

# CRIMINAL BACKGROUND CHECK (CBC)

## USER GUIDE for the Justice Center's CBC system

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

### NYSDS LOGIN

NY.gov Login - Windows Internet Explorer

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

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

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

## Registering Applicant

OMH Providers will no longer register applicants for fingerprinting in the Justice Center's CBC system. All Providers will register applicant for fingerprinting via [www.Identogo.com](http://www.Identogo.com) or by calling MorphoTrust's L-1 Enrollment Services at 877 472-6915.

Providers must use the Applicant Consent Form for Fingerprinting available on the Forms tab of the Justice Center's website ([www.justicecenter.ny.gov](http://www.justicecenter.ny.gov)) or the following link:

- [Applicant Consent Form for Fingerprinting for Justice Center Criminal Background Check \(Fillable form – Revised 7/2014\)](#)

After filling out this form, Providers must have the applicant sign the form. **Your agency must retain the signed copy of the Applicant Consent Form.**

The Fingerprint Authorization Form is no longer necessary.

## Ink and Roll Cards

If an applicant is from out-of-State or otherwise unable to have fingerprints taken at a MorphoTrust site in New York State, the ability to submit ink and roll fingerprint cards is still an option. You may access the procedure and required Card Scan Information Form on the following links:

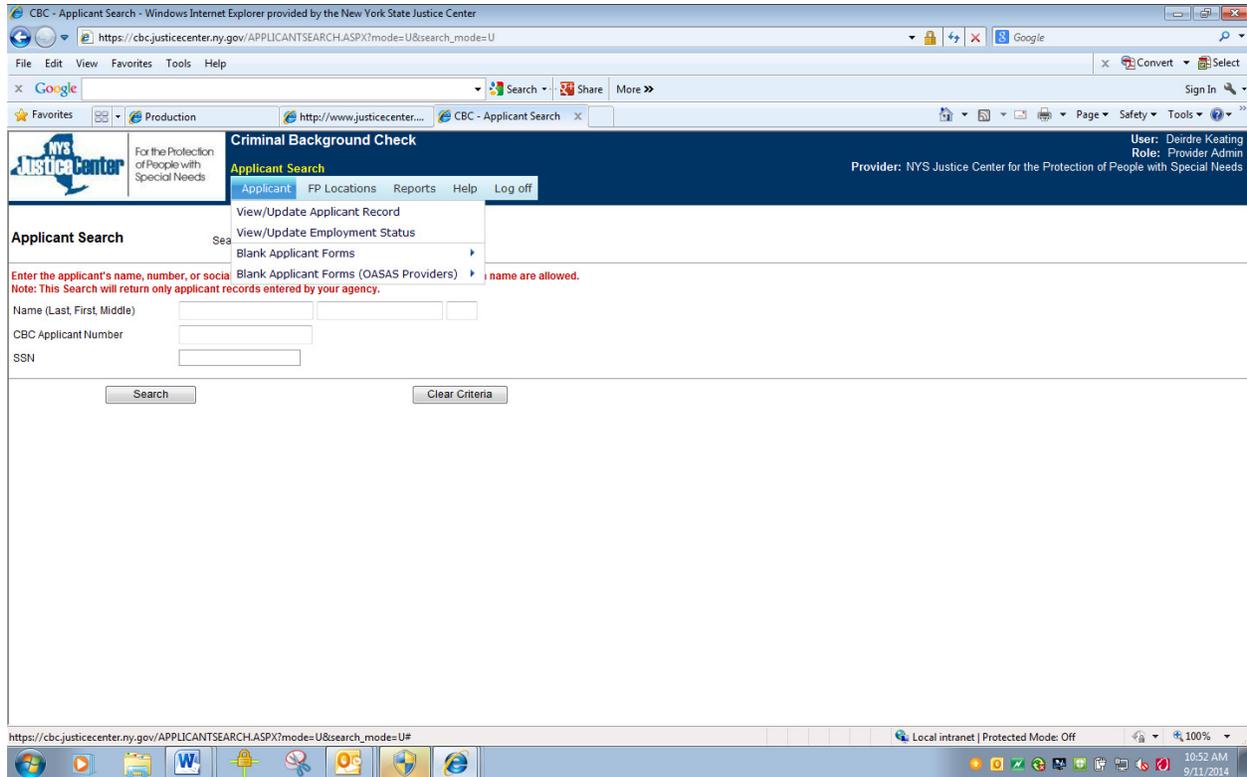
- [Ink and Roll Card Procedures](#)
- [Card Scan Information Form](#)



