



Completing a Full Criminal Background Check (CBC) on ViewPoint

Step-by-Step Guide

Go to the ViewPoint Website

- ❖ Go to, <https://www.viewpointscreening.com/uww> , this link is also available in your Canvas assignment
- ❖ Click 'Start Your Order'



Click "Start Your Order" below and you will be directed through the application process. Once your order is submitted, you will receive a confirmation email containing a password to log into viewpointscreening.com. When your background check is completed, you can view/print a copy at viewpointscreening.com by entering your email address and password. Results are typically completed within 3-5 business days and will also be available to your school.

Start Your Order



View Your Results



Student FAQs



Disclaimer

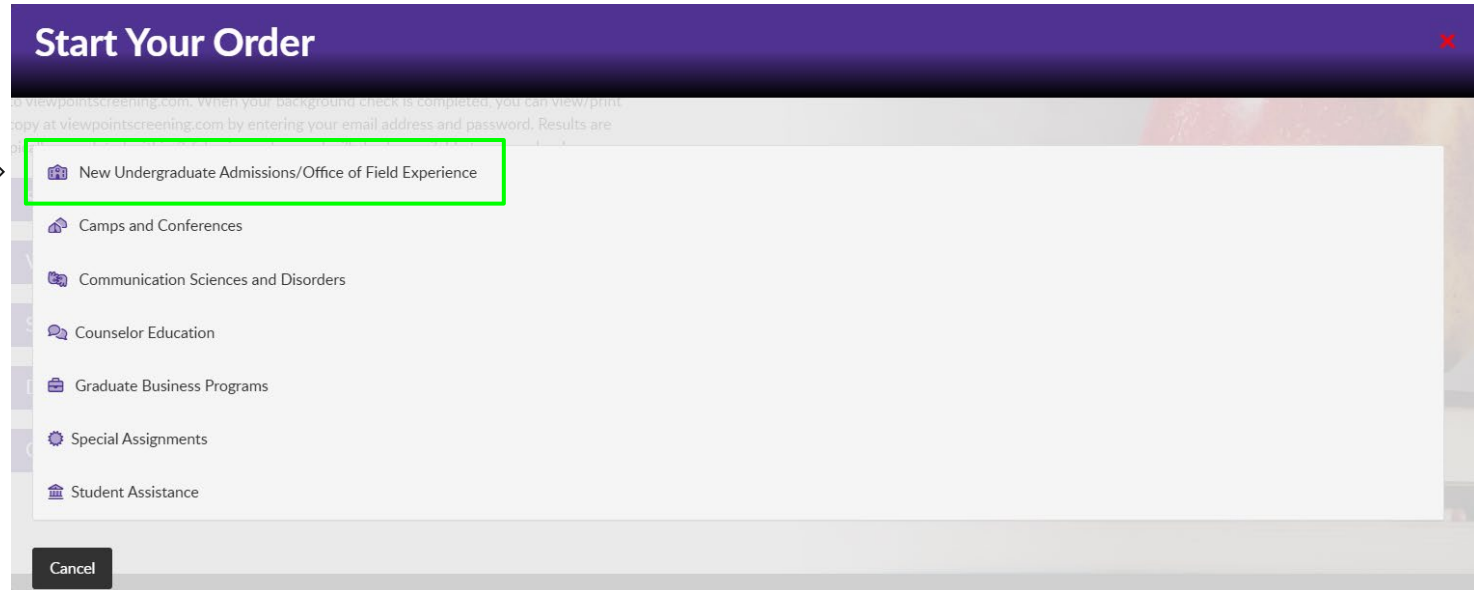


Contact



Start Your Order

- ❖ Select the option 'New Undergraduate Admissions/Office of Field Experience'
 - Graduate students in the College of Education and Professional Studies should also select this option.



