

NE ABUSE PORTAL WALKTHROUGH

APPLICANT EXPERIENCE




The Background Check Company


402-933-9999


PO Box 24148 Omaha, NE 68124


The applicant will start the process by proceeding to the abuse registry portal located at <https://ecmp.nebraska.gov/DHHS-CR/CheckRequest/BeginOrgCheck/80269048>


New Check Request



Begin Check



Enter Information


Verification Method



Online Payment


ID Verification


Submitted to DHHS


Check Complete

Once submitted to DHHS, your Central Registry check will be processed in the order it was received. If you provide an email address, you will be notified of updates to your Central Registry check. When completed by DHHS, your Central Registry check will be available for viewing on this website by using an automated Request Number and a unique PIN. Most results will be available for review within 3 - 5 business days, depending upon the request; some requests may take longer.



Begin Check

Applicant's Email Address

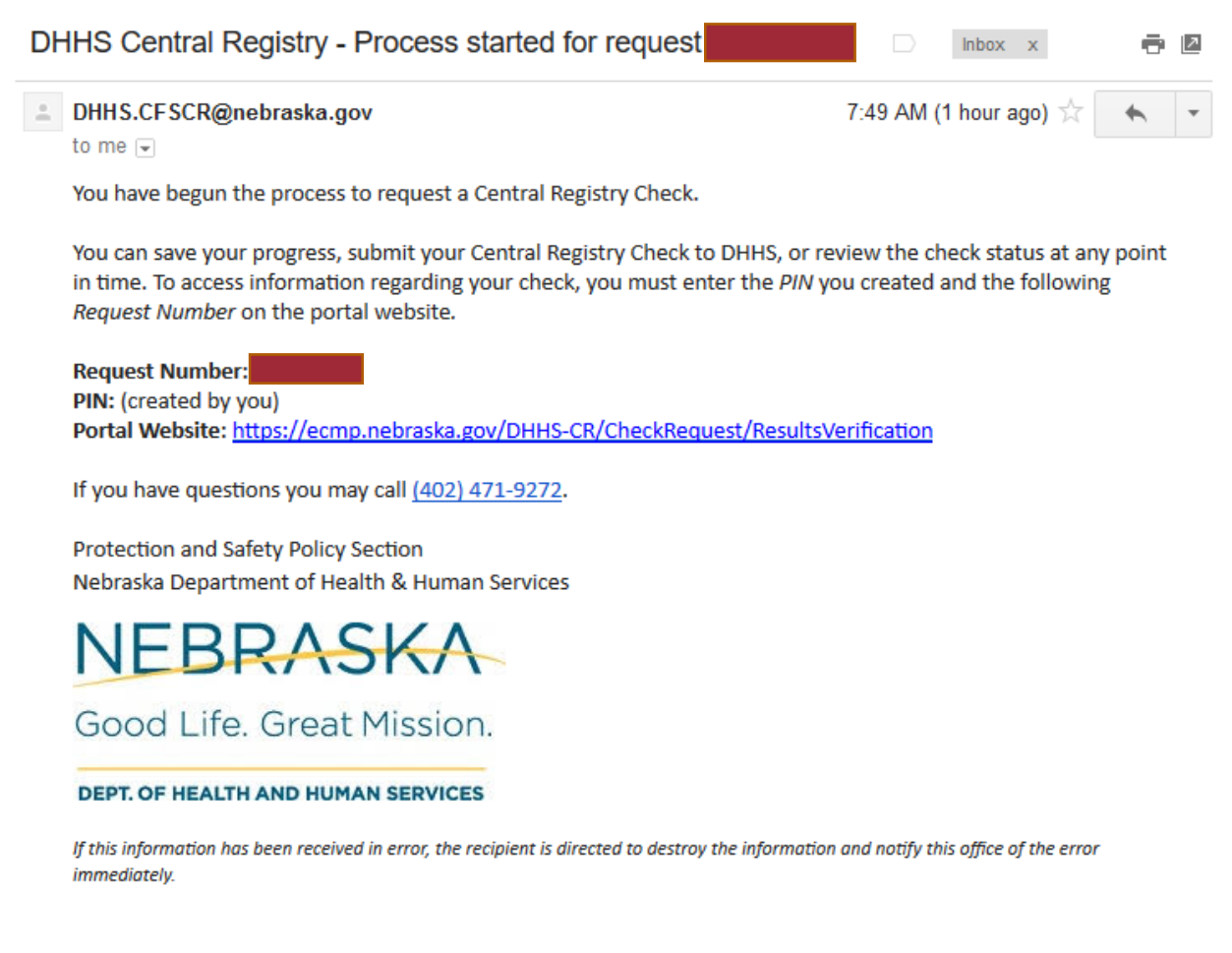
You can securely check the status of this request in the future by providing a PIN. The combination of this PIN and your check request number (visible on next screen) will grant you access. Please pick a 4 digit number. Do not share your PIN with others. DHHS will never ask for your PIN.