### NOTE:

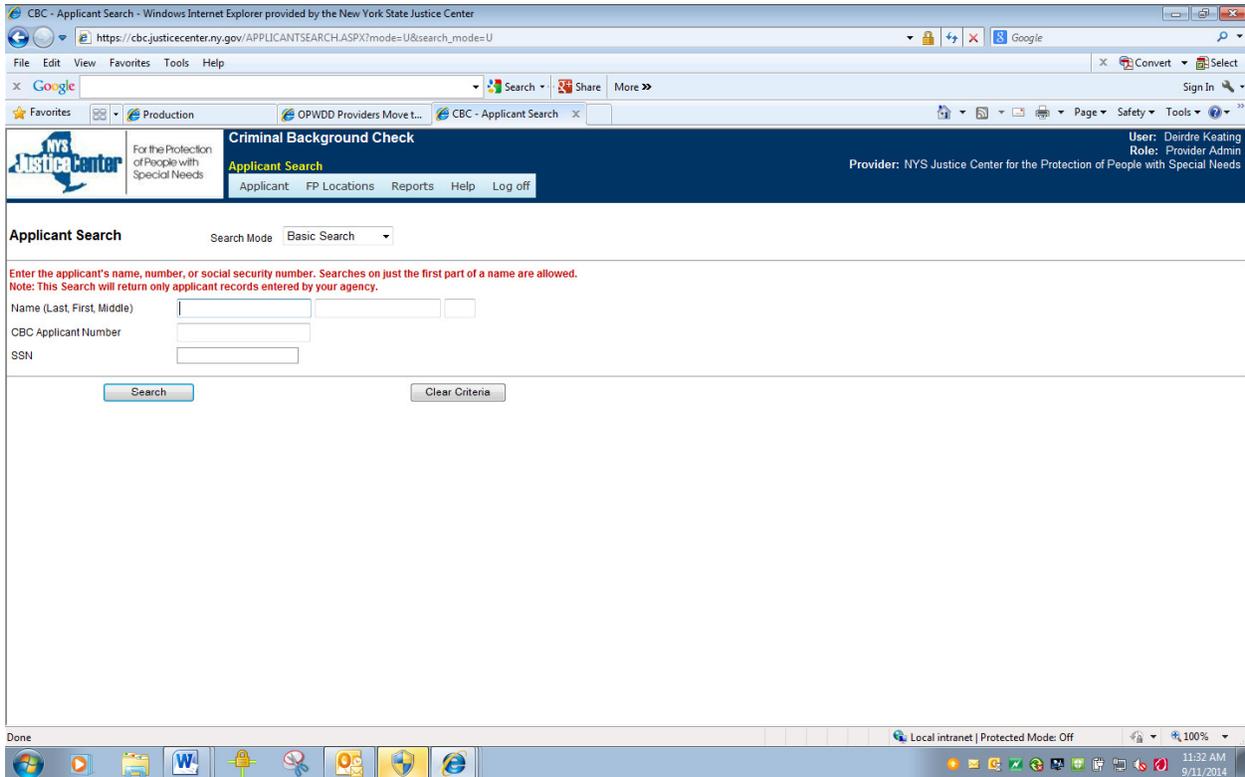
- Provider specific fingerprint cards are supplied by the Justice Center Criminal Background Check (CBC) Unit. To order more fingerprint cards please call CBC Unit at 518-549-0361 or e-mail at [cbc@justicecenter.ny.gov](mailto:cbc@justicecenter.ny.gov).

## APPLICANT TAB



- On the Applicant Tab bar, User can navigate the below actions:
  - View/Update Applicant Record
  - View/Update Employment Status
  - Blank Applicant Forms

# APPLICANT SEARCH



- The above screen appears when User clicks on View/Update Applicant Record.
- User can choose Basic or Advanced Search from search mode drop down field.



