associated.
 - **Program:** This field should auto-populate with the program associated with your facility.

- **Position Category:** If you are unsure what category to choose, you will need to check with your Oversight Division for clarification.
- **Position:** This field should auto-populate with the position associated with the position category selected.
- **Employee Type:** The choices are an Employee, Independent Contractor, Student, Other, and Volunteer (if available). Most positions will be employees.

Home Applications Employees Search Reports Reference Admin

Add New | Not Yet Submitted | Determination In-Process | Determination Available | Criminal History Appeals | Pending Payments | Payment Search | Application Forms | Recent Documents

Pre-Employment Information

Testing Example, XXX-XX-8710, 10/30/1980

Instructions: To complete the Pre-Employment information, you should choose a program under which the individual will work. Only those programs associated with your entity are available. When choosing a Position Category, the Position Category should correlate to the Program. Please do not choose a position category that does not correlate to the Program field.

*** Required**

* Provider: Big Wild Life - Hospital Employees

* Program: Long Term Care Hospital

* Position Category: Health Care: Professional / Licensed Health Care

* Position: Physician

* Employee Type: Employee

Withdraw Save and Close Back Next

When the information is entered, there are a few different next steps you can take (i.e. the command buttons along the bottom of the page).

- **Withdraw:** You may Withdraw the application, which will leave the individual's profile information in NABCS, but will withdraw the application. This action cannot be undone or reversed.
 - **Save and Close:** You may Save and Close the application if you are not ready for it to be submitted. This will allow the application process to be saved and submitted later. This function may be used, for instance, if a signed Release of Information has yet to be received from the individual, etc. If you 'Save and Close' before final submission the application can be found again under 'Not Yet Submitted'.
 - **Back:** This button brings you back to the applicant's Profile screen where any edits of information can be made if necessary.
 - **Next:** This button brings you to the next step in the application process.
5. The next step of the application process is the confirmation process, and you will be asked to electronically certify that a signed Release of Information (ROI) form has been received from the applicant. If a hard copy ROI is needed, this can be found under the Applications tab by selecting Application Forms. If a signed copy of the ROI has been received, check the box.
 6. The second and third boxes are confirmations which must be accepted by the user.
 7. Click the 'Next' button to move on to the next step.
 8. The next step you will be directed to will be the Payment screen (if applicable). The Application and Fingerprint processing payments can be paid together or separately. The 'Next' button cannot be used until a payment option has been selected.

There are three options for payments, as seen below; Credit Card; Mail Check; and, Pay Later. [See Pending Payment section](#) for detailed instructions on each payment method. Please note fees are **nonrefundable**. If you have questions why payment is due, please contact the BCP prior to making the payment.

[Pay Fees Together](#)

[Pay Fees Separately](#)

All Fees

Payment Method	Fees	Amount
Credit Card	Application Fee Fingerprint Fee	\$87.00
Mail Check	Application Fee Fingerprint Fee	\$87.00
Pay Later	Application Fee Fingerprint Fee	\$87.00
	Application Fee Fingerprint Fee	\$87.00

Withdraw

Save and Close

Back

- After the payment (if applicable) has been successfully made, you will be brought back to the Payment screen in NABCS. Select Submit.

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Add New

Not Yet Submitted

Determination In-Process

Determination Available

Criminal History Appeals

Pending Payments

Payment Search

Application Forms

Applicant: Payment

Daisy Qtest, XXX-XX-9147, 11/19/1966, Application #: 15795520

Application Fee - Payment Confirmation

Payment Method: Credit Card
Amount Paid: \$25.00
Date Paid: 10/2/2014 2:32:37 PM

Fingerprint Fee - Payment Confirmation

Payment Method: Credit Card
Amount Paid: \$49.75
Date Paid: 10/2/2014 2:32:37 PM

Withdraw

Save and Close

Back

Next

- The system will direct you to the Application Submitted Confirmation page. This page will provide you with the date fingerprints must be submitted to the BCP to avoid automatic cancellation of the application (if applicable). You will also have the option to print/view the Release of Information Form and Fingerprint Authorization Form. The Fingerprint Authorization Form, which contains all required information for the Fingerprint Vendor Service Provider, can be printed and given to the applicant to take to the fingerprinting vendor of their choosing. This form is accessible later from the applicant’s Applications tab.

Applicant: Confirmation

Application Submitted Confirmation

Daisy Qtest, XXX-XX-9147, 11/19/1966, Application #: 15795520, Background Check #: 20000631

Application Status

Your application was successfully submitted.

This applicant has not been determined eligible for employment and fingerprints must be received by 11/1/2014. The status of the eligibility determination can be tracked by clicking the [Determination In-Process](#) link above.

This application was successfully submitted but remains incomplete. All application requirements are required to be received by the Background Check Program no later than 30 days from the date the application was submitted. **Applications remaining incomplete over 30 days will be closed without further notice.** Once an application is closed, you will be required to submit a new, complete application if you still require a background check. Please note, fees paid to the Background Check Program are non-refundable and cannot be transferred to other applications.

