

HR11 – Background and Tax Return Filing Checks Fingerprinting Common Questions

1. Why do I have to have my fingerprints submitted for screening?

The State of Wisconsin passed a law, [2017 Wisconsin Act 154](#), authorizing fingerprint screening of state employees, municipal employees, and contractors working for the state, with access to Federal Tax Information (FTI). This meets the requirements set by the Internal Revenue Service (IRS), which must include, at a minimum:

- FBI fingerprinting
- Check of local law enforcement agencies where the subject has lived, worked, and/or attended school within the last five years
- Citizenship/residency check to validate eligibility to legally work in the United States

2. What is the secure process for sending fingerprints to the FBI?

Fingerprints are submitted to the FBI through the Wisconsin Department of Justice (WDOJ) via a direct connection to WDOJ. The results, known as an Identity History Summary, are returned through WDOJ for review pursuant to DOR policy [HR11- Background & Tax Return Filing Checks](#).

3. What is the purpose of fingerprinting?

Fingerprinting is for the purpose of comparing your fingerprints to other fingerprints in the FBI's system for disclosure to the agency responsible for employment, contract licensing, and/or security clearances. The fingerprints are used to authenticate your identity and return information related to federal employment, naturalization, military service, or arrests.

4. Will I be able to access my own fingerprints report?

The Fingerprint Privacy Statement and Challenge Rights Notice found on our website provides information related to access to the information received from the FBI or WDOJ.

5. Who deletes the fingerprints?

DOR and WDOJ will not retain your fingerprints. DOR will delete fingerprints after the Identity History Summary has been received and hiring decision made. The Identity History Summary will be retained following the current Retention Disposal Authorization (RDA).

6. Does the FBI delete the fingerprints as well?

The FBI may retain your fingerprints. They may also disclose them without your consent pursuant to the Privacy Act of 1974 and all applicable routine uses.

Resources

- [Publication 1075, Tax Information Security Guidelines for Federal, State and Local Agencies \(PDF\)](#)
- [U.S. Office of Personnel Management, National Background Investigations Bureau website](#)
- [Federal Bureau of Investigations \(FBI\) Criminal Justice Information Services \(CJIS\) website](#)
- [Federal Bureau of Investigations \(FBI\) Privacy Act Statement](#)
- [United States Citizenship and Immigration Services E-Verify website](#)
- [Form SF85P, Questionnaire for Public Trust Positions](#)