



NABCS Applicant Initiated Guide

DHSS - Division
of Health Care
Services

Revised 06/01/2017

Please Read:

Prior to logging into the Background Check Database (NABCS), you will need to have a myAlaska username and password. If you have ever electronically filed for an Alaska Permanent Fund Dividend or used any of the State of Alaska's services via the State's website, you should have a myAlaska Account. If you do not have an account, you will need to create a new account before accessing the Background Check System.

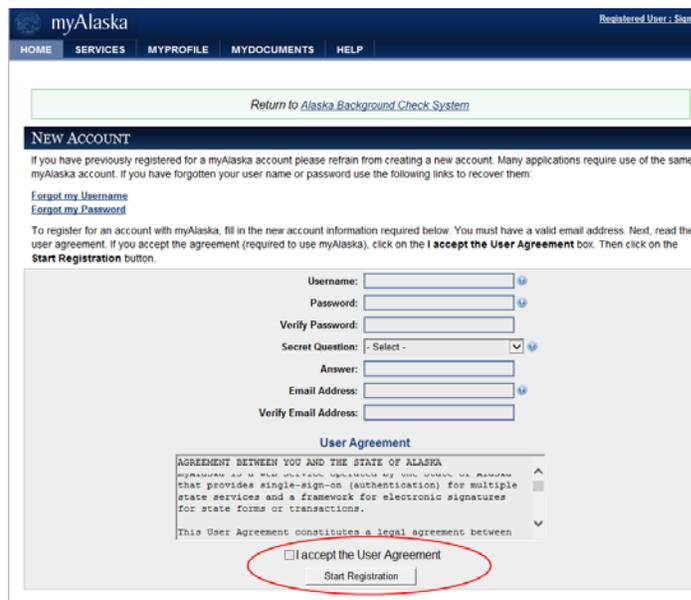
Follow **Step 1** if you need to register for a new myAlaska account. **Skip to Step 2** if you already have a myAlaska user name and password.

Step 1: Creating a new myAlaska User Account (If you already have a myAlaska username and password, skip to Step 2)

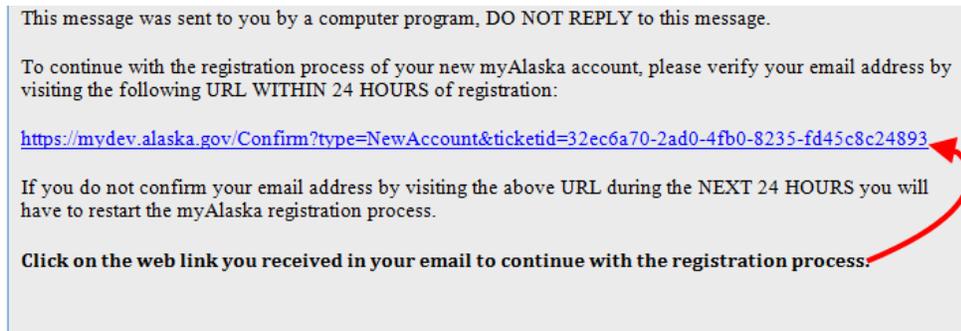
Step 1a: Go to <https://my.alaska.gov> and click on the Register for a myAlaska Account.