Application Forms

[Alaska Release Of Information Form](#)
Alaska Release Of Information Form

[Fingerprint Authorization Form](#)
Fingerprint Authorization Form

Person Summary

Fall IsHere, XXX-XX-3741, 9/22/1966
Current Eligibility Determination: In Process
Current Employment Status: Not Employed

[Employment Authorization Form](#)

[Add New Application](#)

Profile Applications Appeals Employment Documents

Background Check #: 20000636 (Fingerprint Based)

Process Started	Determination Status Status Date	Documents
10/6/2014	In Process - 10/6/2014	

Applications Associated with this Background Check

Application # - Type	Application Status - Status Date	Provider	Position	License Type - #	Documents	Actions
15795529	Submitted	Tracey's Test Provider	Administrator Designee		Fingerprint Authorization Form	Upload Document

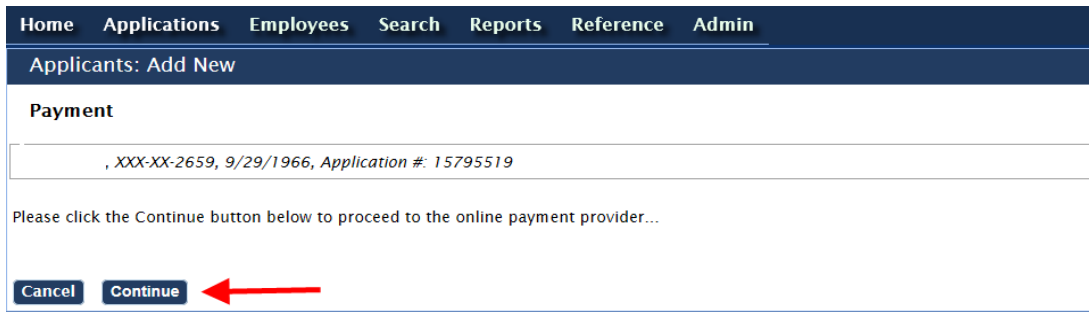
Pending Payments

There are three options for payments in the New Alaska Background Check System: Credit Card, Mail Check, and Pay Later.

- **Mail Check:** To pay by Check, simply click on the Mail Check link and follow the directions. The payment will show as 'Received' in NABCS once the check has been received by the BCP office and processed. Payment must be received within 30 days of when the application is submitted, or

the application will close as incomplete.

- **Credit Card:** To pay by Credit Card, click on the 'Credit Card' link. Select 'Continue' to be brought to the third-party payment provider used by NABCS for all Credit Card payments.



Follow the third-party payment provider's steps for payment and fill in all billing information then select Continue. Please note: an online credit card receipt will be emailed to the email address you provide.



Please allow the system to finish the transaction. Selecting this button more than once may result in duplicate payments.

After the credit card payment has been successfully made, you will be brought back to the Payment screen in NABCS; select Next. You will then have the option to submit the application.

Home Applications Employees Search Reports Reference Admin

Add New | Not Yet Submitted | Determination In-Process | Determination Available | Criminal History Appeals | Pending Payments | Payment Search | Application Forms

Applicant: Payment

Daisy Qtest, XXX-XX-9147, 11/19/1966, Application #: 15795520

Application Fee - Payment Confirmation

Payment Method: Credit Card
Amount Paid: \$25.00
Date Paid: 10/2/2014 2:32:37 PM

Fingerprint Fee - Payment Confirmation

Payment Method: Credit Card
Amount Paid: \$49.75
Date Paid: 10/2/2014 2:32:37 PM

Withdraw Save and Close Back **Next**

- **Pay Later:** this option allows for multiple applications to be paid for all together by check or credit card. Choosing this option will send the payment to the Pending Payments table within NABCS, allowing for payment to be made later.

The 'Batch Payments' process for payment can be found under the 'Applications' tab under 'Pending Payments' tab, as well as, on the Home page, in the 'At a Glance' table under 'Pending Payments'. To make a batch payment, you may individually select (click on a check box to the right of each pending payment) which fees are to be paid for at that time, or the user may click the **'Select All'** button to the bottom left of the page, to pay for all the fees given within the table. Whether it is paid for by check or credit card, the process is the same for these two payment methods. Before continuing, make sure the appropriate boxes are selected for the right applicant(s) being paid for in each batch payment.

Home Applications **Pending Payments** Determinations Appeals Employees Search Reports Reference Admin

Add New | Not Yet Submitted | Determination In-Process | Determination Available | Criminal History Appeals | **Pending Payments** | Payment Search | Application Forms | Recent Documents

Applications: Pending Payments

Enter Filter Options

Application #: Provider: Test Facility 2

Last Name:

Payment Method:

Program:

Division: - All -

Search

If you have questions regarding fees due, please contact the BCP at BCUnit@alaska.gov prior to making a payment. Fees paid to the Background Check Program are nonrefundable and cannot be transferred to another application.

Results

App - #	Provider	Program	Last	First	Days Pending	Fee	Amount	Payment Method	Pay Now	Action
850691	Test Facility 2	Student/Apprentice Training	test	John	223	Application Fee	\$25.00	Batch Payment	☐	Withdraw
850691	Test Facility 2	Student/Apprentice Training	test	John	223	Fingerprint Fee	\$49.75	Batch Payment	☐	Withdraw
850928	Test Facility 2	Student/Apprentice Training	Test	John	220	Fingerprint Fee	\$49.75	Batch Payment	☒	Withdraw
850928	Test Facility 2	Student/Apprentice Training	Test	John	220	Application Fee	\$25.00	Batch Payment	☒	Withdraw

4 Total Results

Pay Now Total: **\$74.75**

Select All Pay by Credit Card Pay by Check

The Background Check Program does not issue invoices. It is the Provider's responsibility to monitor their Pending Payments screen to ensure all the appropriate fees are paid in a timely manner.

If you believe a payment has been made, but NABCS is not showing any record of a payment being received; first, check the statement of the credit card used in the payment transaction. Second, keep a record of any bank statement(s) that may show a discrepancy in a payment not received by NABCS. Maintaining record of any payment discrepancies is necessary to adequately resolve payment issues. Send a copy of the receipt to the BCP.

Not Yet Submitted

This table identifies all applications initiated which have been saved but not submitted to the BCP.

1. From the Applications dropdown menu and the Not Yet Submitted table, an application can either be *resumed*, or *withdrawn* by choosing the appropriate button on the right-hand side of the table under the Actions column.

Please Note: Withdrawn applications cannot be reversed, and a new application will need to be initiated if a background check is required.