- All fields are optional.
- Based on the User entries, system should bring matched applicant records when User clicks on Search button.
- User can clear all the fields by clicking Clear Criteria button.
- Advanced Search Screen looks like:

CBC - Applicant Search - Windows Internet Explorer provided by the New York State Justice Center  
https://cbc.justicecenter.ny.gov/APPLICANTSEARCH.ASPX?mode=U&search\_mode=U

**Criminal Background Check**  
For the Protection of People with Special Needs  
User: Deirdre Keating  
Role: Provider Admin  
Provider: NYS Justice Center for the Protection of People with Special Needs

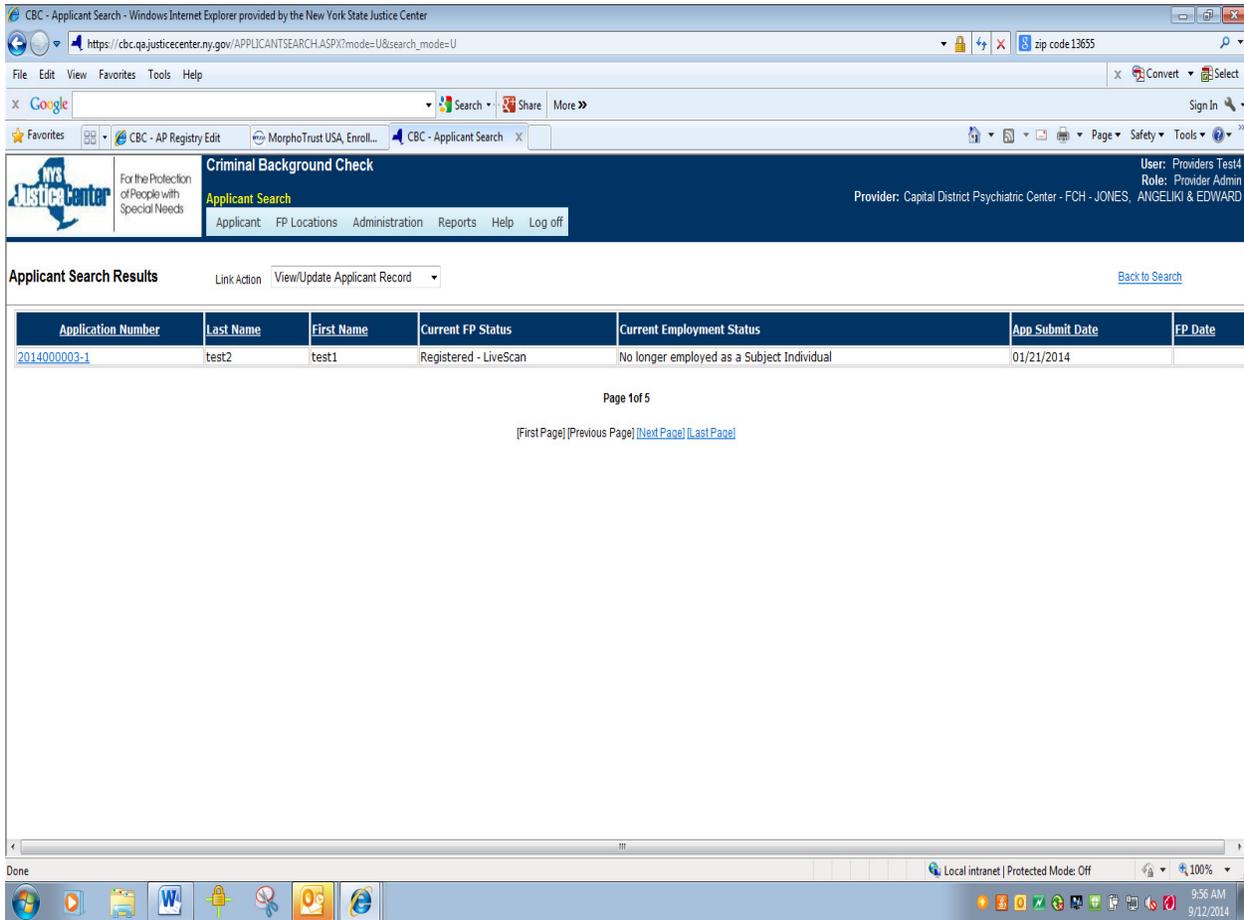
**Applicant Search**  
Search Mode: **Advanced Search**

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.