PIN

Cancel

Next

The applicant will receive an email with their request number and a link to allow them to start and stop the application as well as check on results:

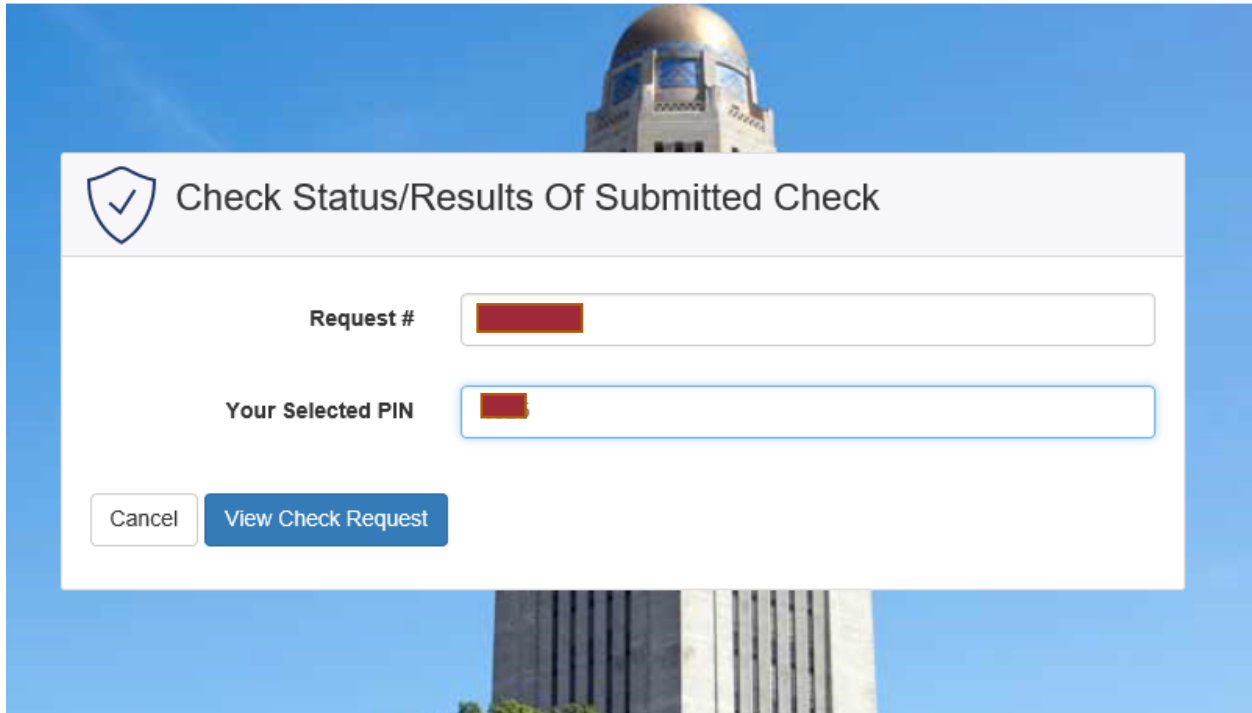



After clicking the link, they will provide their request number and PIN number:

Child/Adult Abuse and Neglect Central Registry

 [Home](#)

 [Register](#)  [Login](#)



 **Check Status/Results Of Submitted Check**

Request #


Your Selected PIN


[Cancel](#)