Home Applications Determinations Appeals Employees Search Reports Reference Admin

Add New **Not Yet Submitted** Flagged For Review Determination In-Process Determination Available Criminal History Appeals Batch Payments Application Forms Registry Recheck

Applications: Applications Not Yet Submitted

Enter Filter Options

Application #: Provider:

Last Name: Division:

Date Saved: to

Results

Locked	App # - Type	Provider	Last	First	SSN	Date Saved	Actions
	15795141	Test Facility 2	Johnson	Example	-8765	11/27/2013	Resume Withdraw
	15795139	Test Facility 2	Smith	James	-0012	11/27/2013	Resume Withdraw
	15795142	Test Facility 2	Williams	Bill	-9999	11/27/2013	Resume Withdraw

Determination In-Process

The Determination In-Process page under the Applications menu is also known as Eligibility Determination In- Process on the At a Glance table. This table contains applications which have been submitted by the facility. From this table, it can be easily identifiable of payment and fingerprints statuses.

Home **Applications** Employees Search Reports Reference Admin

Add New | Not Yet Submitted **Determination In-Process** | Determination Available | Criminal History Appeals | Pending Payments | Payment Search | Application Forms | Recent Documents

Applications: Determination In-Process

Enter Filter Options

Application #: Provider: Thousand Lakes Surgical Center

Last Name: Division: - All -

Status:

[Search](#)

Results

Locked	App #	Provider	Name	Position	SSN	Payment Status	Status	Status Date	Employment Status	Action
	15795878	Thousand Lakes Surgical Center	September, Andrew	Physician	-3322	Received	Fingerprints Taken - 1st TCN: 020000956	10/28/2015		Withdraw
	15795890	Thousand Lakes Surgical Center	TestSeptember, Brandy	Medical Director	-9887	Received				Withdraw
	15795891	Thousand Lakes Surgical Center	Septest, Lorena	Physician	-8877	Received				Withdraw
	15795898	Thousand Lakes Surgical Center	Septest, Johnsin	Student	-4741	Received				Withdraw
	15795902	Thousand Lakes Surgical Center	TestSeptember, Jabba	Medical Director	-0008	Received				Withdraw
	15795904	Thousand Lakes Surgical Center	Septembertest, Alias	Psychiatrist	-5555					Withdraw
	15795906	Thousand Lakes Surgical Center	Septembertest, Blair	Clerical	-5498					Withdraw
	15795909 - Connected	Thousand Lakes Surgical Center	Septest, Adam	Clerical	-0001	N/A	Fingerprints Taken - 1st TCN: 020000947	10/26/2015		Withdraw

8 Total Results

Definitions related to Determination In-Process

- **Provisional Employee** - the individual has been hired provisionally, while the final determination is pending.
- **Hire Provisionally** - the individual cleared an initial name-based background check, and an action may be taken to hire this individual provisionally. This button must be clicked for an individual to officially have association with the facility.
- **Terminate Employment** – if the Provider chooses not to hire permanently, or the applicant declined the position, this button can be selected. The action does not withdraw the Background Check but terminates the association between the applicant and the facility.
- **Withdraw** - this action can be taken to withdraw the application from processing further in the background check system. This action cannot be undone and any fees previously paid toward this applicant's background check are non-refundable.

Hire Provisionally

Once the Hire Provisionally button has been clicked, the below box will come up. The employment information needs to be reviewed to make sure the proper employment position has been chosen for this applicant and the provisional hire date will be required. The provisional hire date may only go back as far as the date the registry check was deemed to be clear. Click Save to provisionally hire this applicant.

Hire

When editing employment, please choose a program under which the individual works. Only those programs associated with your entity are available. When choosing a Position Category, the Position Category should correlate to the Program. Please do not choose a position category that does not correlate to the Program field.

The Provisional Hire Date does not affect the provisional employment expiration date of 1/22/2016.

*** Required**

Employment Status: Provisional

* Provider: Test Facility 2

* Position Category: Assisted Living Facility

* Position: Nurse (RN/LPN)

* Employee Type: Employee

* Provisional Hire Date: 11/16/2015

Cancel Save

Determination Available

The Determination Available page, under the Applications dropdown menu, is also known as Eligibility Determination Complete in the At a Glance table. This is where you will find the final determinations for all applicants associated with a given entity which require action and the date on which the final determination was made.

Definitions Associated with the Table Below:

- **Eligible** - the final determination for an individual has been completed and there was no barring condition(s) identified. The individual is eligible for hire. Approval Letters can be generated from the entity's roster or the applicant's Documents tab.
- **Not Eligible** - the applicant did not pass the background check as a barrier was identified. This individual may not be hired unless an approved variance request is on file. Information on the Variance Process is found in the [Appeal Process section](#). The applicant will be certified mailed notice of the barrier(s) identified; however, this information cannot be disclosed over the phone or by email.
- **Permanent Employee** - This employment status means the individual was previously provisionally hired and the fingerprint results came back without a barrier history, NABCS automatically moved the individual to permanent status. The 'Confirm' button appears when a provisional employee has become permanent and must be clicked to complete remove the individual from this list.
- **Hire** - an action button to be taken by the entity and means the individual's background check clearance is eligible. Approval Letters can be generated from the entity's roster or the applicant's Documents tab.
- **Close Without Hiring** - an action button option to taken by the entity. When the Close Without Hiring link is selected, it means you have reviewed the final determination and have chosen to not hire this applicant. This applicant will no longer be associated with the entity.
- **Terminate** - an action button to be taken by the entity, when an applicant has been provisionally hired, but no longer wishes to be associated with the applicant.