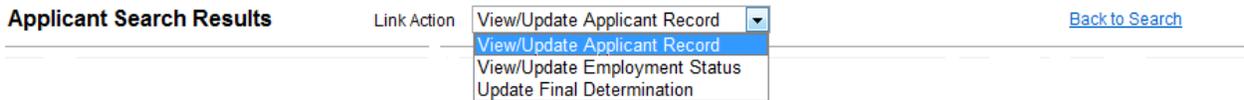
State Agency Group: All  
Name (Last, First, Middle):  
CBC Applicant Number:  
SSN:  
NYSID:  
Fingerprint Status: All  
Employment Status: All  
Date Application Submitted: From: To:  
Date Fingerprinted: From: To:

Done Local intranet | Protected Mode: Off 100% 11:31 AM 9/11/2014

# APPLICANT SEARCH RESULT



- From the search result grid, User can choose the applicant by clicking on Applicant No. hyperlink.
- User can switch the action from Link Action drop down menu.



- Clicking on "Back to Search" takes you to search screen again.

# UPDATE APPLICANT RECORD

The complete Update Applicant Record screen appears in the following screenshots:

CBC Applicant no. 2014000003 - 1 NYSID  
 ORI NY922160Z - OMH - Local and Family Care Providers  
 Registration Source tomhprovadmin  
 Fingerprint Status Registered - LiveScan TCN  
 Waiver

## PROVIDER DETAILS

Click to view	Applicant Number	Provider ID	Provider Name	Determination	Employment Status
<a href="#">EW</a>	2014000003-1	90200.0024.046	Capital District Psychiatric Center - FCH - JONES, ANGELIKI & EDWARD	JC: None	No longer employed as a Subject Individual

## APPLICANT DETAILS

Provider Name Capital District Psychiatric Center - FCH - JONES, ANGELIKI & EDW.  
 Employment Status   
 Effective Date   
 Applicant Type   
 Hiring Category   
 OPWDD program type   
 Position Category   
 Enter a brief description of job duties. (Please limit descriptions to 400 words.)

## DETERMINATION

JC Final Determination	None
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## APPLICANT INFORMATION

Salutation   
 \* First Name   
 Middle Name   
 \* Last Name   
 Suffix   
 Alias or Maiden Name   
 Day Time Phone   
 Evening Phone

## HOME ADDRESS

\* Address   
 \* City   
 \* State/Province   
 Country   
 \* Zip

## MAILING ADDRESS

Address   
 City

Country	United States of America
Zip	<input type="text"/>

**PERSONAL**

* Date of Birth	<input type="text" value="9/21/1981"/> MM/DD/YYYY
* Place of Birth	United States of America
* Citizenship	United States of America
Social Security #	<input type="text"/>
Driver license state	New York
Driver license number	<input type="text"/>
Alien registration number	<input type="text"/>

**PHYSICAL**

* Height	<input type="text" value="5"/> feet <input type="text" value="10"/> inches
* Weight	<input type="text" value="155"/> pounds
* Gender	Female
* Ethnic Origin	Hispanic
* Race	Asian
* Skin Tone	Light
* Hair Color	Brown
* Eye Color	Blue

* OMH Fingerprint Location	Elmira Psychiatric Center	<input type="button" value="Show Fingerprinting Locations"/>
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* Authorized Person	Jubic, Jennifer	<input type="button" value="Show/Hide AP Contact Info"/>
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* Authorized Person	Jubic, Jennifer	<input type="button" value="Show/Hide AP Contact Info"/>
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**History of changes**

Date of Change	Changed by	Effective Date	Description
01/21/2014 11:30:27 AM	tjcadmin	01/20/2014	<b>Hire status:</b> No longer employed as a Subject Individual
01/21/2014 11:28:37 AM	tomhprovadmin	01/21/2014	<b>JC Final Determination:</b> None
01/21/2014 11:28:37 AM	tomhprovadmin	01/21/2014	<b>Fingerprint status:</b> Registered - LiveScan
01/21/2014 11:28:37 AM	tomhprovadmin	01/21/2014	<b>Hire status:</b> Applied

- After making any changes, User will click  button to save the changes.
- 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 under Applicant tab by clicking on View/Update Employment Status.

**Update Employment Status**

This record cannot be modified. Please contact the Justice Center Criminal Background Check Unit at (518) 549-0349 if assistance is required.