[View Check Request](#)


The applicant will then enter in their information in the below fields:


Check Request:



Begin
Check



Enter
Information



Verification
Method


Online
Payment


ID
Verification


Submitted
to DHHS


Check
Complete



Enter Information

First Name

Middle Name

☐ No Middle Name

Last Name

Date Of Birth

Age

Social Security Number ☐ No SSN

###-##-####

Current Address

City

State

Nebraska



Zip

Applicant's Phone Number

###-###-####

Other names, such as a maiden name, former married name, or nickname:

☐ No Other Names

First Name

Last Name

Suffix

Add Other Name

Names and birthdates of your children and children who lived with you:

☐ No Children

First Name	Last Name	Suffix	Date Of Birth
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Add Child Name

List all previous cities at which you have resided:

☐ No Other Addresses

Address	City	State
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Add Other Address

I authorize DHHS to conduct the following checks and release the following information.

**** This authorization is valid for a period of 6 months from the date you submit this form ****

☐ **Child Abuse and Neglect Central Registry (CAN Registry)**

1. Whether or not I am listed on the CAN Registry, and the following information regarding that listing:

- a. Date of the alleged child abuse or neglect; and
- b. The classification of the case pursuant to Neb. Rev. Stat. 28-720.
(i.e., Agency Substantiated or Court Substantiated)

☐ **Nebraska Adult Protective Services Registry (APS Registry)**

1. Whether or not I am listed on the APS Registry, and the following information regarding that listing:

- a. Date of the alleged adult abuse or neglect; and
- b. The classification of the case pursuant to Neb. Rev. Stat. 28 - 376.
(i.e., Agency Substantiated or Court Substantiated). (i.e., Agency Substantiated or Court Substantiated).

Submit

The applicant will then be asked which method of verification they will select. **Note:** We have set the portal to charge One Source and not the applicant.

The screenshot displays two sequential screens from the NE Abuse Portal. The top screen, titled 'Check Request:', features a progress bar with seven steps: 'Begin Check', 'Enter Information', 'Verification Method' (highlighted in green), 'Online Payment', 'ID Verification', 'Submitted to DHHS', and 'Check Complete'. The bottom screen, titled 'Verification Method', contains a mandatory notice about identity verification under Nebraska Revised Statute 28-725, followed by two radio button options: 'Online Verification (Additional Charges Apply)' and 'Upload Notarized Document'. At the bottom of this screen are 'Cancel' and 'Next' buttons.

Check Request: [Redacted]

Begin Check Enter Information **Verification Method** Online Payment ID Verification Submitted to DHHS Check Complete

Verification Method

All applicants for Central Registry checks must have their identity verified. This is required under Nebraska Revised Statute 28-725.

Verification Type


☐ Online Verification (Additional Charges Apply)


☐ Upload Notarized Document


Cancel Next


The applicant will be asked to answer questions based on the information provided on the request:


Check Request:


Begin Check


Enter Information


Verification Method

Online Payment

ID Verification

Submitted to DHHS

Check Complete

ID Verification

In which of the following states did you live when your social security number was issued?

☒ California

☐ Colorado

☐ Vermont

☐ Washington

☐ None of the above

Next

Sample 2 of questions:

The screenshot shows a web interface for the NE Abuse Portal. At the top, a white box contains the text "Check Request:" followed by a redacted name. Below this is a horizontal progress bar with seven steps: "Begin Check", "Enter Information", "Verification Method", "Online Payment", "ID Verification" (highlighted in green), "Submitted to DHHS", and "Check Complete". The main content area is titled "ID Verification" with a person icon. It contains a question: "In which of the following cities does [redacted] currently live or own property?". Below the question are five radio button options: "Arlington, Virginia", "Charlottesville, Virginia", "Windsor, Virginia", "Woodbridge, Virginia", and "None of the above or I am not familiar with this person". A blue "Next" button is located at the bottom left of the question area.

Check Request: [REDACTED]

Begin Check Enter Information Verification Method Online Payment **ID Verification** Submitted to DHHS Check Complete

ID Verification

In which of the following cities does [REDACTED] currently live or own property?

