

CRIMINAL BACKGROUND CHECK

USER GUIDE

Please note: At the present time, only OMH providers have access to the CBC system. OPWDD and OCFS providers with residential programs for children will be able to access the CBC system in the near future.

Test URL: <https://cbc.justicecenter.ny.gov>

NYSIDS LOGIN

NY.Gov Login - Windows Internet Explorer

https://ws04.nyenet.state.ny.us/sreg/Login?TYPE=33554433&REALMOID=06-5

File Edit View Favorites Tools Help

Search all of NY.gov

My NY.gov Online Services

State Agencies

Please login after reading the Acceptable Use Policy below

NY.gov ID

Username:

Password:

Sign In

Forgot your Username or Password ?
[NY.gov ID - Terms of Service](#)

[Agency Assistance & Contact Information](#)

ACCEPTABLE USE POLICY FOR USERS OF NY.gov

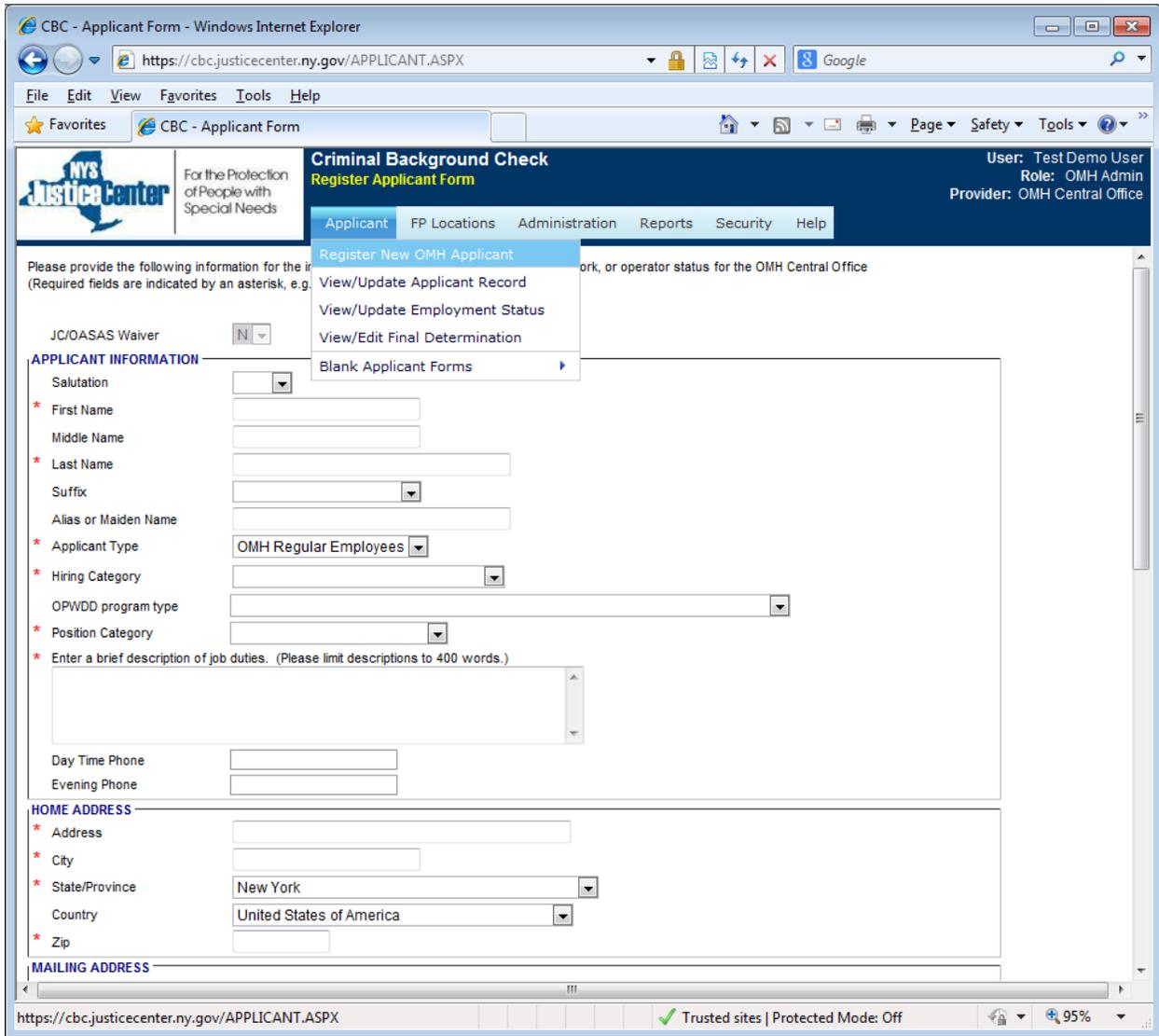
This application uses the New York State (hereinafter State) Central Directory Service of the NYeNet for authentication and authorization. In addition to any obligations arising under acceptable use policies or terms of service implemented by NYeNet Participating Organizations, logging into this application indicates your agreement to abide by the following:

1. You shall use this application only for purposes directly related to the conduct of official business with the State or its agencies and the application shall not be used for nonpublic purposes including, but not limited to, the pursuit of personal activities, the mass distribution of unsolicited messages ("spamming"), and the promotion of commercial ventures or religious or political causes;
2. You are responsible for acquiring and safeguarding your own user ID and password used to access this application;
3. You shall be responsible for any activity attributable to the use of your account whether by you or any other person;
4. You shall not engage in activities that may cause interference with or disruption to any network, information service, equipment or user thereof;
5. You shall comply with all applicable confidentiality and security requirements as set forth in any applicable acceptable use policies or terms of service implemented through this application directly or by NYeNet Participating Organizations, and shall not seek information on other users or attempt to obtain access to, copy, or modify other users' files without express permission;
6. You shall not violate the rights of any person or entity protected by copyright, trade secret, patent, or other similar laws or regulations;
7. You shall not use this application for any fraudulent or illegal purpose, including, but not limited to, the transmission of obscene or harassing materials; and

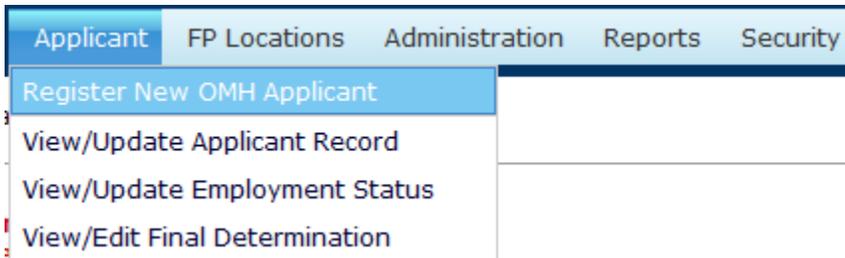
Done Internet | Protected Mode: On 95%

- Enter User name / password
- Click Sign In to go to the CBC Application.
- If you forgot username or password, click on the link below the button and follow the instruction to email for change.

APPLICANT TAB



- Applicant Tab new bar user can navigate the below actions:



REGISTER APPLICANT

- Mandatory fields are marked as red asterisk *.
- Tab key to move over the fields sequentially.
- Alt + Down to see drop down menu (as per window standard).
- Applicant information as below:

CBC - Applicant Form - Windows Internet Explorer
https://cbc.justicecenter.ny.gov/APPLICANT.ASPX

Criminal Background Check
Register Applicant Form

User: Test Demo User
Role: OMH Admin
Provider: OMH Central Office

Applicant | FP Locations | Administration | Reports | Security | Help

Please provide the following information for the individual applying for employment, volunteer work, or operator status for the OMH Central Office
(Required fields are indicated by an asterisk, e.g., *Last Name.)

JC/OASAS Waiver

APPLICANT INFORMATION

Salutation

* First Name

Middle Name

* Last Name

Suffix

Alias or Maiden Name

* Applicant Type

* Hiring Category

OPWDD program type

* Position Category

* Enter a brief description of job duties. (Please limit descriptions to 400 words.)