CBC Applicant no. 2014000003-1  
 Applicant Name test1 test2  
 NYSID  
 SSN  
 Date of Birth 9/21/1981

Click To View	Applicant Number	Provider Code	Provider Name	Employment Status	Effective Date	Current Determination
<a href="#">View</a>	2014000003-1	90200.0024.046	Capital District Psychiatric Center - FCH - JONES, ANGELIKI & EDWARD	No longer employed as a Subject Individual	01/20/2014	JC: None

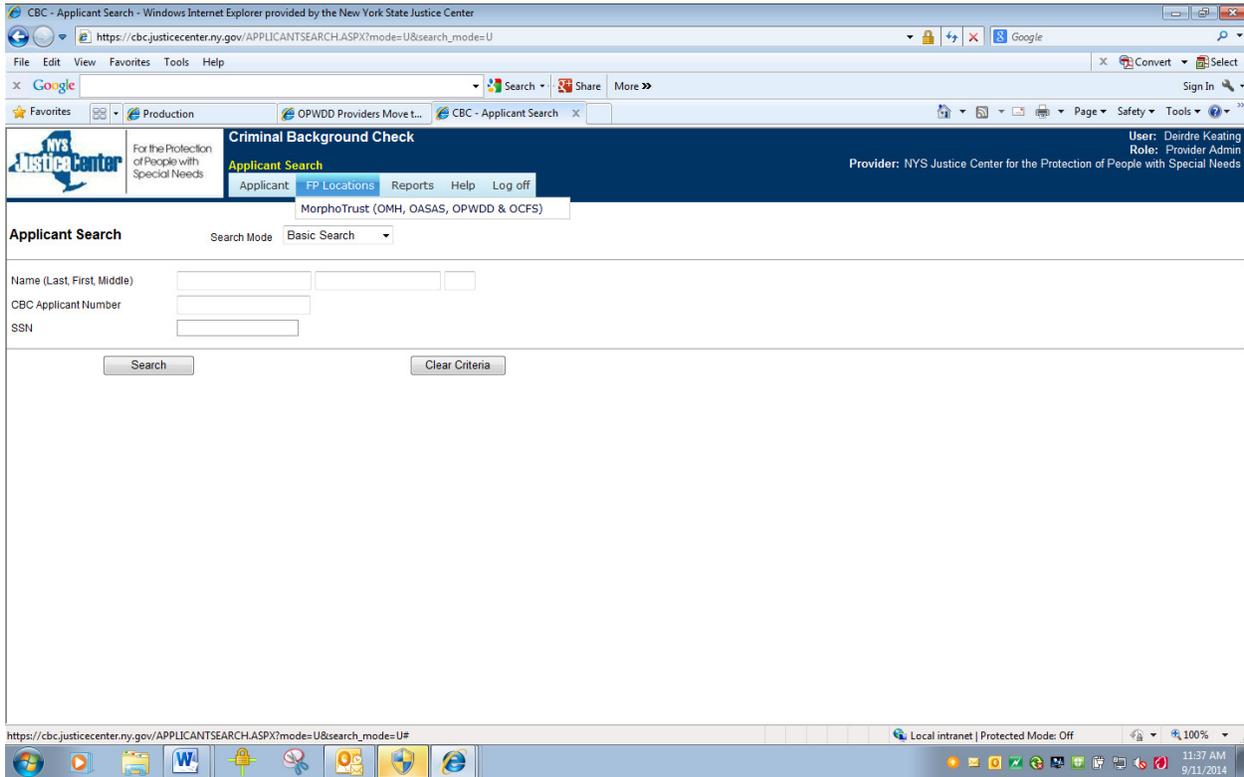
**View/Update Employment Status**

Provider Name Capital District Psychiatric Center - FCH - JONES, ANGELIKI & EDWARD  
 Employment Status  Effective Date   
 Fingerprint Status Registered - LiveScan  
 Waiver N  
 Determination  
 JC Final Determination None

**History of changes**

- Select employment status field from drop down menu:
  - 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.

