Employers have subscribed to upgraded website system. A potential new employee is interviewed.

Potential new employee refuses criminal background check

Decision Not to Hire

Upgraded Criminal Background Check Process State of Hawaii

Employer registers potential employee into electronic system. Employer performs screens of potential new employee:

- Sex Offender
- Licensing Check
- OIG (LEIE)

Potential new employee agrees to Background Check.

Employer pays electronically for criminal history checks for potential employee.

Fingerprint vendor performs the following checks after payment and application are received:

- Child Abuse Network (CAN)
- Adult Protective Services (APS)

Potential employee goes to location for fingerprints to be taken by the fingerprint vendor.
Information is sent to the Hawaii Criminal Justice Data Center (HCJDC) electronically.

The HCJDC performs the FBI and State fingerprint-based checks after payment and application are received. .

are alerted when new arrest or conviction

becomes available.

Results are stored on new, upgraded system.
Employers and State agencies can access data.
Customer support with online chat, email and phone are available. The state and employers

Fingerprints are stored by the Criminal Justice Data Center as a part of the new Rap Back system.

The new system is constantly being refreshed with arrest and conviction records. Employee records are continuously being cross-checked so that employers know when an employee has been arrested or convicted of a crime. Employer can then take appropriate action.

Exemption may be granted if filed with fingerprint vendor.