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# NABCS Applicant Initiated Guide

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DHSS- Division of  
Health Care  
Services

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Revised 11/19/2014

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To log into the Background check database, go to; <https://nabcs.dhss.alaska.gov>

**\*If you already have a myAlaska account, enter your username and password here to log in\***

**\*\*If you have ever electronically filed for an Alaska Permanent Fund Dividend or used any of the State of Alaska's services via the State's website, you should have a myAlaska account\*\***

**\*If you do not have an account, click on 'New User: Register for a myAlaska Account'\***

*For new Users, you will need to follow the directions in order to sign up for a new myAlaska account before proceeding. If you already have an account you may skip the registration step.*

State of Alaska MYALASKADEV

myAlaska My Government Resident Business in Alaska Visiting Alaska State Employees

myAlaska

HOME SERVICES MYPROFILE MYDOCUMENTS HELP

Alaska Background Check System has sent you here to sign in.

**myAlaska Login**

Username:

Password:

Sign-In

[Forgot my Username](#)

[Forgot my Password](#)

[New User: Register for a myAlaska Account](#)

[Help](#) [Privacy Policy](#) [User Agreement](#) [Browser Compatibility](#)

Department of Administration  
Enterprise Technology Services (ETS)  
Email: [mvalaska.help@alaska.gov](mailto:mvalaska.help@alaska.gov)  
Monday - Friday, 10:00 AM to 4:30 PM Alaska Time  
Anchorage: 907-269-6311 || Fairbanks: 907-451-5911 || Juneau: 907-465-5211

State of Alaska myAlaska My Government Resident Business in Alaska Visiting Alaska State Employees

State of Alaska || © 20

When registering for a new account, enter in your information in the appropriate fields. Then, after reading the User Agreement, select the check box for 'I accept the User Agreement' (required for using myAlaska). Then, click on the 'Start Registration' button to proceed.

State of Alaska MYALASKADEV

myAlaska My Government Resident Business in Alaska Visiting Alaska State Employees

myAlaska Registered User: Sign In

HOME SERVICES MYPROFILE MYDOCUMENTS HELP

[Return to Alaska Background Check System](#)

### NEW ACCOUNT

If you have previously registered for a myAlaska account please refrain from creating a new account. Many applications require use of the same myAlaska account. If you have forgotten your user name or password use the following links to recover them:

[Forgot my Username](#)  
[Forgot my Password](#)

To register for an account with myAlaska, fill in the new account information required below. You must have a valid email address. Next, read the user agreement. If you accept the agreement (required to use myAlaska), click on the **I accept the User Agreement** box. Then click on the **Start Registration** button.

Username:

Password:

Verify Password:

Secret Question:

Answer:

Email Address:

Verify Email Address:

#### User Agreement

AGREEMENT BETWEEN YOU AND THE STATE OF ALASKA  
 myAlaska is a web service operated by the State of Alaska that provides single-sign-on (authentication) for multiple state services and a framework for electronic signatures for state forms or transactions.