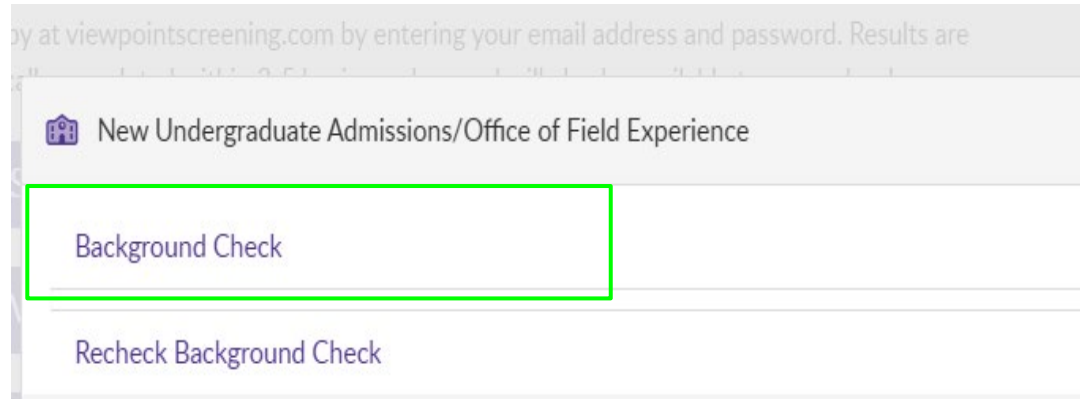
The screenshot shows a web form titled "Start Your Order" with a purple header. A large grey arrow points to the first option in the list, which is highlighted with a green rectangular box. The options listed are:

- ☒ New Undergraduate Admissions/Office of Field Experience
- ☐ Camps and Conferences
- ☐ Communication Sciences and Disorders
- ☐ Counselor Education
- ☐ Graduate Business Programs
- ☐ Special Assignments
- ☐ Student Assistance

At the bottom left of the form is a "Cancel" button. In the top right corner of the purple header, there is a small red "X" icon. Faint background text is visible behind the form, mentioning "viewpointscreening.com".

New Undergraduate Admissions/Office of Field Experience

- ❖ Click 'Background Check' if this is your first time completing a full background check in ViewPoint. Click 'Recheck Background Check' if you have already completed on.



Placing an Order

- ❖ Click 'Confirm'
- ❖ Read through the Terms of Use and Refund Policy
- ❖ Click the box stating 'I have read, understand and agrees to the ViewPoint Screening Terms of Use and Refund Policy' Then click NEXT.

VIEWPOINT SCREENING

1 2 3 4

You are placing an order for
NEW UNDERGRADUATE
ADMISSIONS/OFFICE OF FIELD
EXPERIENCE

Click "Confirm" to continue.

If this is not the correct program, go
back to the previous page and select
the correct package.

Confirm

University of Wisconsin-Whitewater

Required Package

The College of Education & Professional Studies at University of Wisconsin-Whitewater requires the following background check to be performed

Background Check:

- Wisconsin DOJ & DHFS Caregiver Background Check
- Wisconsin Circuit Court Statewide Criminal Records
- County Criminal Records (7 year history, all jurisdictions outside of Wisconsin)
- Nationwide Crimabase
- Federal Criminal Records
- Nationwide Sexual Offender Registry
- Address History / SSN Validation

Price: \$48.00

Terms of Use and Refund Policy

Please review the Terms and Conditions of Use carefully below.

Last Updated: 1/9/2024

These Terms and Conditions of Use (Terms of Use) contain important information regarding both your and Viewpoint Screening's legal rights, obligations, and remedies and cover your use and access to the products, services, software, platform and Website. The Terms of Use also contain authorizations and consent to

☒ I have read, understand and agree to the [Viewpoint Screening Terms of Use and Refund Policy](#).

Next

Complete Release Form

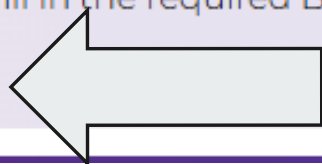
- ❖ Click on the box labeled 'Click to Complete Required Form(s)'

Complete Release Form

In order to obtain Wisconsin background check information, it is required that you complete a BID Form.

This is an automated process. Viewpoint Screening has created an electronic system that will allow you to easily complete the BID form. You will provide your personal data and answer all questions within a separate interface. You will not be able to move forward if any fields are left blank. The data provided will automatically be transferred to fill in the required BID form.

[Click to Complete Required Form\(s\)](#)



Background Information Disclosure (BID) form Page 1 of 3

- ❖ Select 'Student/Volunteer'
- ❖ Enter your full legal FIRST NAME
- ❖ Enter your middle name
- ❖ Enter your full legal LAST NAME
- ❖ Enter your date of birth (DOB)
 - Must include the slashes
 - EX: 01-01-2000
- ❖ If you have had any previous names, including prior to marriage, type in the names

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3 Pages

1 2 3

BACKGROUND INFORMATION DISCLOSURE (BID) FOR ENTITY EMPLOYEES AND CONTRACTORS

PENALTY: A person who provides false information on this form may be subject to forfeiture and sanctions, as provided in Wis. Stat. § 50.065(6)(c) and Wis. Admin Code § DHS 12.05(4).