Day Time Phone

Evening Phone

HOME ADDRESS

* Address

* City

* State/Province

Country

* Zip

MAILING ADDRESS

Done Trusted sites | Protected Mode: Off 95%

- Be sure to provide a brief notation as to what the applicant's specific duties will include. This will assist Justice Center staff in making final determinations on employability.



NOTE: For applicants currently residing outside the U.S. or for out-of-state residents who are unable to come to New York to be fingerprinted, please contact Justice Center for further information on how to process these applicants

- Home Address can be copied to mailing address by clicking **Same as Home Address** button.

The screenshot shows a web browser window titled "CBC - Applicant Form - Windows Internet Explorer". The address bar contains "https://cbc.justicecenter.ny.gov/APPLICANT.ASPX". The page header includes the "NYS Justice Center" logo and the text "For the Protection of People with Special Needs". The main heading is "Criminal Background Check Register Applicant Form". The user information is "User: Test Demo User", "Role: OMH Admin", and "Provider: OMH Central Office". The navigation menu includes "Applicant", "FP Locations", "Administration", "Reports", "Security", and "Help".

The form is divided into four sections:

- HOME ADDRESS:** Includes fields for Address, City, State/Province (New York), Country (United States of America), and Zip.
- MAILING ADDRESS:** Includes a "Same as Home Address" button and fields for Address, City, State/Province (New York), Country (United States of America), and Zip.
- PERSONAL:** Includes fields for Date of Birth (MM/DD/YYYY), Place of Birth (United States of America), Citizenship (United States of America), Social Security #, Driver license state (New York), Driver license number, and Alien registration number.
- PHYSICAL:** Includes fields for Height (0 feet 0 inches), Weight (pounds), Gender, Ethnic Origin, Race, and Skin Tone.

The browser status bar at the bottom shows "Done", "Trusted sites | Protected Mode: Off", and "95%".



NOTE: If you are unable to determine height or weight, or if the applicant chooses not to provide, values of "0" may be entered.

- Click **Add New Applicant** button (by doing so a unique ID number will be automatically assigned to the applicant). If you do not click button, the information entered will not be saved.
- Print a copy of the Applicant Consent Form and have applicant sign. **Your agency must retain the signed copy of the Applicant Consent Form.** To print the consent form, click on the Applicant Tab, select Print, and then choose Applicant Consent Form from the list of forms. A search screen will appear. Enter information specific to the applicant (usually the last name and/or the applicant ID number will be sufficient to retrieve the specific record). Then click on Search. On the Search Results page that appears, click on the Applicant ID number that appears to the left of the applicant record. This will generate the Applicant Consent form for you to

print. If you don't enter any information on the search page, but simply click on Search, you will get a list of every applicant registered by your agency.