☐ Arlington, Virginia

☐ Charlottesville, Virginia

☐ Windsor, Virginia

☐ Woodbridge, Virginia

☐ None of the above or I am not familiar with this person

Next

Sample 3:

The screenshot displays a web interface for the NE Abuse Portal. At the top, a 'Check Request:' label is followed by a redacted area. Below this is a horizontal progress bar with seven steps: 'Begin Check', 'Enter Information', 'Verification Method', 'Online Payment', 'ID Verification' (highlighted in green), 'Submitted to DHHS', and 'Check Complete'. The main content area is titled 'ID Verification' with a person icon. It contains the question 'In which of the following counties have you ever lived or owned property?' and five radio button options: 'Greene, Iowa', 'Lancaster, South Carolina', 'Surry, Virginia', 'Washington, Nebraska', and 'I have never lived in any of these counties'. A 'Next' button is located at the bottom left of the form.

Check Request: [REDACTED]

Progress Bar:

- Begin Check
- Enter Information
- Verification Method
- Online Payment
- ID Verification**
- Submitted to DHHS
- Check Complete

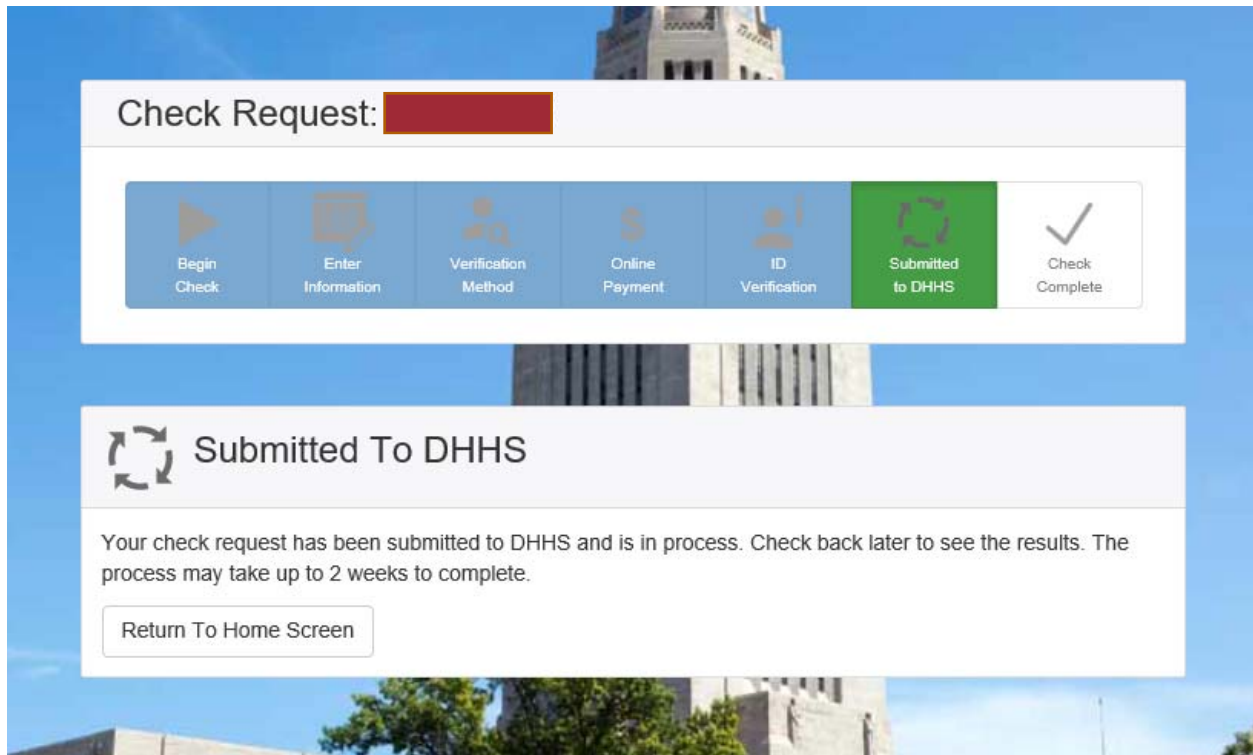
ID Verification

In which of the following counties have you ever lived or owned property?