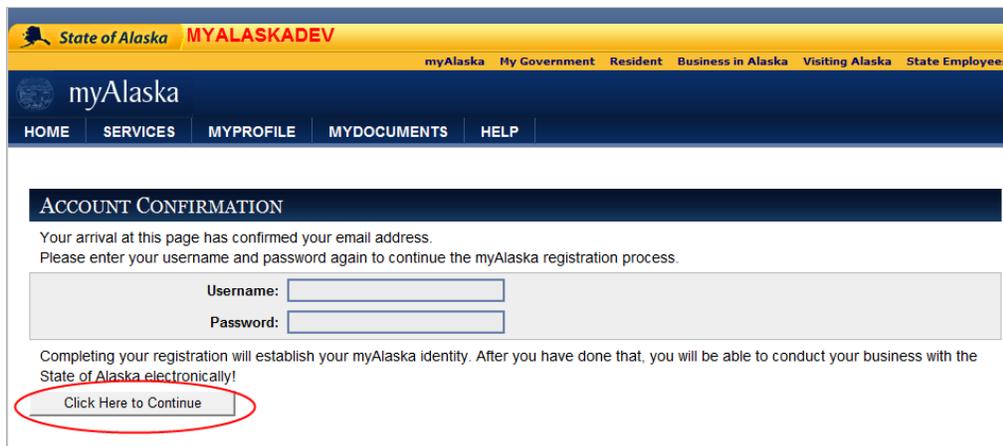
Step 1b: Enter in your information in the appropriate fields. Then, after reading the User Agreement, select the check box for 'I accept the User Agreement' (required for using myAlaska) and click on the 'Start Registration' button.

The image shows the 'NEW ACCOUNT' registration page on the myAlaska website. It includes a 'Return to Alaska Background Check System' link at the top. Below that, there are links for 'Forgot my Username' and 'Forgot my Password'. The registration form contains fields for 'Username', 'Password', 'Verify Password', 'Secret Question' (with a dropdown menu), 'Answer', 'Email Address', and 'Verify Email Address'. Below the form is the 'User Agreement' section, which contains a scrollable text area with the agreement terms. At the bottom of the agreement section, there is a checkbox labeled 'I accept the User Agreement' and a 'Start Registration' button. Both the checkbox and the button are circled in red.

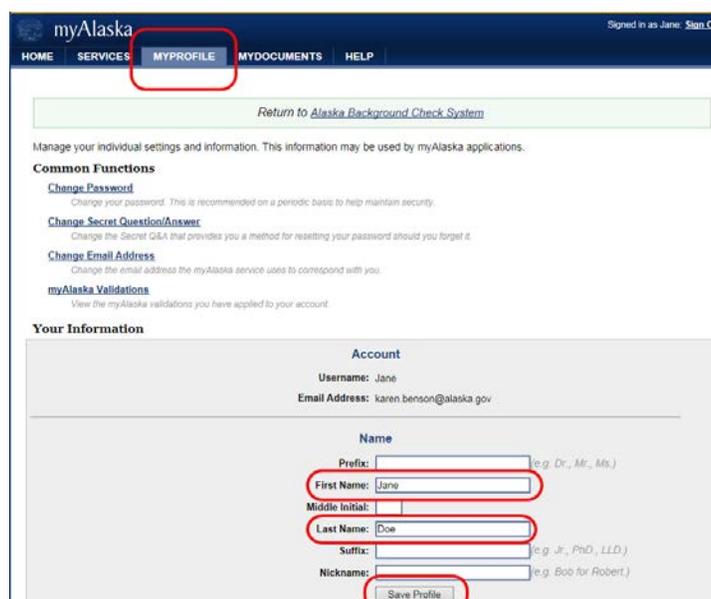
Step 1c: After clicking on the Start Registration button, you will be sent an automated email from myAlaska. The body of the email will look similar to the screen shot below. Please use the link provided in that email to confirm your account.



Step 1d: Once you have confirmed your account, you will be directed to the page below. Enter your username and password and select “Click Here to Continue” button to proceed to next step.



Step 1e: Go to MYPROFILE as shown below and enter your legal first and last name in the fields provided. Click Save Profile and proceed to Step 2 of the instructions.



Step 2: Logging into the Background Check System NABCS

Step 2a: Go to <https://my.alaska.gov> and sign in to your myAlaska account.

The screenshot shows the myAlaska homepage. At the top is a dark blue navigation bar with the following tabs: HOME, SERVICES, MYPROFILE, MYDOCUMENTS, and HELP. Below the navigation bar, there is a brief description of myAlaska as a secure sign-on system. Underneath, there is a section titled "Account Services" with a small icon of two people. Two links are visible: "Sign into myAlaska" (circled in red) and "Register for a myAlaska Account".