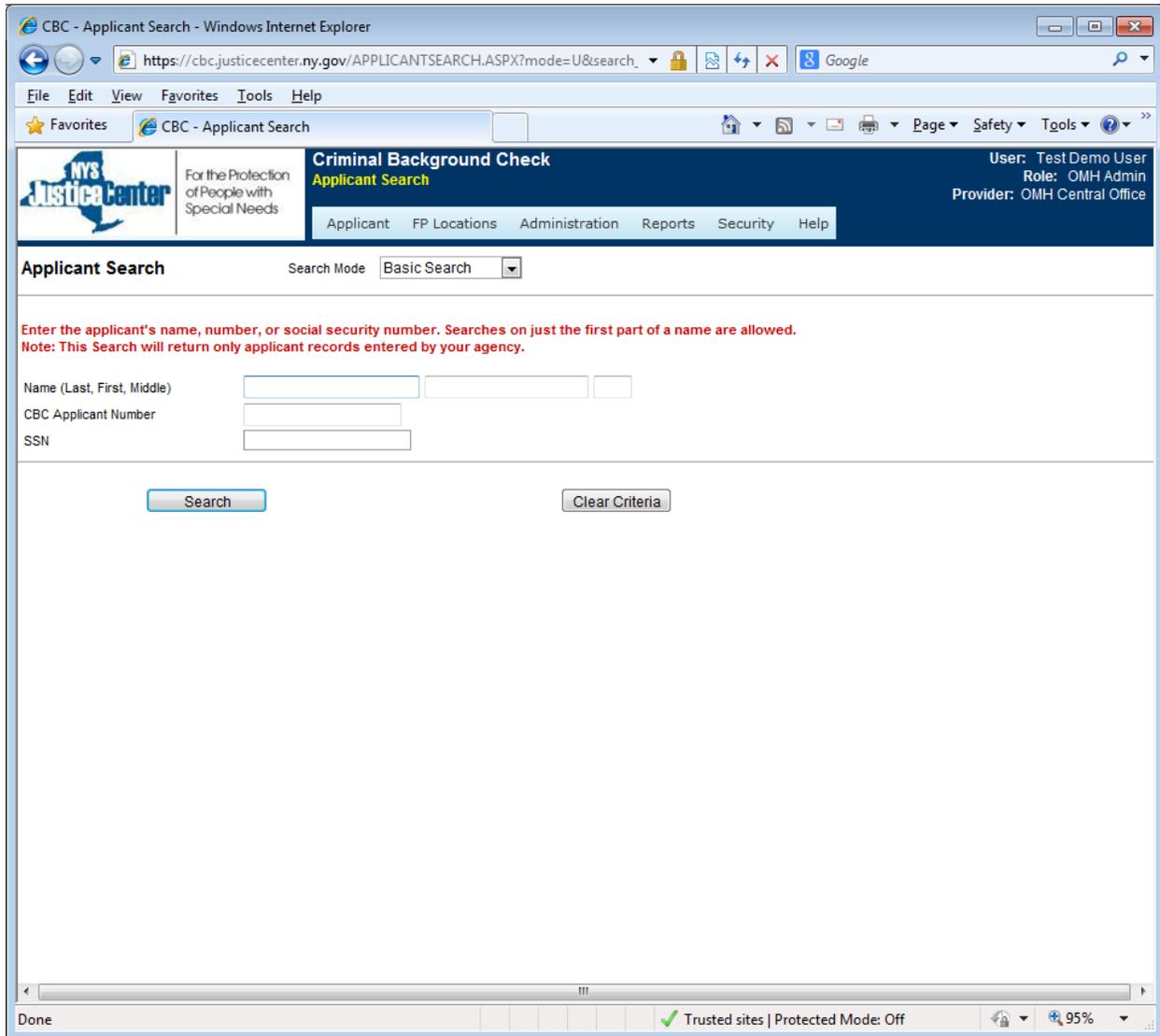
- Print a copy of the Fingerprint Authorization Form to give to the applicant. The applicant will bring this form to the LiveScan site to be fingerprinted. (Instructions for printing are the same as for the Applicant Consent Form, simply select Fingerprint Authorization Form instead of Applicant Consent Form from the Print menu.)



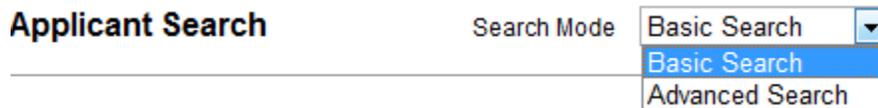
NOTE:

- If it is impractical to register the applicant in CBC immediately, e.g. if the Authorized Person (AP) is in a different location than the hiring office, you may have the applicant complete the "Fingerprint Information Collection Form" located under the Applicant Tab under Print and then input the data under Register Applicant. This form should be destroyed once the information collected has been entered into CBC. Please remember that the applicant will still need to be registered and the necessary forms printed and/or signed before the applicant can be fingerprinted.
- If the applicant is going to an ink and roll site to be fingerprinted, the provider must give the applicant a fingerprint card to take with them to the ink and roll site (the AP should complete the information on the top of the card, including the applicant ID number) and Justice Center postage-paid self-addressed envelope. The provider specific fingerprint cards sent to the provider should only be used for fingerprints that will be reviewed by Justice Center.
- Provider specific fingerprint cards are supplied by the Justice Center Criminal Background Check (CBC) Unit. To order more fingerprint cards please call CBC Unit at 518-549-0361 or e-mail at cbc@justicecenter.ny.gov.