Completion of this form to verify your eligibility for employment/service as a "caregiver" is required by Wis. Stat. § 50.065 and Wis. Admin Code ch. DHS 12. Failure to complete this form may result in denial or termination of your employment, contract or service agreement.

Refer to DQA form F-82064A, Instructions, for additional information.

Check the box that applies to you.

☐ Applicant / Employee ☒ Student / Volunteer ☐ Contractor ☐ Other

Specify if you selected Other

NOTE: This form should NOT be used by applicants for entity operator approval (license, certification, registration or other DHS approval) or by entities requesting approval for an individual to reside in entity facilities as a non-client resident. Applicants for entity operator approval or for a non-client resident background check must request an entity background check from the Division of Quality Assurance.

Full Legal Name – First

Middle

Last

Other Names (including prior to marriage)

Position Title (applied for or existing)

 Birth Date (MM/DD/YYYY)

Background Information Disclosure (BID) form Page 1 of 3

- ❖ Scroll down
- ❖ Select your sex
- ❖ Enter your HOME ADDRESS
 - Address, city, state, zip code
- ❖ Click NEXT

Sex

☐ Male ☐ Female

Home Address

City

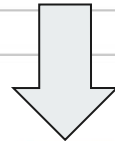
State

Zip Code

Business Name and Address – Employer (Entity)

3 Pages

[cancel](#)



1 2 3

PREV

NEXT

SUBMIT FORM

Background Information Disclosure (BID) form Page 2 of 3

- ❖ Answer ALL 7 questions HONESTLY by selecting Yes or No
 - If you selected Yes, provide all required information
- ❖ Once ALL 7 questions are answered, Click NEXT

If Yes, list each state and the dates you resided there.

6. Has any government or regulatory agency (other than the police) ever found that you abused an elderly person?

☐ Yes ☒ No

If Yes, explain, including when and where it happened.

7. Do you have a government issued credential that is not current or is limited so as to restrict you from providing care to clients?

☐ Yes ☒ No

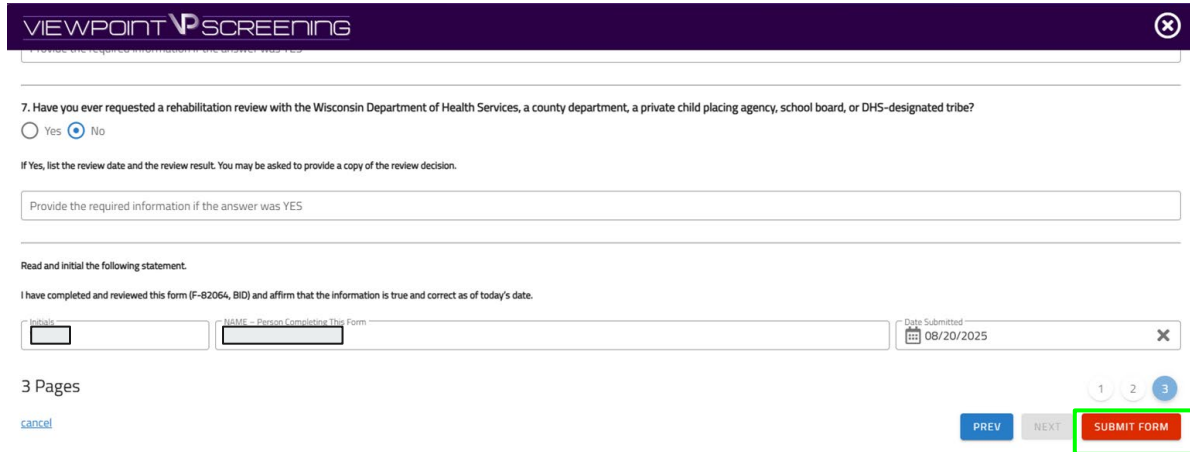
If Yes, explain, including credential name, limitations or restrictions, and time period.