This User Agreement constitutes a legal agreement between

I accept the User Agreement

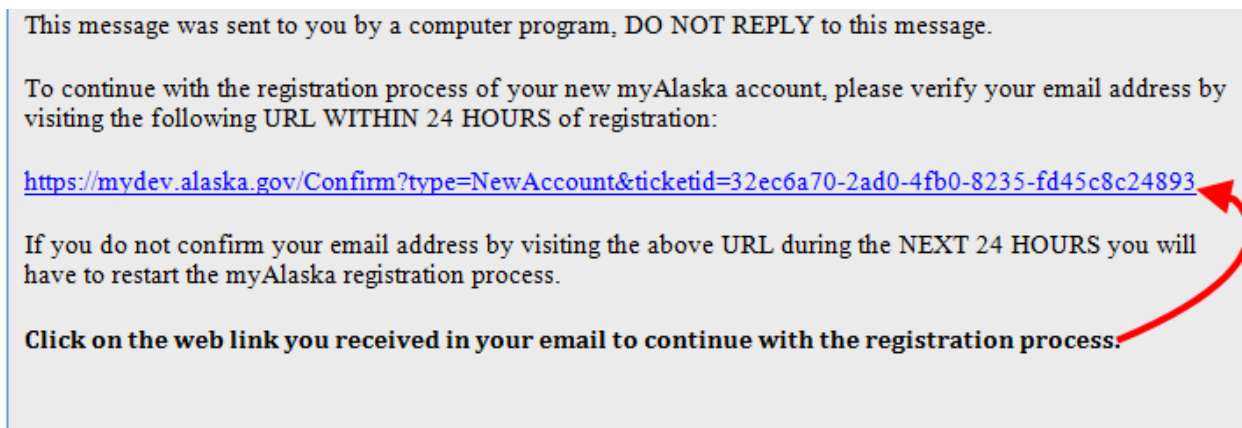
[Help](#) [Privacy Policy](#) [User Agreement](#) [Browser Compatibility](#)

Department of Administration  
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State of Alaska myAlaska My Government Resident Business in Alaska Visiting Alaska State Employees

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After reading and accepting the User Agreement, you will be sent an automated email from myAlaska. The body of the email will look similar to the screen shot below. Please use the link provided in that email to confirm your account.



Once you have verified your email address, you will be directed to the page below. Enter your username and password and select “Click Here to Continue” to proceed to next step.

State of Alaska **MYALASKADEV**

myAlaska My Government Resident Business in Alaska Visiting Alaska State Employees

myAlaska

HOME SERVICES MYPROFILE MYDOCUMENTS HELP

**ACCOUNT CONFIRMATION**

Your arrival at this page has confirmed your email address.  
Please enter your username and password again to continue the myAlaska registration process.

Username:

Password:

Completing your registration will establish your myAlaska identity. After you have done that, you will be able to conduct your business with the State of Alaska electronically!

[Click Here to Continue](#)

Help Privacy Policy User Agreement Browser Compatibility

Department of Administration  
Enterprise Technology Services (ETS)  
Email: [myalaska\\_help@alaska.gov](mailto:myalaska_help@alaska.gov)  
Monday - Friday, 10:00 AM to 4:30 PM Alaska Time  
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State of Alaska myAlaska My Government Resident Business in Alaska Visiting Alaska State Employees

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## Select “View Your Services”

The screenshot shows the myAlaska user portal dashboard. At the top, there is a navigation bar with the State of Alaska logo and the text "MYALASKADEV". Below this, the "myAlaska" logo is displayed. A secondary navigation bar contains links for "HOME", "SERVICES", "MYPROFILE", and "HELP", along with a "Signed in as jrf" indicator. The main content area features a green message box stating "Your account has been confirmed successfully." and a link to "Return to Alaska Background Check System". A welcome message follows, stating "Welcome jrf. The myAlaska Registered User Portal is your dashboard for viewing information specific to your myAlaska account, managing information and gaining access to a wide array of services designed for registered users of myAlaska. Select an option to begin." Below this, three main sections are listed: "Services" (with a yellow star icon), "MyProfile" (with a person icon), and "Help" (with a lifebuoy icon). The "View Your Services" link under the Services section is circled in red. The footer contains links for "Help", "Privacy Policy", "User Agreement", and "Browser Compatibility", along with contact information for the Department of Administration Enterprise Technology Services, including an email address and operating hours.

State of Alaska MYALASKADEV myAlaska My Government Resident Business in Alaska Visiting Alaska State E


myAlaska


HOME SERVICES MYPROFILE HELP Signed in as jrf


Your account has been confirmed successfully.

Return to [Alaska Background Check System](#)

Welcome jrf. The myAlaska Registered User Portal is your dashboard for viewing information specific to your myAlaska account, managing information and gaining access to a wide array of services designed for registered users of myAlaska. Select an option to begin.