APPLICANT SEARCH



- It should appear when user clicks on view/update record.
- User can choose Basic or Advanced Search from search mode drop down field.



- All fields are optional and no validation is required.
- Based on the user entries, system should bring matched applicant records upon Search button click.
- User can clear all the fields by clicking Clear Criteria button.

- Advanced Search Screen looks like:

CBC - Applicant Search - Windows Internet Explorer

https://cbc.justicecenter.ny.gov/APPLICANTSEARCH.ASPX?mode=U&search_

File Edit View Favorites Tools Help

Search Mode: **Advanced Search**

Enter one or any combination of search criteria. Multiple search criteria will be AND'ed. Searches on just the first part of a name are allowed. Note: This Search will return only applicant records entered by your agency.

State Agency Group: All

Name (Last, First, Middle): [] [] []

CBC Applicant Number: []

SSN: []

NYSID: []

Fingerprint Status: All

Employment Status: All

Final Determination: All

Date Application Submitted: From: [] To: []

Date Fingerprinted: From: [] To: []

Search Clear Criteria

Done Trusted sites | Protected Mode: Off 95%

APPLICANT SEARCH RESULT

The screenshot shows a web browser window titled "CBC - Applicant Search - Windows Internet Explorer". The address bar contains the URL: https://cbc.justicecenter.ny.gov/APPLICANTSEARCH.ASPX?mode=U&search_mode=U. The page header includes the NYS Justice Center logo and the text "For the Protection of People with Special Needs". The main title is "Criminal Background Check Applicant Search". The user information is "User: Test Demo User", "Role: OMH Admin", and "Provider: OMH Central Office". The navigation menu includes "Applicant", "FP Locations", "Administration", "Reports", "Security", and "Help". The "Applicant Search Results" section has a "Link Action" dropdown menu set to "View/Update Applicant Record" and a "Back to Search" link. The results table is as follows:

Applicant No. (Click)	Waiver	Last Name	First Name	Missing Contact	SSN	Provider Code	Provider Name	FP Status	Employment Status	Current Determination	App. Submit Date	FP Date
2013055455-1		Test	test	Y	123-45-6789	44810.7810	1003 Walnut Street/dba Sol Stone Center	Registered - LiveScan	Applied	JC: None	06/28/2013	
2013055435-1		Test	Test	Y		44810.7810	1003 Walnut Street/dba Sol Stone Center	Registered - Ink and Roll	Applied	JC: None	06/28/2013	

- From the search result grid user can choose the applicant by clicking on applicant no hyperlink.
- User can also switch the action from the Link Action drop down menu.

The close-up shows the "Applicant Search Results" section with the "Link Action" dropdown menu open. The menu options are:

- View/Update Applicant Record (highlighted)
- View/Update Employment Status
- Update Final Determination

- If don't find from the result, click on "Back to Search" which takes you to search screen again.

UPDATE APPLICANT RECORD

- It should be same as register applicant page.

CBC - Applicant Form - Windows Internet Explorer
https://cbc.justicecenter.ny.gov/APPLICANT.ASPX?MODE=U&person_num=

Criminal Background Check
Update Applicant Form

User: Test Demo User
Role: OMH Admin
Provider: OMH Central Office

Applicant FP Locations Administration Reports Security Help

Update the following information for the individual applying for employment, volunteer work, or operator status for the 1003 Walnut Street/dba Sol Stone Center (Required fields are indicated by an asterisk, e.g., *Last Name.)