Home **Applications** Determinations Appeals Employees Search Reports Reference Admin

Add New | Not yet Submitted | Determination In-Process | **Determination Available** | Criminal History Appeals | Pending Payments | Payment Search | Application Forms | Recent Documents

Applications: Determination Available

Enter Filter Options

Application #: Provider: Test Facility 2

Last Name: Division: - All -

Determination Date: to Determination:

Employment Status:

Results

Please make a hiring decision for the individuals listed below by taking one of the following steps:

1. To hire an individual with an Eligible determination, click the **'Hire'** button and enter the hire date.
2. To move an applicant from Provisional to Permanent status, click the **'Convert to Permanent'** button.
3. To confirm an individual as a permanent employee and who is listed with a Permanent Employee status, click the **'Close'** button.
4. To close the application without hiring, click the **'Close Without Hiring'** button.
5. To indicate your intention to submit a variance request for an individual with a Not Eligible status, click the **'Challenge'** button.

Locked	App # - Type	Provider	Position	Last	First	SSN	Determination	Determination Date	Employment Status	Appeal Info	Actions
	868365	Test Facility 2	Caregiver	Septest	Jordan	-1234	Eligible	11/11/2015	Hire		Approval Letter Close Without Hiring
	871339	Test Facility 2	Caregiver	Septest	Roseanne	-5678	Eligible	11/16/2015	Permanent Employee		Approval Letter Close
	870241	Test Facility 2	Driver	Septest	Robby	-9101	Not Eligible	10/30/2015	Not Eligible for Hire	Can appeal Not Eligible through 11/29/2015	Close Without Hiring

Hiring Permanently

After clicking the 'Hire' button, the below box will come up. The employment information needs to be reviewed to make sure the proper employment position has been chosen for this applicant, and a Permanent Hire Date will be required. Click 'Save' to hire this individual permanently.

Hire

, ,

When editing employment, please choose a program under which the individual works. Only those programs associated with your entity are available. When choosing a Position Category, the Position Category should correlate to the Program. Please do not choose a position category that does not correlate to the Program field.

*** Required**

Employment Status: Permanent

* Provider: Test Facility 2

* Position Category: Child Care Facility

* Position: Caregiver

* Employee Type: Employee

* Hire Date: 11/16/2015

Approval Letters

Approval Letters are proof of eligibility dates for a specific entity for an applicant with a permanent clearance. These are valid if the individual is associated in NABCS with the entity unless a new barrier is identified. This form should be printed and maintained in the applicant's employment file to verify the eligibility for employment.

The Background Check Program has completed the background check for Eugene Test and the individual has been issued an Eligible Determination for association with **Rich Grayson Test Facility**. The determination is valid from **01/29/2025** to **1/28/2030**.

The Approval Letter can be generated from an applicant's Documents tab or from the entity's Roster.

Person Summary

J [REDACTED], [REDACTED], [REDACTED], SID: [REDACTED]

[Add New Application](#)

Profile Applications Appeals Employment **Documents**

Background Check # 20000945

Generated Forms, Letters, and Reports

Document Type	Provider	Document Name	File Size	Generated By	Generated On
Application	Test Facility 2	Fingerprint Authorization Form.pdf	320.0KB	username	11/4/2015 11:15 AM
Application	Test Facility 2	Approval Letter.pdf	108.0KB	TasksService	11/16/2015 10:17 AM

Results															
Application	Background Check	Provider	Last Name	First Name	Date of Birth	Position	Employee Type	Employee Status	Provisional Hire Date	Permanent Hire Date	Separation Date	Determination	Determination Expiration Date	Req Type	Action
854794	30020830	Rich Grayson Test Facility	Test	Eugene	[REDACTED]	Administrator	Employee	Separated	06/01/2015		06/01/2015	Closed - Fingerprints Not Taken		Regular Check	Edit
895435	30047906	Karen's Test Provider	Test	Eugene	[REDACTED]	Student	Employee	Separated	07/18/2016		11/01/2016	Closed	07/18/2022	Regular Check	Edit Letter

You will also have the option to generate the Approval Letter when you take the final action of hiring an application on the Determination Available screen.

Home Applications Determinations Appeals Employees Search Reports Reference Admin

[Add New](#) | [Not Yet Submitted](#) | [Determination In-Process](#) | **[Determination Available](#)** | [Criminal History Appeals](#) | [Pending Payments](#) | [Payment Search](#) | [Application Forms](#) | [Recent Documents](#)

Applications: Determination Available

Enter Filter Options

Application #: Provider:

Last Name: Division:

Determination Date: to Determination:

Employment Status:

[Search](#)

Results

Please make a hiring decision for the individuals listed below by taking one of the following steps:

- To hire an individual with an Eligible determination, click the '**Hire**' button and enter the hire date.
- To move an applicant from Provisional to Permanent status, click the '**Convert to Permanent**' button.
- To confirm an individual as a permanent employee and who is listed with a Permanent Employee status, click the '**Close**' button.
- To close the application without hiring, click the '**Close Without Hiring**' button.
- To indicate your intention to submit a variance request for an individual with a Not Eligible status, click the '**Challenge**' button.

Locked App # - Provider Type	Position	Last	First	SSN	Determination	Determination Date	Employment Status	Appeal Info	Actions
123456	Caregiver	[REDACTED]	[REDACTED]	-	Eligible	11/11/2015	Hire		Approval Letter Close Without Hiring

1 Total Results

Appeal Processes (Redeterminations & Variances)

A Redetermination may be requested when an applicant believes the BCP has incorrect information regarding their criminal and/or civil history and requests the BCP to review additional court documents which would change the determination. The applicant must supply additional or new information for consideration of the BCP.

Variances are used when an applicant agrees with the final determination and wishes to supply information to the Variance Committee regarding an alternative way to meet the intent of the regulations. The entity may support but it is not required. Variances can take 90-120 days to make it through the multiple levels of review. The Variance Application can be located on the Help link in NABCS and on the public-facing Background Check Program website. Upon approval of a variance, the decision must be posted at the entity and conditions for the employment may exist to be implemented.

Both Redeterminations and Variances must be requested within 90 days of the final determination being made.

Affiliates

The Affiliates dropdown menu tab allows an entity to manage the applicants associated with the entity. Search filters can be used in a variety of ways to narrow down the search to find a particular applicant or used broadly to find a group of employees meeting one or a few of the criteria.