 **Services**  
Use myAlaska to do business with the State of Alaska. There is a wide selection of services available for both individuals and businesses. For example, Permanent Fund Dividend services for individuals and Employment Security Tax services for business.  
[View Your Services](#)

 **MyProfile**  
Manage, update, or change your myAlaska account and user information.  
[Manage Your Profile](#)

 **Help**  
Get help using myAlaska or one of the myAlaska applications.  
[Get Help](#)

[Help](#) [Privacy Policy](#) [User Agreement](#) [Browser Compatibility](#)

Department of Adm  
Enterprise Technology Servi  
Email: [myalaska.help@a](mailto:myalaska.help@a)  
Monday - Friday, 10:00 AM to 4:30 PM Ala

## Select “Alaska Background Check System”



The screenshot shows the myAlaska website interface. At the top, there is a navigation bar with the State of Alaska logo and the text "MYALASKADEV". Below this is a dark blue header with the "myAlaska" logo and a navigation menu with links for "HOME", "SERVICES", "MYPROFILE", and "HELP". A "Signed in as jrf" indicator is visible on the right side of the header.

Below the header, a green box contains the text "Return to [Alaska Background Check System](#)".

The main content area begins with a paragraph: "myAlaska is a system for Secure Single Sign-on and Signature for Citizens, or, an authentication and electronic signature system allowing citizens to interact with multiple State of Alaska services through a single username and password."

Under the heading "Services for Individuals" (accompanied by a globe icon), a list of services is provided:

- [ACPE - Student Aid Portal](#)  
*Apply for and view your Alaska Performance Scholarship and Alaska Education Grant Information*
- [Alaska Background Check System](#) (circled in red)  
*Alaska Background Check System*
- [APOC - Lobbyist/Employer of Lobbyist Reporting](#)  
*APOC Insight*
- [APOC - Public Official/Legislative Financial Disclosure](#)  
*Reporting for Public Officials and Legislative Staff*
- [Child support statements](#)  
*Child Support Case Financial Statements Online Service*
- [DRBMyAlaskaV3](#)  
*Development / Sandbox for using myAlaska v3 with Classic ASP*
- [EED Online Services](#)  
*Education & Early Development Online Services*
- [myAlaska Sample Application](#)  
*Template used for testing myAlaska.*
- [myPFInfo](#)  
*One stop shopping for all your existing PED application needs!*

Read the Privacy Agreement, select “I Accept the Privacy Agreement” box and hit “Continue”

State of Alaska MYALASKADEV myAlaska My Government Resident Business in Alaska Visiting Alaska State Emp

myAlaska

HOME SERVICES MYPROFILE HELP Signed in as jrf. Si

[Return to Alaska Background Check System](#)

### Privacy Agreement: DHCS

By checking the 'I Accept the Privacy Agreement' box below, you are authorizing myAlaska to share your profile information with the Division of Health Care Services.

I Accept the Privacy Agreement

[Help](#) [Privacy Policy](#) [User Agreement](#) [Browser Compatibility](#)

Department of Adminis  
Enterprise Technology Services  
Email: [myalaska.help@alaska.gov](mailto:myalaska.help@alaska.gov)  
Monday - Friday, 10:00 AM to 4:30 PM Alaska  
Anchorage: 907-269-6311 || Fairbanks: 907-451-5911 || Juneau: 907-465-1111

State of Alaska myAlaska My Government Resident Business in Alaska Visiting Alaska State Employees State of Alaska

★ ★ ★ ★

Enter your information. All information marked with a red asterisk is required. Select continue to move forward.

State of Alaska myAlaska My Government Resident Business in Alaska Visiting Alaska State Employee

myAlaska

### Applicant Search

Welcome to the Automated Background Check Site.

To continue with your background check application, please enter the following information.