Provider Name	1003 Walnut Street/dba Sol Stone Center	
CBC Applicant no.	2013055455 - 1	NYSID
ORI	NY922160Z - OMH - Local and Family Care Providers	
Registration Source	issdmch	
Fingerprint Status	Registered - LiveScan	TCN
* Employment Status	Applied	Effective Date 6/28/2013

DETERMINATION

JC Final Determination	None - None
JC/OASAS Waiver	N

APPLICANT INFORMATION

Salutation	Dr.
* First Name	test
Middle Name	R
* Last Name	Test
Suffix	Doctor of Philosophy
Alias or Maiden Name	sample
* Applicant Type	Prospective Local Service Employee
OPWDD program type	Day Training - (0330)
* Position Category	Support
* Enter a brief description of job duties. (Please limit descriptions to 400 words.)	dr dr of phil sample plae day training support
Day Time Phone	(556) 651 - 6816 Ext 1
Evening Phone	(669) 851 - 3516 Ext 4

Done Trusted sites | Protected Mode: Off 95%

CBC - Applicant Form - Windows Internet Explorer

https://cbc.justicecenter.ny.gov/APPLICANT.ASPX?MODE=U&person_num=

File Edit View Favorites Tools Help

Search: Google

Home Page Safety Tools

Criminal Background Check
Update Applicant Form

User: Test Demo User
Role: OMH Admin
Provider: OMH Central Office

Applicant FP Locations Administration Reports Security Help

Day Time Phone: (556) 651 - 6816 Ext 1
Evening Phone: (669) 851 - 3516 Ext 4

HOME ADDRESS

* Address: 44 Holland
* City: Albany
* State/Province: New York
Country: United States of America
* Zip: 12229

MAILING ADDRESS

Same as Home Address

Address: 44 Holland2
City: Albany2
State/Province: New York
Country: United States of America
Zip: 122292

PERSONAL

* Date of Birth: 5/4/1455 MM/DD/YYYY
* Place of Birth: United States of America
* Citizenship: United States of America
Social Security #: 123-45-6789
Driver license state: New York
Driver license number: 987654321
Alien registration number: 44444444444444444444

PHYSICAL

* Height: 5 feet 11 inches
* Weight: 200 pounds
* Gender: Male

Done Trusted sites | Protected Mode: Off 95%

CBC - Applicant Form - Windows Internet Explorer

https://cbc.justicecenter.ny.gov/APPLICANT.ASPX?MODE=U&person_num=

File Edit View Favorites Tools Help

Search: Google

Home RSS Print Page Safety Tools

NYS Justice Center For the Protection of People with Special Needs

Criminal Background Check Update Applicant Form

User: Test Demo User
Role: OMH Admin
Provider: OMH Central Office

Applicant FP Locations Administration Reports Security Help

PHYSICAL

* Height 5 feet 11 inches
 * Weight 200 pounds
 * Gender Male
 * Ethnic Origin Hispanic
 * Race White
 * Skin Tone Ruddy
 * Hair Color Bald
 * Eye Color Maroon

ADDITIONAL COMMENTS

Enter additional comments. (Please limit comments to 400 words.)

* OMH Fingerprint Location SBPC Bensonhurst Outpatient Clinic Show Fingerprinting Locations

* Authorized Person CAROLYN HODGES Show/Hide AP Contact Info

Update Applicant

History of changes

Date of Change	Changed by	Effective Date	Description
06/28/2013 03:53:41 PM	issdmch	06/28/2013	Fingerprint status: Registered - LiveScan
06/28/2013 03:53:41 PM	issdmch	06/28/2013	JC Final Determination: None - None
06/28/2013 03:53:41 PM	issdmch	06/28/2013	Hire status: Applied

Done Trusted sites | Protected Mode: Off 95%

- Click **Update Applicant** button to save the changes.
- Also user can see the history of changes at the end of the page.

UPDATE APPLICANT EMPLOYMENT STATUS

- From the search result, user can navigate to update employment status as mentioned above.

The screenshot shows a web browser window titled "CBC - Update Employment Status - Windows Internet Explorer". The address bar shows the URL: <https://cbc.justicecenter.ny.gov/APPLICANTSHORTFORM.aspx?MODE=U&p>. The page header includes the NYS Justice Center logo and the text "For the Protection of People with Special Needs". The main heading is "Criminal Background Check Update Employment Status". The user information is: "User: Test Demo User", "Role: OMH Admin", "Provider: OMH Central Office". The navigation menu includes: "Applicant", "FP Locations", "Administration", "Reports", "Security", "Help".