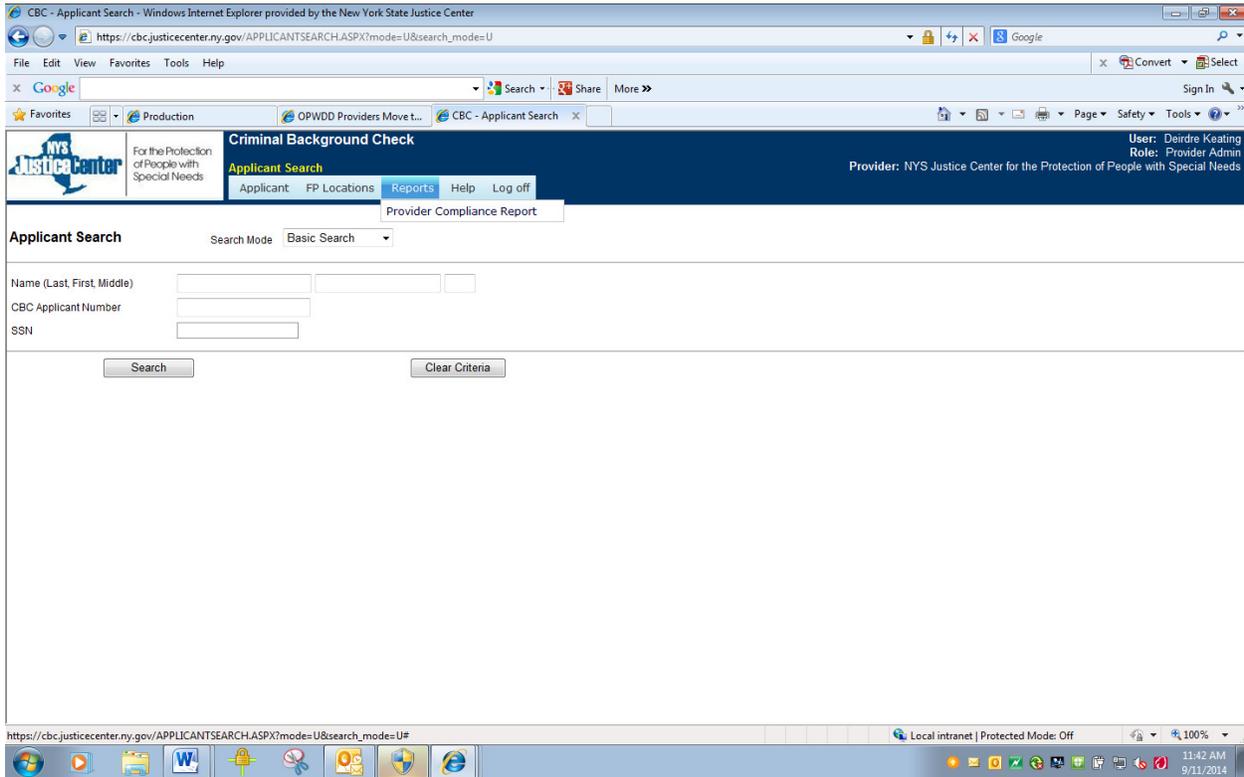
# Fingerprint Location Tab



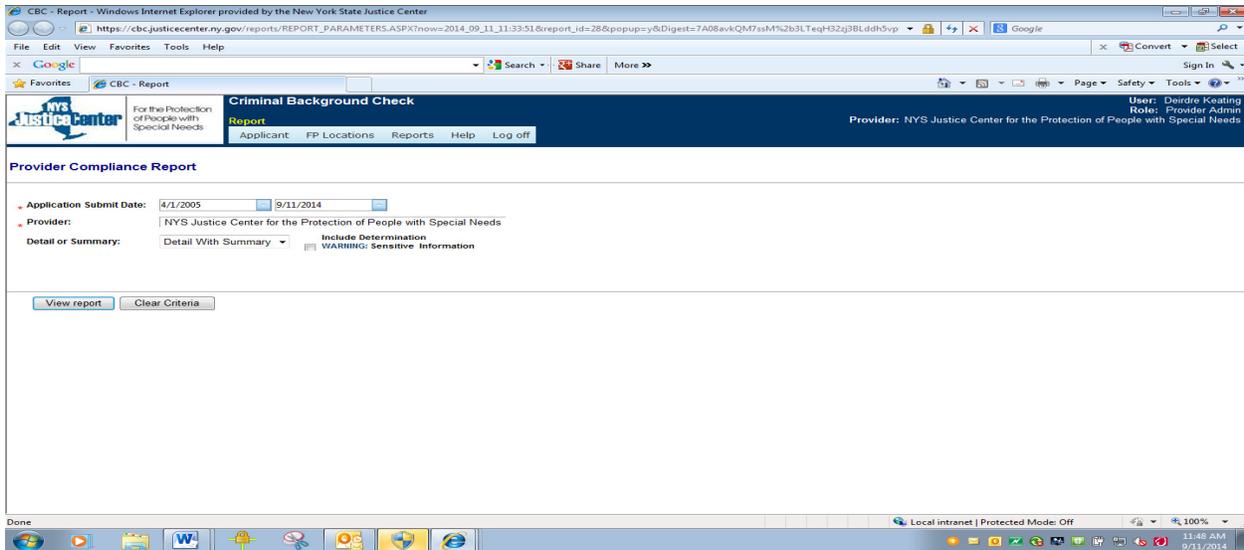
If User clicks on Fingerprint Locations tab, Identogo's homepage will appear, to view available NY sites, User should click on NY State.