*Required*

\* First Name:  \* SSN:

\* Last Name:  \* Date of Birth:

[Continue](#)



After you have entered all your information, please confirm that the information is correct before selecting “Continue”

The screenshot shows the myAlaska website interface. At the top, there is a navigation bar with the State of Alaska logo and links for myAlaska, My Government, Resident, Business in Alaska, Visiting Alaska, and State Employees. Below this is a dark blue header with the myAlaska logo and a 'HOME' button. The main content area is white and contains the following text:

Home

Welcome to Alaska's Applicant Background Check site:

This is a secure site that allows you to:

1. Initiate a background check for employment.
2. Track the status of submitted applications.
3. Find a fingerprint location near you.

You are about to create a new application for:

First Name: Carlos  
Last Name: Norris  
Date of Birth: 1/1/1960  
SSN: 659-90-0059

Would you like to continue?

At the bottom right of the main content area, there is a blue button labeled 'Continue'. At the bottom left, there is a footer with the text 'ChuckN'.

Please read the Release of Information. Once you have read the below statement, click on the box, 'I have read, understand, and agree to the Release of Information described above' and select "Next"

State of Alaska myAlaska My Government Resident Business in Alaska Visiting Alaska State Employees

HOME

### Release of Information

By submitting this application electronically, I certify that as of the date of this application:

1. I have authority to submit this application.
2. I am the named applicant.
3. I authorize and consent to any person provided a copy or facsimile of this Release of Information Authorization for a Background Check to disclose any information regarding me in relation to civil court information, criminal justice, juvenile justice, protective service and licensing records. I understand information obtained through this Release of Information Authorization for Background Check will be held in confidence in accordance with DHSS guidelines.
4. I authorize and consent to the department marking my name in the Alaska Public Safety Information Network (APSIN) under 7 AAC 10.915(e).
5. Upon request by the Department of Health & Social Services, a copy of the signed Release of Information Authorization Form will be provided within twenty-four (24) hours to the Background Check Program via fax (907-269-3488) or email (BCUnit@alaska.gov)

I have read, understand, and agree to the Release of Information described above

Next

Tester02

Fill in all personal information on this page. All required information is indicated by a red asterisks. Please select “Same as Permanent Address” box if your mailing address is the same as your permanent address.

The screenshot shows the 'myAlaska' registration form for the State of Alaska. The form is titled 'Personal Information' and includes several sections:

- Required Information:**
  - \* First Name: Alpha
  - Middle Name:
  - \* Last Name: Testing
  - \* SSN: 555-89-6312
  - \* Date of Birth: 1/13/1960
  - \* Race:
  - \* Gender:
  - \* Eye Color:
  - \* Hair Color:
  - \* Height:
  - \* Weight:
  - \* Place of Birth:
- Permanent Address:**
  - \* Address Line 1:
  - Address Line 2:
  - \* City:
  - \* State:
  - \* ZIP:
- Mailing Address:**
  - Same as Permanent Address
  - Address Line 1:
  - Address Line 2:
  - City:
  - State:
  - ZIP:
- Other Fields:**
  - Primary Phone:
  - Secondary Phone:
  - \* Email Address:

At the bottom of the form, there are two buttons circled in red: 'Save and Close' on the left and 'Next' on the right. The user identifier 'Tester02' is visible at the bottom left of the page.

Once you are done entering your information, you may continue through the registration process by clicking ‘Next’, or you may click the button labeled ‘Save and Close’ to come back at a later time and continue where you left off.

Please enter any alias names that apply below. This includes any/all former names such as a maiden name, or any other name or nickname. To enter more than one alias name, select “Save” after each alias name entered to open another alias box.

State of Alaska myAlaska My Government Resident Business in Alaska Visiting Alaska State Employees

myAlaska

HOME

Enter Alias

If you have used a different name in the past, such as a maiden name, please enter it here.