3 Pages

[cancel](#)

Background Information Disclosure (BID) form Page 3 of 3

- ❖ Answer All 7 questions HONESTLY by selecting Yes or No
 - If you selected Yes, provide all required information
- ❖ Once All 7 questions are answered
 - Type your full legal INITIALS
 - Type your FULL LEGAL NAME
 - Type the date you are completing the form
 - Include slashes EX: 08/20/2025
- ❖ Click 'Submit Form'



The screenshot shows the final page of a background information disclosure form. At the top is a purple header with the 'VIEWPOINT SCREENING' logo and a close button. Below the header is a question: '7. Have you ever requested a rehabilitation review with the Wisconsin Department of Health Services, a county department, a private child placing agency, school board, or DHS-designated tribe?'. There are radio buttons for 'Yes' and 'No', with 'No' selected. Below the question is a text box for providing review details if the answer was 'Yes'. Further down is a section for reading and initialing a statement: 'I have completed and reviewed this form (F-82064, BID) and affirm that the information is true and correct as of today's date.' This section includes input fields for 'Initials' and 'NAME - Person Completing This Form', and a 'Date Submitted' field with a calendar icon showing '08/20/2025'. At the bottom left, it says '3 Pages' and 'cancel'. At the bottom right, there are three navigation buttons: 'PREV', 'NEXT', and 'SUBMIT FORM'. The 'SUBMIT FORM' button is highlighted with a green border. To the right of these buttons is a large grey arrow pointing left.

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7. Have you ever requested a rehabilitation review with the Wisconsin Department of Health Services, a county department, a private child placing agency, school board, or DHS-designated tribe?

☐ Yes ☒ No

If Yes, list the review date and the review result. You may be asked to provide a copy of the review decision.

Provide the required information if the answer was YES

Read and initial the following statement.

I have completed and reviewed this form (F-82064, BID) and affirm that the information is true and correct as of today's date.

Initials NAME - Person Completing This Form Date Submitted

3 Pages

[cancel](#)

PREV NEXT **SUBMIT FORM**

Double Check the BID Form

- ❖ Click the first link to double check the information is accurate on the BID form
 - This will open as a PDF in Adobe
- ❖ If the information is accurate, click 'CONTINUE'
- ❖ If the information is inaccurate, click 'FIX DOCUMENT'
 - This will take you back to the BID Form where you can update your answers to ensure accuracy.
- ❖ Once all information is correct, select 'CONTINUE'

VIEWPOINT  SCREENING



You're Almost Finished...

You must check the document for accuracy

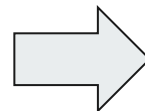
Check your document for accuracy by clicking on this link:

[BACKGROUND INFORMATION DISCLOSURE \(BID\) FOR ENTITY EMPLOYEES AND CONTRACTORS](#)

[Fix document](#)

If you have confirmed that everything is correct, please Continue.

If the document is not filled out correctly, your Wisconsin background check will be cancelled and you will be required to place a new Wisconsin order at the cost of \$5.00.



CONTINUE

Applicant Information

- ❖ You will be brought back to the page where you first opened the BID Form
- ❖ Now complete all fields under 'APPLICANT INFORMATION'
 - Legal First Name
 - Legal Last Name
 - Middle Initial if applicable
 - ANY aliases/maiden names you have
 - Social Security Number (SSN)
 - It provides the dashes for you
 - Date of Birth (DOT)
 - Gender
 - Phone Number

In order to obtain Wisconsin background check information, it is required that you complete a BID Form.

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The following PDF will be attached to your order.

[Click to View](#)

Applicant Information

Do not place an order on someone's behalf. This form must be filled out by the individual who requires Viewpoint Screening services.

First Name:	John
Last Name:	Doe
Middle Name:	
Alias/Maiden Name 1:	 Please Note: If you DO NOT have an alias name, leave this field blank. Only provide if you have used an alias within the last 7 years.
Alias/Maiden Name 2:	 Please Note: If you DO NOT have an alias name, leave this field blank. Only provide if you have used an alias within the last 7 years.
Alias/Maiden Name 3:	 Please Note: If you DO NOT have an alias name, leave this field blank. Only provide if you have used an alias within the last 7 years.
Social Security Number:	123 ☒ - 45 ☒ - 6789 ☒ Please Note: If you have not been issued a valid U.S. SSN then enter all zeros (000-00-0000) instead.
Date of Birth:	01 ☒ / 01 ☒ / 2000 ☒ (mm/dd/yyyy)
Gender:	☒ Male ☐ Female
Phone Number:	123-456-7890 ☒ (111-111-1111) ☒

Applicant Information EMAIL

- ❖ Scroll down to E-Mail address
- ❖ **IMPORTANT!**
 - DO NOT USE YOUR UW-WHITewater EMAIL
 - USE A PERSONAL EMAIL

It is crucial that you use a PERSONAL EMAIL. After graduation or if you transfer schools, your UW-Whitewater email will be deactivated and you will not be able to access your results.