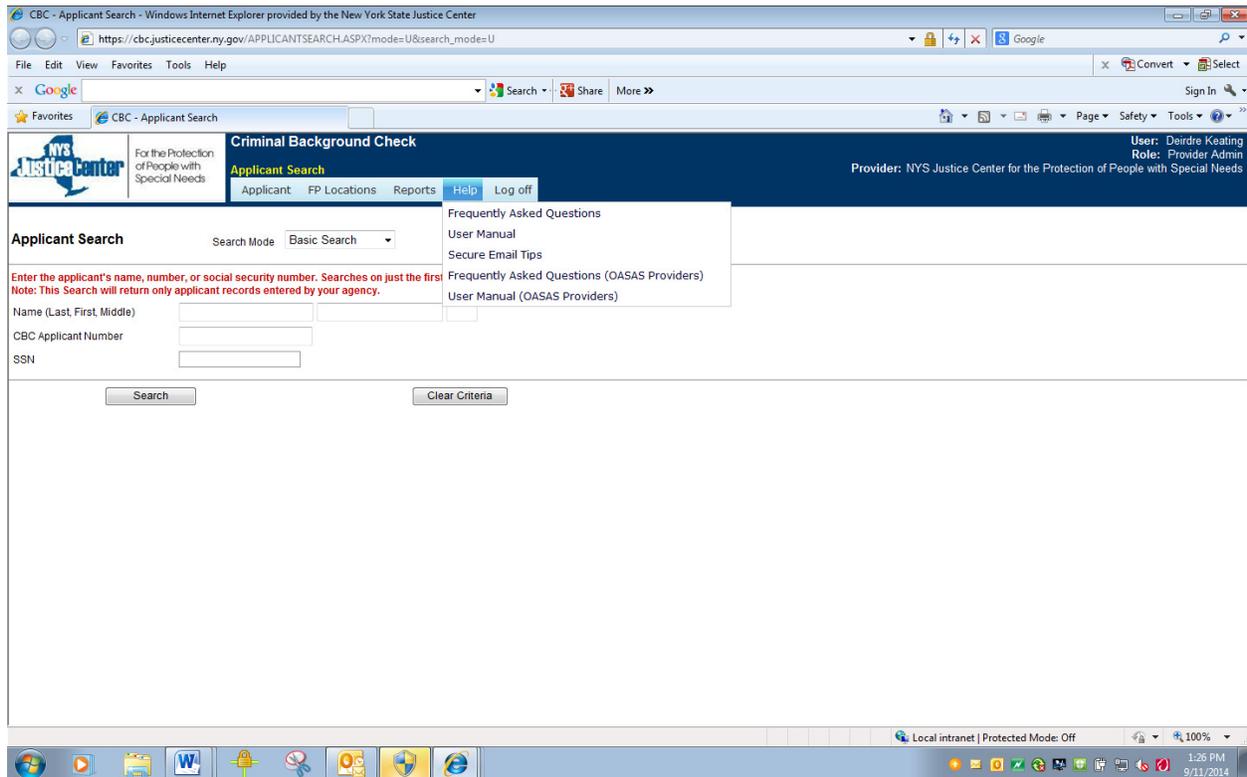
# Reports Tab



By clicking on Reports tab, User is able to run a Provider Compliance Report which will be useful for audit purposes. In the Provider Compliance Report screen, click on the Provider drop down and find Provider Name and select dates for the timeframe of the report..



# Help Tab



- On the Help Tab bar, User can navigate the below actions:
  - Frequently Asked Questions
  - User Manual
  - Secure Email tips
  - Frequently Asked Questions for OASAS providers
  - User Manual for OASAS Providers