Add Alias

First Name:

Middle Name:

Last Name:

Withdraw Save Next

*If you wish, you may withdraw your application by clicking on the ‘Withdraw’ button. This action cannot be undone. By selecting “Withdraw”, your application to request a background check will be withdrawn. **Please note: This action cannot be undone.** If you withdraw your request and wish to apply in the future, you will be required to start the process from the beginning.*

**To continue with your application, select ‘Next’**

If you have lived in Alaska for the last 10 years, you may proceed to the next page by clicking 'next'.

If you have lived in another state within the last 10 years, please enter that information here.

**\*Please note: The BCP only requires your past 10 year history\***

You may do one of three things on this page:

1. Select the "Save" button after each entry to add additional address information. This will open up another Prior Address box for you.
2. Select "Next" after you have completed entering your address history, to continue through the application process.
3. You may select "Withdraw"; however, by selecting "Withdraw", your application to request a background check will be withdrawn. **Please note: This action cannot be undone.** If you withdraw your request and wish to apply in the future, you will be required to start the process from the beginning.

Required fields are noted by a **red** asterisks.

The screenshot shows the 'myAlaska' website interface. At the top, there is a navigation bar with links for 'myAlaska', 'My Government', 'Resident', 'Business in Alaska', 'Visiting Alaska', and 'State Employees'. Below this is the 'myAlaska' logo and a 'HOME' button. The main content area is titled 'Enter Previous Address' and contains the instruction: 'If you have lived in a different city or state within the past ten years, please enter that information here.' Below this is a form titled 'Add Prior Address' with a red asterisk and the word 'Required' indicating that the following fields are mandatory. The fields are:
 

- \* City: [Text input field]
- \* State: [Dropdown menu]
- Country: [Dropdown menu with 'United States of America' selected]
- Year From: [Dropdown menu]
- Year To: [Dropdown menu]

 To the right of the form is a blue button labeled '1. Save'. Below the form are two buttons: '3. Withdraw' on the left and '2. Next' on the right. At the bottom left of the page, the text 'Tester02' is visible.

The below page shows you the total amount due for the background check; select “Next” to make a secure online payment by credit or debit card.

The screenshot shows the myAlaska website interface. At the top, there is a navigation bar with the State of Alaska logo and links for myAlaska, My Government, Resident, Business in Alaska, Visiting Alaska, and State Employees. Below this is a dark blue header with the myAlaska logo and a 'HOME' button. The main content area is titled 'Make Payment' and contains the following text:

You are about to make a payment to initiate a background check with the State of Alaska and the FBI.

Please Note: The fee payment is *Non-Refundable*.

If you are determined eligible for employment, your eligibility will be valid for 100 days after the date of determination. If employment has not been obtained within 100 days, then a new application and fees will have to be submitted.

**Fee Payment (Non-Refundable)**


|                  |                |
|------------------|----------------|
| Application Fee: | \$25.00        |
| Fingerprint Fee: | \$51.50        |
| <b>Total:</b>    | <b>\$76.50</b> |

You will be redirected to the payment site when you click Next below

A blue button labeled 'Next' is located at the bottom right of the page and is circled in red.

Please fill in all billing information and select “Continue”. Please note: an online credit card receipt will be emailed to the email address you provide. Please make sure this email is correct if you need a copy of the receipt.


1.6.425

English  GO

## State of Alaska DHSS

### Cardholder Information

Note: Enter the address to which your card statement is mailed. An incorrect address may result in your payment being rejected.

|                                                                 |                                                                                                   |
|-----------------------------------------------------------------|---------------------------------------------------------------------------------------------------|
| Cardholder Name                                                 | <input type="text"/>                                                                              |
| Company (Optional)                                              | <input type="text"/>                                                                              |
| Cardholder Address                                              | <input type="text"/>                                                                              |
| City                                                            | <input type="text"/>                                                                              |
| Province/State                                                  | Alaska           |
| Postal/ZIP Code                                                 | <input type="text"/>                                                                              |
| Country                                                         | United States  |
| Phone Number                                                    | <input type="text"/>                                                                              |
| Email Address<br><small>To receive your payment receipt</small> | <input type="text"/>                                                                              |