*****If you have not already done so, please ensure you complete step 1e. You will receive an error accessing the system if you have not yet ensured your first and last names are associated with your myAlaska profile.*****

Step 2b: Select the Services tab and click on the Alaska Background Check System link

The screenshot shows the myAlaska homepage after the user has signed in. The navigation bar at the top now includes "Signed in as" and a "Sign Out" button. The "SERVICES" tab in the navigation bar is circled in red. Below the navigation bar, there is a description of myAlaska. Underneath, there are sections for "Most Popular Services" (with a star icon) and "Services for Individuals" (with a globe icon). In the "Services for Individuals" section, the link "Alaska Background Check System" is circled in red.

Step 2c: Read and accept the Terms and Conditions by checking the box and clicking the Submit button.

The screenshot shows the "Terms and Conditions" page on myAlaska. At the top, there is a "BEFORE MOVING FORWARD:" warning in red text. Below that, there is a section titled "NABCS Terms and Conditions" with a list of security requirements. At the bottom of the page, there is a checkbox labeled "I accept the Terms and Conditions of the End User License Agreement" (circled in red) and a "Submit" button (circled in red).

Step 2d: Your first and last name should already be entered. Enter your Social Security Number and Date of Birth. Click Next to continue.

myAlaska
Applicant Search
Please enter your Date of Birth and Social Security Number and click search. If you do not have a Social Security Number, please contact the Background Check Program at BCUnit@alaska.gov for further instructions.

* First Name:
Jane
* Last Name:
Doe
* SSN:
* Date of Birth:

Next

Step 2e: Begin the Application process by reading the information and clicking the Create Application button. Please be sure to have your Master Card or Visa credit card ready. The system does not accept American Express or Discover cards. **Please Note: Fees are non-refundable.**

Home

PLEASE NOTE:
This background check program should not be used for general background check purposes. If you are attempting to obtain a background check for teacher certification, nurse licensure, a concealed weapon permit, an interested person report, or for any other purpose outside of working or volunteering in an entity licensed and/or certified by the Department of Health and Social Services, you should not use this site. Please contact the agencies who issue such permits, certifications, and licenses to determine the correct procedure for obtaining your background check. Refunds paid to the Background Check Program are non-refundable and are payable on-line during the submission of your background check application.

Create Application
To begin your application for a background check, click the Create Application button below. Please be sure to have your credit card available as the fee of \$72.00 is due at the time of application submission. Fees are non-refundable and do not include any cost for the rolling or capturing of fingerprints. Fingerprints must be submitted to the Background Check Program within 30 days of application submission. Please contact the Background Check Program at BCUnit@alaska.gov or (907) 334-4475 if you have any questions regarding the fees or application process prior to continuing your application.

Create Application

Step 2f: Complete all fields marked with a red asterisk and click Next to continue.

Profile
Please enter all field marked with a red asterisk.

* First Name: Jane Middle Name: Last Name: Doe Suffix:
* SSN: 224-48-8662 * Date of Birth: 08/08/1988 * Gender:
* Race: * Hair Color: * Eye Color:
* Height: * Weight:
* Place of Birth: US Citizen:
Phone: Secondary Phone:
* Email:

Next

Step 2g: Complete all field marked with a red asterisk and click Next to continue.

Physical Address
Please enter your physical location address.

* Address Line 1: 123 Main Street Address Line 2:

* City: Anchorage * State: Alaska

* ZIP: 99501-

Withdraw Return to Home Back **Next**

Step 2h: If your mailing address is different from your physical address, uncheck the box and enter your mailing address. Your mailing address must be on file with the Background Check Program.

Mailing Address
Please provide your local mailing address. The Background Check Program, when necessary, uses this address to send time-sensitive information.