This page automatically defaults to the Provisional employee list, but the links to other employee tables are near the top of the page including, Permanent, Roster, Separated, and those who have a New Background Check Needed.

- **Provisional:** This list indicates how long each employee you have Provisionally Hired has been in Provisional Status and how many days are remaining.
- **Permanent:** This list shows all employees associated with your facility that have been permanently hired. This table also provides additional information such as “Position” and “Hire Date”.
- **Roster:** This list shows all employees associated with your facility regardless of employment status. This is defaulted to Active but can be filtered with other options. Approval Letters can be printed from this list.

Employees: Roster

Filter Criteria

Division:

- All -

Employment Status:

All

Hire Date:

Provider:

Employee Type:

Hire Date To:

Program:

Position Category:

Verification Date:

First Name:

Position:

Verification Date To:

Last Name:

Determination Status:

Date of Birth From:

Background Check #:

Date of Birth To:

Search

Results

Application	Provider	Name	Date of Birth	Position	Employee Type	Employee Status	Provisional Hire Date	Permanent Hire Date	Separation Date	Determination	Determination Expiration Date	Action
-------------	----------	------	---------------	----------	---------------	-----------------	-----------------------	---------------------	-----------------	---------------	-------------------------------	--------

Clicking on the name of the employee, underlined in blue, will take you their Person Summary page where you can submit a new application or edit their demographic information as needed.

Each roster listing may also be printed by clicking the Print button at the bottom of the page or exported using the CSV functionality. This is excellent way to keep track of the staff on hand, and efficiently verify who is, and who is not currently employed.

Definitions regarding Affiliates

- **Eligible** indicates the application status valid background check.
- **In Process** indicates this application has yet to be issued a final determination.
- **Eligible - No Longer Valid** or **Eligible – Expired** means the application had an eligible determination which is no longer invalid. A new Background Check would be required for these employees. Expired applications cannot be reversed or extended. A Background Check is valid for 6 years from the date the BCP received final fingerprint results, not from the hire date or the date the application was submitted.
- **Closed** or **Closed – Auto Determination** means the application is no longer connectable.
- **Not Eligible** means the application has identified barrier(s).
- **Not Eligible – Appeal Granted** means the application has been granted an approved variance.
- **Not Eligible - Appeal Granted - No Longer Valid** means the application was previously granted an approved variance; however, it is no longer valid for employment.

Separate (Edit) Employment

Those individuals who are no longer employed with the entity should be separated in NABCS within 14 days to meet the requirement in 7 AAC 10.925(a)(2). To do this, click the ‘Edit’ button from the Roster. In the pop-up, change the status to “separated” and enter a separation date.

Edit Employment

Eugene Q Test, 017-65-5443, 1/1/1978, SID: 99999

When editing employment, please choose a program under which the individual associated with your entity are available. When choosing a Position Category, the correlate to the Program. Please do not choose a position category that does not field.

* Required

* Employment Status:

Separated

* Employee Type:

Employee

* Provider:

Rich Grayson Test Facility

Hire Date:

07/21/2023

* Request Type:

Regular Check

* Separation Date:

8/14/2024

Position Category:

Health Care: Any other direct access

Verification Date:

07/01/2024

* Position:

Caregiver type position

Save

Cancel

Verification

Per 7 AAC 10.910(d), entities are required to annually verify each applicant’s continued association with the entity. Annual verification is needed to ensure only actively associated individuals continue to be monitored in the criminal history rap back program. PLEASE NOTE: By verifying an applicant is associated with your entity, the applicant will remain in the rap back system and the Background Check Program will continue to receive notification of negative criminal history actions, if any. DO NOT verify an applicant’s association if they do not continue to have association* with your entity as the Background Check Program is not entitled to this information.

**For staffing agencies, association means the individual is actively placed and working in a licensed and/or certified entity in Alaska. It does not include continued association with the overall staffing agency and the individual working outside of Alaska.*

To complete the Employment Verification process, take the following steps:

1. From your Home screen, go to the Employees section on your At a Glance table. The system will identify which individuals are due employment verification within the upcoming 30 days and which individuals, if any, are overdue for employment verification.

Employees	
Provisional Status Expiring (Within 5 Days)	0
Provisional Status Expired	0
Employment Verification Needed (Within 30 Days)	35
Employment Verification Past Due	34
New Background Check Needed (Within 30 Days)	0

2. Click on the underlined blue number to identify which applicants require employment verification. Review the applicants and check the box for those individuals who are currently associated with your entity and click the Verify Selected button.

NABCS PROVIDER GUIDE

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Results

If an individual name has changed, update name on Person Summary page.

Provider	Name	Position	Provisional Hire Date	Permanent Hire Date	Employment Verification Last Verified	Background Check Needed By	Background Check Number	Verify Action
Rich Grayson Test Facility	Cochrell, Bonnie	Financial		12/04/2014	12/04/2014	11/13/2017	20000609	☒ Edit
Rich Grayson Test Facility	Davis, Hanny	Resident Manager	04/10/2014	04/10/2014	04/10/2014	11/13/2017	20000483	☐ Edit
Rich Grayson Test Facility	Downs, Marco	Administrator		05/06/2016	11/13/2017	12/13/2017	20000873	☒ Edit
Rich Grayson Test Facility	Duck, Daisy	Clerical	12/04/2014	07/16/2015	12/04/2014	11/13/2017	20000611	☐ Edit
Rich Grayson Test Facility	Example, Erin	Contractor/Consultant		12/01/2014	12/01/2014	11/13/2017	20000625	☒ Edit
Rich Grayson Test Facility	Example, Erin	Individual Service Provider		12/11/2014	12/11/2014	11/13/2017	20000625	☐ Edit
Rich Grayson Test Facility	Jackson, Joseph	Personal Care Worker		07/16/2015	07/16/2015	11/13/2017	20000368	☐ Edit
Rich Grayson Test Facility	Jackson, Joseph	Managerial		05/13/2014	05/13/2014	11/13/2017	20000368	☐ Edit
Rich Grayson Test Facility	McClain, Victor	Child Care Associate		12/05/2014	12/05/2014	11/13/2017	20000579	☐ Edit
Rich Grayson Test Facility	Schmoos, Jose	Occupational/Vocational Therapist		11/07/2014	11/07/2014	11/13/2017	20000612	☐ Edit