E-Mail Address*

IMPORTANT

Your email address will be your user name to log in. Login names cannot be changed.

Please make sure you are entering your correct email address. You will be unable to log in or receive communications from Viewpoint Screening if your email address is not valid.

✓

Type E-mail address.

✓

Re-type E-mail address.

If you already have an account:

Please use the same email address to prevent separate logins.

Separate logins will contain separate results / medical documents, and cannot be combined.

Current Residential Address

- ❖ Fill in your CURRENT address
 - Street Address
 - City
 - State/U.S Territory
 - Zip Code
- ❖ Click NEXT
- ❖ Confirm that all info is correct
 - Click OK

www.viewpointscreening.com says

PLEASE CONFIRM THAT YOUR INFORMATION IS CORRECT. PRESS
OK TO SUBMIT OR CANCEL TO EDIT

Email:
First Name:
Middle Name:
Last Name:
Alias/Maiden Name 1:
Alias/Maiden Name 2:
Alias/Maiden Name 3:

OK

Cancel

Current Residential Address:

If applicable, your address will be used to determine your drug test collection location.

Address:



City:



State or U.S. Territory:

Wisconsin

For an international address, select "International" and select the foreign Country name below.

Country:

United States

Zip Code:

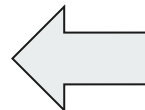
[ZIP Code Look Up Tool](#)

Please Note: If you have an international address that does not require a Zip Code, please fill in "00000".

Please make sure you have provided correct information. Changes cannot be made once you have placed your order.

Back

Next



Payment Information

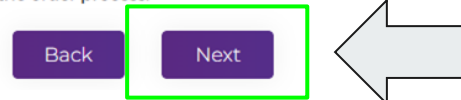
- ❖ Accurately fill in all payment information
 - First name
 - Last name
 - Credit card number
 - Expiration date
 - Correct: 05/2026
 - Incorrect : 05/26
 - CVV
 - Credit card type
 - Email address to send receipt
 - Phone number
 - Street Address
 - City
 - State
 - Zip Code
- ❖ Select NEXT
 - Click NEXT only once. Clicking multiple times may result in duplicate charges.

Payment Information	
First Name*	
Last Name*	
Credit Card Number*	
Exp. Date*	Year must be 4 digits (MM/20YY)
CVV*	
Credit Card Type*	Select Card Type ▼
Contact Name (if business):	
Email*	 Payment receipt will be sent to this email
Phone Number*	
Address*	
City*	
State*	▼
Postal Code*	

♦ **ATTENTION: Your credit card will be charged \$ 48.00 when you click "Next."** This price is for the package that you selected. If you did not select the correct package, do not continue. Go back and select the correct package. All sales are final.

♦ Do not click "Next" more than once or your card may be charged multiple times.

♦ Viewpoint Screening is not responsible for accidental orders or mistakes made during the order process.





Receipt

- ❖ The email you entered in the Payment Information section will get an email with a receipt.
- ❖ Take a screenshot of the receipt (or the confirmation page) and upload it to the Canvas assignment.

Background Check

ordered by: Victoria Marian / torimarian2024@gmail.com
on: 8/14/2025

for: UNIVERSITY OF WISCONSIN-WHITEWATER - COLLEGE OF EDUCATION

Student ID (if applicable):

RELEASE FORM

Transaction Receipt from Viewpoint LLC for \$48.00 (USD)

1 message

Auto-Receipt <noreply@mail.authorize.net>

Reply-to: Josh Kneeland <info@viewpointscreening.com>

To:

Payment was made for one or more of the following services: Background Check, Drug Test, Immunization Management, eLearning. Alternative payment receipts are not available.

Order Information

Description: Goods or Services

Billing Information

Shipping Information

Total: \$48.00 (USD)

Payment Information

Date/Time: 14-Aug-2025 12:32:36 EDT

Transaction ID: 121184235206

Payment Method: Visa xxx

Transaction Type: Purchase

Auth Code: 315677

Merchant Contact Information

Viewpoint LLC
Wilmington, NC 28401
US

info@viewpointscreening.com

All payments are non-refundable under any circumstances. You have agreed to the Terms of Use and Refund Policy and you have acknowledged that there are no refunds that can be issued. A payment dispute through your credit card company will result in immediate account removal from viewpointscreening.com, including logins, results and documents. Viewpoint Screening reserves the right to assess service fees for all chargebacks and returns.