Mailing Address is same as Permanent Address

Uncheck the box if your mailing address is different and enter your correct mailing address

* Mailing Address Line 1: 123 Main Street Mailing Address Line 2:

Mailing City: Anchorage * State: Alaska * Mailing ZIP: 99501

Withdraw Return to Home Back Next

Step 2i: Enter any states in which you have lived outside of Alaska and the years lived there. If you have not lived in another state, check the box stating you have no previous addresses. Click Next to continue

Previous Addresses
If you have lived in a different state in the last 10 years, please enter that information here.

* State:

* Year From: * Year To:

Add this previous address

If No Previous Addresses

I have not lived in another State during the specified time frame.

Withdraw Return to Home Back **Next**

Step 2j: Enter any alias names you have been known by. This includes nicknames, maiden names, change of names, etc. Click Next to continue.

Alias / Prior Names

If you have used a different name in the past, such as a maiden name or nickname, please enter it here.

First Name: Middle Name: Last Name:

If No Aliases

I have never been known by any other names or aliases.

Step 2k: Read the Release of Information. Please note that your name will be identified in the Alaska Public Safety Information Network and immediate alerts sent to the Background Check Program should any new criminal history be identified after initial review of your fingerprint based State and Federal Criminal history check. Check the box and click Next to Continue.

Release of Information

This line can be used for customized information on this page - at this time, no additional language is planned here.

By submitting this application electronically, I certify that as of the date of this application:

1. I have authority to submit this application.
2. I am the named applicant.
3. I authorize and consent to any person provided a copy or facsimile of this Release of Information Authorization for a Background Check to disclose any information regarding me in relation to civil court information, criminal justice, juvenile justice, protective service and licensing records. I understand information obtained through this Release of Information Authorization for Background Check will be held in confidence in accordance with DHSS guidelines.
4. I authorize and consent to the department marking my name in the Alaska Public Safety Information Network (APSIN) under 7 AAC 10.915(c).
5. Upon request by the Department of Health & Social Services, a copy of the signed Release of Information Authorization Form will be provided within twenty-four (24) hours to the Background Check Program via fax (907-269-3488) or email (BCUnit@alaska.gov)

Step 2l: Payment is due for the application. If you have any questions regarding the fees due, please contact the Background Check Program at 907-334-4475 before making a payment. Fees paid to the Background Check Program are nonrefundable. Click the Pay Now link to make your credit card payment.

Payment Information

PLEASE NOTE: Fees paid to the Background Check Program are not refundable. If you have any questions regarding the fees due, please withdraw your application using the 'withdraw' button below and contact the Background Check Program at BCUnit@alaska.gov or (907) 334-4475 for assistance.

Fee Name	Amount	Payment
Application Fee	\$25.00	Due
Fingerprint Fee	\$49.00	Due

Step 2m: Enter all information into the fields with a red asterisk and click Process.

DHSS Background Check Program

SALE

Order Section

Credit Card Number: *

Expiration Date(MMYY): *

CVV2: *

Amount: *

Application Id:

Billing Address

Company:

First Name: *

Last name: *

Address1: *

Address2: *

City: *

State/Province: *

Postal Code: *

Email Address: *

Please do not complete your credit card payment if you questions regarding fees. Fees paid to the Background Check Program are non-refundable and cannot be transferred to other applications. If you have questions, please contact the Background Check Program at BCUnit@alaska.gov or at 907-334-4475 prior to making a payment.

Step 2n: A copy of your receipt is displayed. Click Continue to return to the Background Check Program.