10 Total Results

[Select All](#) [Verify Selected](#)

- If all applicants are currently associated with your entity, you may click the Select All button and then click the Verify Selected button. Please note, if you have more than one page of applicants needing verification, you may only use the Select All for one page at a time. You may need to refresh the table to review the remaining applicants and confirm association.
- If an applicant is no longer associated with your entity, click the Edit button. Change the Employment Status to Separated, enter the separation date and click Save.

Edit Employment

Joseph Test Jackson, 562-34-1234, 6/8/1956

When editing employment, please choose a program under which the individual works. Only those programs associated with your entity are available. When choosing a Position Category, the Position Category should correlate to the Program. Please do not choose a position category that does not correlate to the Program field.

* Required

* Employment Status: **Separated**

* Employee Type: **Employee**

* Provider: **Rich Grayson Test Facility**

* Position Category: **Child Care Facility**

* Position: **Caregiver**

Hire Date: **07/16/2015**

Separation Date:

Verification Date: **07/16/2015**

[Save](#) [Cancel](#)

- If you completed steps 1 – 5 for those due for employment verification, ensure you repeat the same steps for any applications identified as overdue for employment verification and vice versa.

New Background Check Needed

The New Background Check Needed table identifies all applicants whose background checks are expiring. The default search criteria is set to within 30 days; however, this date range can be changed as needed. New background checks are required a minimum every 5 years.

Home Applications Determinations Appeals **Employees** Search Reports Reference Admin

Provisional | Permanent | Roster | Separated | **New Background Check Needed**

Employees: New Background Check Needed

Enter Filter Criteria

Division: - All -

Provider: RCCF - Mt Edgecumbe Boarding School

Background Check Needed By From Date:

Background Check Needed By To Date: 11/19/2015

Search

Results

Provider	Last Name	First Name	Position	Hire Date	Background Check Needed by	Days Remaining	Action
RCCF - Mt Edgecumbe Boarding School		E	Social Worker	12/12/2009	09/18/2015	Expired	New Application Terminate
RCCF - Mt Edgecumbe Boarding School		E	Janitor	02/19/2010	11/18/2015	8	New Application
RCCF - Mt Edgecumbe Boarding School		J	Other	08/30/2010	11/18/2015	8	New Application
RCCF - Mt Edgecumbe Boarding School		F	Other	02/17/2010	11/19/2015	9	New Application

4 Total Results

Print

Search Tab

Person Search

The Person Search tab allows you to search for a specific individual in NABCS the same way as the Add New Application tab. There must be at least 2 of the 3 criteria entered to to conduct a person search.

Home Applications Employees **Search** Reports Reference Admin

Person Search Application Search

Person Search

Enter Search Criteria

* Required

* SSN: AND Last Name: OR Date of Birth:

Search

Application Search

Entering in the Application number or the Background Check number will take the user directly to a specific 'Person Summary' page.

Home Applications Employees **Search** Reports Reference Admin

Person Search **Application Search**

Person Search by Application

Enter Application Criteria

Application #:

Background Check Number:

Search

The Application # can be located in a variety of pages as a new application is entered. The number can be seen starting on the ROI Confirmation page, to the Application Submission Confirmation page. You may

want to write this number down as it may be needed in the future when searching for a specific application.

Note: Application numbers will only show up if the applicant is associated with the provider or facility.

The Background Check Number can be found on the Fingerprint Authorization Form, as well as on the Application Submission Confirmation page. The Background Check Number is 8 digits.

Reports Tab

To access any of the reports, click the applicable tab to select a report.

The screenshot shows the 'Reports' tab selected in the top navigation bar. Below the navigation bar, there are three sub-tabs: 'Provider Reports', 'Department Reports', and 'System Reports'. The 'Provider Reports' sub-tab is active, displaying a list of four links: 'Application Report', 'Employment Roster Report', 'Live Scan Locations', and 'User Account List Report'.

Application Report

The Application Report reports all the application submissions for a specific facility. Fill in the search fields for the dates and Provider in which the report is being issued, and then click 'View Report'. Within the report will be the following sub-titles: 'Application Date'; 'Application Status'; 'Application Status Reason'; 'Withdrawal Reason'; and 'Application Paid Date'.

The screenshot shows the 'Application Report' page. At the top, there are search filters: 'Date From (MM/DD/YYYY): 11/13/2013', 'Date To (MM/DD/YYYY): 12/13/2013', and 'Provider: Test Facility 2'. A 'View Report' button is located to the right of the date filters. Below the search filters, there is a table of application data. The table has the following columns: Application Id, Provider Name, Applicant Name, SSN4, Application Date, Application Status, Application Status Reason, Withdrawal Reason, and Application Paid Date. The table contains 10 rows of data.