Update Employment Status

CBC Applicant no. 2013055455-1
Provider Name 1003 Walnut Street/dba Sol Stone Center
Applicant Name test R Test
NYSID
SSN 123-45-6789
Date of Birth 5/4/1455
Employment Status Effective Date
Fingerprint Status Registered - LiveScan
JC/OASAS Waiver N

Determination

JC Final Determination None - None

History of changes

Date of Change	Changed by	Effective Date	Description
06/28/2013 03:53:41 PM	issdmch	06/28/2013	Fingerprint status: Registered - LiveScan
06/28/2013 03:53:41 PM	issdmch	06/28/2013	JC Final Determination: None - None
06/28/2013 03:53:41 PM	issdmch	06/28/2013	Hire status: Applied

Done Trusted sites | Protected Mode: Off 95%

- Select employment status field from drop down menu:

The dropdown menu is open, showing the following options:

- Applied
- Accepted for Volunteer Service
- Application Withdrawn
- Applied
- Hired as a Subject Individual
- No longer employed as a Subject Individual
- No longer providing Volunteer Service
- Not accepted for Volunteer Service
- Not hired as a Subject Individual
- Temporarily Approved Pending Criminal History Check

- Click on button to apply the changes.

View and Update Final Determination

Criminal Background Check Final Determination

User: Test Demo U
Role: OMH Adm
Provider: OMH Central Off

Applicant FP Locations Administration Reports Security Help

Update Final Determination

Provider Name	1003	Being Processed	
CBC Applicant no.	20130	Category A	
Applicant Name	test R	Category B	
ORI	NY922	Criminal history	NYSID
SSN	123-45-6789	Felony	
Date of Birth	5/4/14	Insufficient Court Supplied Information	
Employment Status	Applic	Misdemeanor	
Fingerprint Status	Regist	No criminal history	
JC/OASAS Waiver	N	NonIdent	
		None	
		Not Held in Abeyance	
		Not Required	
		State Only-Criminal History	
Determination			
OMH Final Determination		Not Required	

Attach Document

Document Type

- DETERMINATION LETTER
- ARREST NOTICE

History of changes

Date of Change	Effective Date	Changed by	Description
06/28/2013 03:53:41 PM	06/28/2013 03:53:41 PM	issdmch	Fingerprint status: Registered - LiveScan
06/28/2013 03:53:41 PM	06/28/2013 03:53:41 PM	issdmch	JC Final Determination: None - None
06/28/2013 03:53:41 PM	06/28/2013 03:53:41 PM	issdmch	Hire status: Applied

- Select the value from the drop down list for Final Determination.

No criminal history

- Being Processed
- Category A
- Category B
- Criminal history
- Felony
- Insufficient Court Supplied Information
- Misdemeanor
- No criminal history**
- NonIdent
- None
- Not Held in Abeyance
- Not Required
- State Only-Criminal History

- Click Browse button to upload document for Determination letter/Arrest notice if applicable.

Prefilled Applicant Consent Form

https://cbc.justicecenter.ny.gov/reports/REPORT_VIEWER.ASPX?REPORT_ID=1&person_num=2013055455&a - Windows Internet Exp... Open Sign Pane

Signature field(s) detected.