DHSS Background Check Program

Transaction Detail

Authorization Results

User: webpage
 Payment Type: CREDITCARD
 Transaction Type: SALE
 Transaction ID: 010617A15-8718A26D-7B3D-4CC4-45E3-24A28415A62E
 Date / Time: 06/01/2017 06:48:06 PM
 Response: AA
 Message: APPROVAL
 Approval Code: CMC171
 AVS Response: X
 ECI:
 CVV2 Response: M
 Account Balance: 74.00
 Transaction Reference Number: 601224806

Order Section

Credit Card Number: *****3330
 Expiration Date(MMYY): ****
 Amount: 74.00
 Payment Number(s): 244159,244159
 Batch Number:
 Application Id: 15797341

Billing Address

Company: Company
 First Name: Jane
 Last name: Doe
 Address1: 123 Main Street
 Address2:
 City: Anchorage
 State/Province: AK
 Postal Code: 99501
 Email Address: karen.benson@alaska.gov

Step 2o: Click Submit when you return to the Background Check Program

State of Alaska myAlaska My Government Resident Business in Alaska Visiting Alaska State Employees

myAlaska

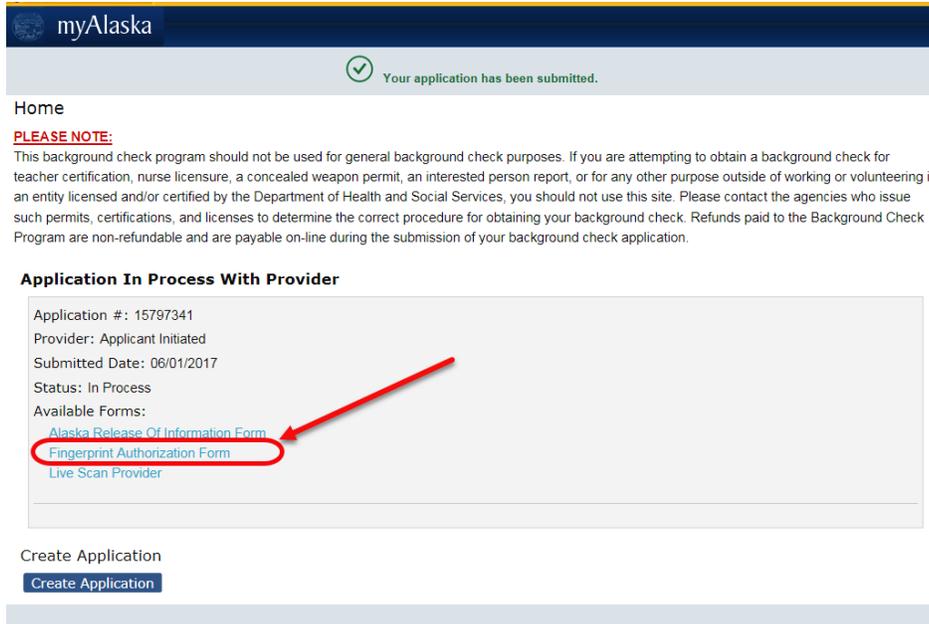
Payment Information

PLEASE NOTE: Fees paid to the Background Check Program are not refundable. If you have any questions regarding the fees due, please withdraw your application using the 'withdraw' button below and contact the Background Check Program at BCUnit@alaska.gov or (907) 334-4475 for assistance.

Fee Name	Amount	Payment
Application Fee	\$25.00	06/01/2017
Fingerprint Fee	\$49.00	06/01/2017

Step 2p:

Your application has been submitted, but it is not complete. You **MUST** print the fingerprint Authorization form and bring the form to a fingerprint vendor to have your fingerprints taken. You **MUST** submit your fingerprints to the Background Check Program, 4601 Business Park Blvd., Bldg. K, Anchorage, AK 99503 within **30** days of submitting your application. Your application will automatically close if you do not submit your fingerprints timely. Once an application closes, it cannot be reopened and you will need to start the process over, including the payment of fees.



IMPORTANT NOTES:

1. Your application must be complete within 30 days. This includes receipt of your fingerprints in the Background Check Program within this timeframe. If you choose to mail your fingerprints, be sure to allow for sufficient mailing time. Postmark dates will not prevent your application from closing due to lack of fingerprint submission.
2. To review the status of your application, sign into myAlaska and return to the Alaska Background Check Program link.