Application Id	Provider Name	Applicant Name	SSN4	Application Date	Application Status	Application Status Reason	Withdrawal Reason	Application Paid Date
15795138	Test Facility 2	Test, Timmy	2222	11/22/2013	In Process			Pending
15795139	Test Facility 2	Smith, James	0012	11/22/2013	Determination Available			11/27/2013
15795140	Test Facility 2	Example, Erin	3123	11/25/2013	Submitted			11/25/2013
15795141	Test Facility 2	Johnson, Example	8765	11/27/2013	Closed	Hired		11/27/2013
15795142	Test Facility 2	Williams, Bill	9999	11/27/2013	Determination Available			11/27/2013
15795143	Test Facility 2	Jones, Jonathan	4321	11/29/2013	Submitted			12/05/2013
15795144	Test Facility 2	Kennedy, Timothy	8050	11/29/2013	Submitted			12/05/2013
15795145	Test Facility 2	Smith, Robert	1924	11/29/2013	Submitted			12/02/2013
15795146	Test Facility 2	Tester, Application	2121	12/5/2013	Submitted			12/05/2013
15795148	Test Facility 2	NewTest, Newberry	2030	12/12/2013	Submitted			Pending

Employment Roster Report

The Employment Roster Report can be filtered by employment status to show, all employees, provisional employees, permanent employees, or just separated employees.

AKDHSS Roster Report

Employment Status

ALL

Division

ALL

Application Id

NULL

Provider

Rich Grayson Test Facility

Program

ALL

Include DOB?

No

1 of 1

Find | Next

Department of Health
4601 Business Park Blvd.
Building K
Anchorage, AK 99503
(907) 334-4475
<https://health.alaska.gov/dhcs/Pages/cl/bgcheck/default.aspx>

Roster Report

Employment Status: ALL

Provider: Rich Grayson Test Facility

Division: ALL

Application Id: ALL

Program: ALL

Application Id	Provider Name	Last Name	First Name	Position	Employment Status	Provisional Hire Date	Permanent Hire Date	Separated Date	Valid Through Date	Verification Date	Determination	Division	Program
851557	Rich Grayson Test Facility	Test	Enhancement	Personal Care Worker	Separated	04/18/2015	04/18/2015	04/14/2017	04/18/2021	04/18/2015	Closed	Children's Services (OCS)	Foster Home (OCS)
854794	Rich Grayson Test Facility	Test	Eugene	Administrator	Separated	06/01/2015		06/01/2015		06/01/2015	Closed - Fingerprints Not Taken	Public Assistance (DPA)	Child Care Facility (DPA)
1146793	Rich Grayson Test Facility	Test	Eugene	Caregiver type position	Separated		07/21/2023	07/22/2023	07/21/2028	07/01/2024	Closed	Health Care Services (DHCSRL)	Assisted Living Facility (DHCS - Licensing)
1146796	Rich Grayson Test Facility	Test	Eugene	Caregiver type position	Separated	07/21/2023	07/21/2023	08/14/2024	07/21/2028	07/01/2024	Closed	Health Care Services (DHCSRL)	Assisted Living Facility (DHCS - Licensing)
884883	Rich Grayson Test Facility	Test	Joy	Administrator	Separated	04/05/2016	04/05/2016	07/30/2018	04/05/2022	03/21/2018	Closed	Health Care Services (DHCSRL)	Assisted Living Facility (DHCS - Licensing)
1177357	Rich Grayson Test Facility	Test	McGrath	Care Coordinator	Separated		06/06/2024	08/14/2024	05/03/2028	07/01/2024	Closed	Senior and Disabilities (DSOS)	Adult Day Services (DSOS)
1134621	Rich Grayson Test Facility	Test	McGrath	Caregiver	Separated		04/14/2023	08/14/2024	03/14/2028	07/01/2024	Closed	Health Care Services (DHCSRL)	Assisted Living Facility (DHCS - Licensing)
1070922	Rich Grayson Test Facility	Test	McGrath	Grantee Staff	Separated		01/20/2023	08/14/2024	01/20/2028	07/01/2024	Closed	Public Assistance SNAP EBT (DPA)	SNAP EBT (DPA)
839072	Rich Grayson Test Facility	mouse	Minnie	Mental Health Clinician	Separated	11/14/2014	11/18/2014	11/18/2014		11/18/2014	Closed - Information Requested - Not Received	Senior and Disabilities (DSOS)	Personal Care Agency (DSOS)
845032	Rich Grayson Test Facility	Nfn	Nfn	Caregiver	Separated		01/29/2015	01/29/2015	11/14/2020	01/29/2015	Closed - Auto Determined	Health Care Services (DHCSRL)	Assisted Living Facility (DHCS - Licensing)
840569	Rich Grayson Test Facility	Nfn	Nfn	Clinical Associate	Separated		12/09/2014	12/09/2014	11/14/2020	12/09/2014	Closed - Auto Determined	Public Assistance (DPA)	Child Care Facility (DPA)
839454	Rich Grayson Test Facility	Nfn	Nfn	Volunteer	Separated		11/18/2014	09/23/2016	11/14/2020	11/18/2014	Closed - Auto Determined	Senior and Disabilities (DSOS)	Personal Care Agency (DSOS)
839682	Rich Grayson Test Facility	Fall	Test	Administrator	Separated		01/29/2015	06/09/2015	11/20/2014	01/29/2015	Closed	Health Care Services (DHCSRL)	Assisted Living Facility (DHCS - Licensing)
839682	Rich Grayson Test Facility	Fall	Test	Administrator	Separated		02/19/2016	02/19/2016	11/20/2014	02/19/2016	Closed	Health Care Services (DHCSRL)	Assisted Living Facility (DHCS - Licensing)
814726	Rich Grayson Test Facility	John	Test	Speech/Language Pathologist	Separated	03/26/2014		03/26/2014	03/26/2014	03/26/2014	Closed	Behavioral Health (DBH)	Case Management (DBH)
839681	Rich Grayson Test Facility	Winter	Test	Administrator	Separated		11/20/2014	06/21/2017	06/19/2017	11/20/2014	Closed	Health Care Services (DHCSRL)	Assisted Living Facility (DHCS - Licensing)
972897	Rich Grayson Test Facility	Test	Timmy	Administrator	Separated		11/02/2018	12/18/2018	11/02/2023	11/02/2018	Closed	Health Care Services (DHCSRL)	Assisted Living Facility (DHCS - Licensing)
855226	Rich Grayson Test Facility	Test	Timmy	Dentist	Separated		06/01/2015	07/23/2015		06/01/2015	Closed - All Applications Closed	Public Assistance (DPA)	Child Care Facility (DPA)
986109	Rich Grayson Test Facility	Test	Timmy	Driver	Separated		01/01/2020	09/29/2023	11/02/2023	06/30/2022	Closed	Health Care Services (DHCS)	Migration ONLY-DO NOT USE
839148	Rich Grayson Test Facility	Test	Timmy	Resident Manager	Separated			12/26/2014	12/26/2014	12/26/2014	Closed - All Applications Closed	Health Care Services (DHCSRL)	Assisted Living Facility (DHCS - Licensing)
839148	Rich Grayson Test Facility	Test	Timmy	Resident Manager	Separated	11/18/2014		12/01/2014		11/18/2014	Closed - All Applications Closed	Health Care Services (DHCSRL)	Assisted Living Facility (DHCS - Licensing)
840569	Rich Grayson Test Facility	Test	Timmy	Teaching Aid	Separated		12/19/2014	12/19/2014		12/19/2014	Closed - All Applications Closed	Applicant Initiated	Applicant Initiated Program

