

Steps and Procedures to Subscribe Online Through ASP

Information needed for this process:

- Arkansas Tax Identification Number
- Names of users who will need access

Steps:

1. www.ark.org/criminal Home Screen for **Online Criminal Background Check System**
2. Half way down page click on [Subscribe Online.](#)
3. Page "**Information Network of Arkansas New Account Activation**" -
 - a. Check Criminal Background Checks then scroll to bottom of page and click continue.
4. Page "**INA Customer Account Information**" -
 - a. Fill out required fields.
 - b. Click continue.
5. Page for you to add each person you will need a login for -
 - a. The User may only be you or other central office staff.
 - b. After completing User 1 or more then click continue.
6. Page "**Criminal Background Checks**" -
 - a. Complete the required fields.
 - b. Check the following types of background checks:

<input checked="" type="checkbox"/> Education, Classified Employees	Access under this section is limited to background checks for classified (non-teacher) school employees with a local school district or an education service cooperative. In accordance with Arkansas Code Sec. 6-17-414 the results of the background checks are sent directly to the Department of Education and not viewed by the requestor.
<input checked="" type="checkbox"/> Education, Fiscal Officer	Under Ark Code Sec. 6-17-421 for background checks on fiscal officers of educational entities. Reports are furnished directly to the Department of Education and are not returned to the requester.
<input type="checkbox"/> Education, Licensed (Teacher) 1st time applicant	This section is for first time applicants for teacher license. Reports are furnished in accordance with Arkansas Code Sec. 6-17-411 directly to the Department of Education and are

	not returned to the requestor.
<input type="checkbox"/> Education, Licensed (Teacher) Renewal	Access under this section is limited to applicants for teacher license RENEWAL with the Department of Education. Reports are furnished in accordance with Arkansas Code Sec. 6-17-410 directly to the Department of Education and are not returned to the requestor.
<input type="checkbox"/> Education, Licensed (Teacher) Transfer of employment	This section is for applicants for transfer of their teacher license. Reports are furnished in accordance with Arkansas Code Sec. 6-17-410 directly to the Department of Education and are not returned to the requestor.
If applicable: <input type="checkbox"/> Education, Volunteers PUBLIC SCHOOLS	Access under this section is limited to PUBLIC school districts that have developed a registered volunteer program under the authority of ACA 6-22-105 and 12-12-1607. Public school districts are allowed to conduct background checks on registered volunteers that have any significant unsupervised contact with students.

c. Click continue.

7. Page “***Please select a method of payment***” -

- a. Check “No Registration Payment required.”
- b. Then fill out “Billing Detail.”
- c. Then click continue.

8. Page “***Information Network of Arkansas Subscription Service Agreement***”

- a. Review the information then sign electronic signature.
- b. Then click complete registration.

9. Print out the page.

Instructions for School District Initiation of Background Checks:

Log on to the website (<https://www.ark.org/criminal>)

TO PERFORM A BACKGROUND CHECK

Click on the “Search” tab or click on “Search” in the menu. Enter all the information about the subject of the check to run the state and National / FBI fingerprint based criminal history background check.

MAKE SURE YOUR INFORMATION IS CORRECT. If possible enter EXACTLY as it appears on the driver's license or ID card. It will be the school's responsibility if information is entered incorrectly and it results in an incorrect "qualified" finding.

Be sure to identify the correct reason for the background check (see the list above). Failure to do so correctly can have serious consequences as it is against federal law to run a background check for any other reason that the reason stated.

CHECK ON THE STATUS OF YOUR REQUEST. Once the state check has been submitted, there may be problems, which will require the request to be researched. It will show up under your "Pending" tab. If the search does not require research it will be completed and sent to the Department of Education and that will show up in your "History" tab.

The Department of Education will post the results on the Arkansas Education Licensure System (AELS). Your school will be billed for the background checks.

If fingerprint cards are used: You should not send money with the fingerprint card if it is requested online. You must write the transaction number on the upper right hand corner of the fingerprint card in order to have it processed correctly. If a fingerprint card is submitted to ASP for an FBI check, the date ASP received it will show up as a note in your history tab. ASP will also enter the date that the results were received from FBI and forwarded to Department of Education. For problems with the information on the website call ASP 501-618-8500 or 501-618-8826.

For problems with logging in or billing contact INA at 501-324-8900.