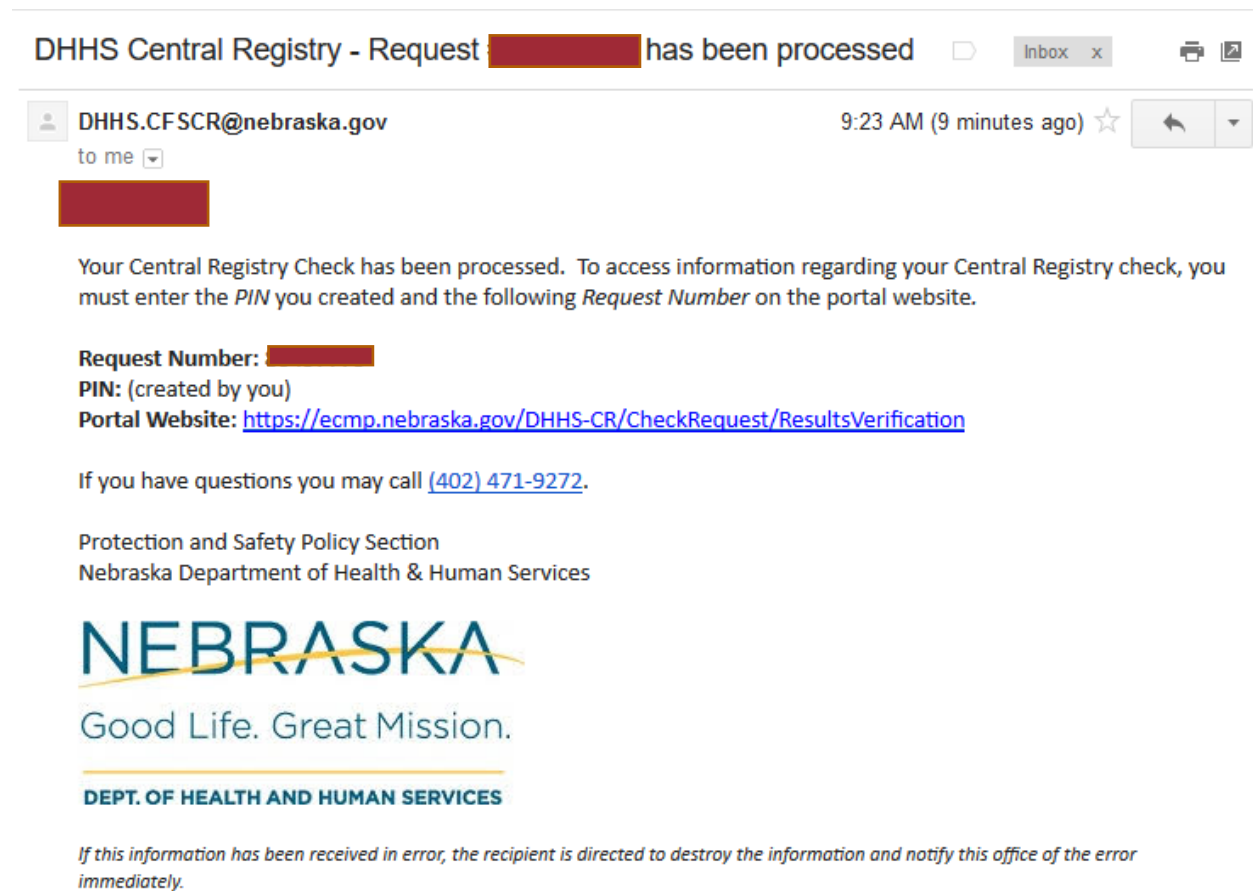
- ☐ Greene, Iowa
- ☐ Lancaster, South Carolina
- ☐ Surry, Virginia
- ☐ Washington, Nebraska
- ☐ I have never lived in any of these counties

Next

Once the applicant answers questions, they will receive a confirmation page:



They will also receive a confirmation email:



This completes the applicants required steps. One Source will now be able to review the status of the request and the final results. If you or your applicants have questions, please feel free to reach out to One Source via phone or email, 402.933.9999 or CR@onesourcebackground.com