User Accounts List Report

The 'User Accounts List Report' will show all the user accounts under a specific provider. Along with each user, is a listing of pertinent information associated with each user account.

User Account List Report

UserStatus

All

User Role

All

Last Login Date Begin

☒ NULL

User Type

Provider

Provider

Rich Grayson Test Facility

Last Login Date End

☒ NULL

View Report

1 of 1

100%

Find | Next

Department of Health and Social Services

4601 Business Park Blvd

Building K

Anchorage, AK 99503

907-334-4475

User Account List Report

User Name: ald_testing

User Role: All

Last Login Date From:

User Status: All

Provider: Rich Grayson Test Facility

Last Login Date To:

User Type: Provider

ald_testing	Anna Testing	example@example.com
Account Created:	1/29/2015	Last Login: 11/19/2015
Password Changed:	1/29/2015	Is Active: Yes
EULA Accepted on:		Account Status: Enabled
User Role(s):	ProviderAdmin, ProviderStaff	Created By: Kdr
Associated Provider(s):	Rich Grayson Test Facility	

Terminating User Accounts

When a NABCS user is no longer associated with a Provider, the Point of Contact must disable the account of the user in NABCS, or the user may continue to access confidential applicant information. To do this, email the BCP to disable the user account (and remove as Point of Contact, if necessary).

User Registration Form

This form is used to set-up/update users for NABCS. Username cannot be shared with anyone or “generic” for the entire entity but specifically used by 1 individual. The new user will complete the top section and the POC will complete the bottom section. Sometimes the new user is both and should complete both sections. This form can be located under the Help link in NABCS or is emailed by the BCP during initial entity set-up.

State of Alaska/Division of Health Care Services
Background Check Program NABCS:
New Alaska Background Check System User Account Registration Form

Individual User Information: To register for a NABCS user account, the following information must be submitted. If you do not have a myAlaska user account, please visit <https://my.alaska.gov> to register for a new account before completing this form. Your myAlaska password is not needed by the Alaska Background Check Program. The information you provide below must include the phone number and email address you use for work purposes. Unless you use your personal myAlaska email and phone number information for work purposes, please do not provide your personal information. Please ensure all information is legible. If the information is not clear or not complete, your user account will not be registered.

myAlaska User Name: _____
First Name: _____ Last Name: _____
Work Phone: _____ Work Email: _____
Access Request (select one): ☐ Provider Admin ☐ Provider Staff

I, (First & Last Name) _____, agree to take reasonable and appropriate steps to both protect the physical security of personal data in the Background Check System, and to prevent unauthorized access to the system. This includes maintaining a unique password for NABCS, and not sharing my password with anyone for any reason. I understand the information contained in the Background Check System is highly confidential, and permitting another individual access to the system through my username and password is a breach of confidentiality. I will immediately report any instance in which another individual gains access to this system through my username and password. I also understand knowingly permitting another individual access to the system through my account may cause the Background Check Program to immediately disable my account pending a security breach investigation.

Individual User Signature: _____ Date: _____

Primary Point of Contact: When the top portion of the form is complete, please provide the facility name(s) to which the above user should be granted access.

Facility Name: _____
Facility Name: _____
Facility Name: _____
Facility Name: _____
Facility Name: _____

By signing this form, I am verifying and granting permission to the individual listed above to have access to the background check information for the listed facility(s), in the course of their job duties and responsibilities. I also understand I must ensure each individual maintains the confidentiality of their user account information to prevent unauthorized access to the Background Check System. I understand unauthorized access to the Background Check System may be cause to immediately disable all user accounts associated with the above listed facilities pending a security breach investigation.

POC First Name: _____ POC Last Name: _____
Phone # _____ Email: _____

POC Signature: _____ Date: _____

Once complete, please return this form to the Background Check Program for account authorization by emailing bcunit@alaska.gov or you may also fax this form to the BCP at (907)269-3488.

PLEASE NOTE: Illegible or incomplete forms will not be processed.

Release of Information

A Release of Information (ROI) must be on file with the entity for every applicant and provided to the BCP within 24 hours of the request. Please check the Help link for the most updated ROI.

Important Information To Remember

- You are encouraged to check NABCS on a regular basis, especially whenever applications are In-Process.
- NABCS has been created to allow you more options to stay in compliance with regulations regarding employment requiring a background check by the BCP. It is the entity's responsibility to maintain records on clearances, variances, etc.
- To avoid cancellation of an application and having to pay additional fees, you must ensure any missing items such as, payment and fingerprints are submitted within 30 days of the application submission date.
- ***IMPORTANT:** All fees paid to the BCP are non-refundable. If the application is canceled due to remaining incomplete past the due date and a background check is still required, a new application along with all required documents and fees will need to be submitted.