Test, test 2013055455

NYS Justice Center for the Protection of People with Special Needs (Justice Center) Criminal Background Check Unit 161 Delaware Avenue Delmar, NY 12054 Fax: 516-543-0464 Email: cbc@JusticeCenter.ny.gov		Applicant Consent Form for Fingerprinting for Justice Center Criminal Background Check (CBC)			
Part 1. Applicant Information					
Last Name:	Test			First Name:	test
Date of Birth:	05/04/1455	Social Security Number:	123-45-6789	Applicant Type:	Prospective Local Service Employee
Address:	44 Holland	City:	Albany	State:	NY
				Zip:	12229
Facility/Provider:	1003 Walnut Street/dba Sol Stone Center				
State Oversight Agency:	OMH				
Part 2. Attestation					
<p>1. I have been advised that as part of the application process, the law requires the facility or provider agency listed above to request a criminal history information check with the NYS Division of Criminal Justice Services (DCJS) and the Federal Bureau of Investigation (FBI) and authorizes the Justice Center to review and evaluate the results of the criminal history information check received by DCJS and FBI. The Justice Center will provide a summary of NYS criminal history, if any, to the facility or provider agency. A conviction for certain crimes may affect my suitability for employment in this position.</p> <p>2. I consent to having my fingerprints taken and submitted for the purpose of a criminal history information check to DCJS and the FBI and consent to the Justice Center sharing with the facility for provider agency listed above a summary of the NYS criminal history information, if any, returned by DCJS, as part of its background investigation of my suitability for employment or volunteer service, or for certification as a natural person operator.</p> <p>3. I have been advised that procedures exist for me to obtain, review and, if necessary, seek correction of my criminal history information pursuant to regulations established by DCJS in 9 NYCRR Part 6050, and the FBI, as applicable.</p> <p>4. I have been advised that I have the right to withdraw my application for employment or volunteer service, or certification as a natural person operator, without prejudice, any time before employment, volunteer service, or certification as a natural person operator is offered or declined, regardless of whether the authorized person of the facility or provider agency has reviewed the summary of any criminal history information.</p> <p>5. I have been advised that the results of the criminal history information check forwarded to the Justice Center by DCJS and the FBI shall be confidential pursuant to the applicable federal and state laws, rules and regulations, and shall only be disclosed to persons authorized by law. Criminal history information will be considered pursuant to Article 23-A of the NYS Correction Law in making hiring determinations.</p> <p>6. I affirm that the fingerprints submitted will be my own and that the information I have provided is true, complete and accurate.</p> <p>7. I certify to the best of my knowledge and belief that I (Check as appropriate): _____ have been convicted of a crime in New York State or any other jurisdiction. _____ have pending arrest charges. If checked, provide details: _____</p> <p>8. I have been advised that my social security number is being requested so that the Justice Center may check whether I am on the Staff Exclusion List which is maintained as part of the Vulnerable Persons' Central Register and that such check is required by Social Services Law §495 and will be performed prior to the criminal history information check. 14 NYCRR Part 702 provides for the collection of social security numbers for this purpose and the failure to provide my social security number may preclude me from being considered for the position applied for.</p>					
Applicant Signature:				Date:	
Signature of Parent /Gaurdian if applicable under 18 years:				Date:	
Part 3. Facility of Provider Agency Authorized Person Information					
Name:	CAROLYN HODGES			Title:	
Signature:				Email:	

Done Unknown Zone | Protected Mode: Off

Prefilled Fingerprint Authorization Form

https://cbc.justicecenter.ny.gov/reports/REPORT_VIEWER.ASPX?REPORT_ID=2&person_num=2013055455&a - Windows Int...

 <p>NYS Justice Center For the Protection of People with Special Needs</p> <p>NYS Justice Center for the Protection of People with Special Needs Criminal Background Check Unit 161 Delaware Avenue Delmar, NY 12054 Fax: 518-549-0464 Email: cbc@JusticeCenter.ny.gov</p>	<p>Applicant Fingerprint Authorization Form</p>	<p>1003 Walnut Street/dba Sol Stone Center 1003 Walnut Street Elmira, NY 14901-1007 (877) 765-7866</p>
	<p>Justice Center CBC System</p>	

Applicant Information		
Last Name:	First Name:	M. I.
Test	test	R
Applicant Number:		
2013055455		
LIVESCAN LOCATION INFORMATION		
<p>SBPC Bensonhurst Outpatient Clinic 8620 18th Avenue Brooklyn, NY 11214 Phone: (718) 256-8818</p> <p>Hours of Operation: Monday - Friday: 10 AM - 2 PM</p> <p>* Please call ahead to schedule an appointment for fingerprinting *</p>		
DIRECTIONS TO SBPC Bensonhurst Outpatient Clinic		
<p>The Bensonhurst Outpatient Clinic is located on 18th Avenue, near 86th Street. The nearest subway station is the 18th Avenue stop, on the "D" Train. The LiveScan fingerprint station is located at the second floor reception area.</p>		

Done | Unknown Zone | Protected Mode: Off