We Accept    

\* By providing this information you agree to InternetSecure's [Privacy Policy](#) and [Terms of Use](#)

[Go back to merchant site](#)

The screen shot below shows you the total amount that will be charged to your credit/debit card. Here you will enter the Cardholder Name, Debit or Credit card number, expiration date, and the 3-digit security code on the back of your card. When you are finished entering all this information, select “Submit to Card Issuer”.

1.6.425 English  GO

## State of Alaska DHSS

### ORDER DETAILS

| Code            | Quantity | Description                           | Unit Price | Subtotal |
|-----------------|----------|---------------------------------------|------------|----------|
| APP             | 1        | (15795495) Application Processing Fee | 25.00      | 25.00    |
| FPP             | 1        | (15795495) Fingerprint Processing Fee | 51.50      | 51.50    |
| US Dollar Total |          |                                       |            | 76.50    |

### PAYMENT DETAILS

This secure real-time card transaction will be submitted for authorization to your Card Issuer

#### Card Details

We accept    

Cardholder Name   
Card Number   
Expiry Date  /   
CVN  [What is this?](#)

[Go back to merchant site](#)



The screen below indicates your transaction has been approved and a receipt has been sent to the email address you provided. You must select *“Click here to complete Payment”* to complete the payment process. Please do not click the ‘Click here to complete payment’ more than one time. Please allow the system to finish the transaction. Selecting this button more than once may result in duplicate payments.


1.6.425

## State of Alaska DHSS

Aug 13, 2014 04:21 PM

Your transaction has been approved.

Your receipt has been sent to your e-mail address.


 Click here to complete payment

This receipt confirms payment for your purchase from State of Alaska. This order will appear on your credit card statement as **State of Alaska DHSS**. To contact us, please send an e-mail to [bcp.admin@alaska.gov](mailto:bcp.admin@alaska.gov) or call 123-456-7891.

### Receipt

Merchant Number: 90115  
 Receipt Number: 1432307831.4TST  
 Sales Order Number:40  
 Authorization Code: CMC253  
 Transaction Type: eCommerce

### Billing Information

Name: Alpha Testing  
 Company (Optional):  
 Address: 123 Main Street  
 Anchorage  
 AK - 99503  
 US  
 Phone Number: 907-555-5555  
 E-mail Address:  
 Card Type: MC  
 Card Number: xxxxxxxxxxxx5557

### Order Details

| Code                   | Quantity | Description                           | Unit Price | Subtotal     |
|------------------------|----------|---------------------------------------|------------|--------------|
| APP                    | 1        | (15795495) Application Processing Fee | 25.00      | 25.00        |
| FPP                    | 1        | (15795495) Fingerprint Processing Fee | 51.50      | 51.50        |
| <b>US Dollar Total</b> |          |                                       |            | <b>76.50</b> |

After you have submitted your payment, you will be directed to the screen below. Please select “Submit Application”

State of Alaska myAlaska My Government Resident Business in Alaska Visiting Alaska State Employees

HOME

### Make Payment

Please Note: The fee payment is *Non-Refundable*.

If you are determined eligible for employment, your eligibility will be valid for 100 days after the date of determination. If employment has not been obtained within 100 days, then a new application and fees will have to be submitted.

Application Fee: \$25.00 Paid: 8/13/2014 12:54:02 PM  
Fingerprint Fee: \$51.50 Paid: 8/13/2014 12:54:02 PM

[Submit Application](#)

The below page will provide you with the status and next steps regarding your application.

If your fingerprints are required, click the ‘fingerprint authorization form’. You will be required to choose a fingerprint vendor. If you do not know who you will use to roll your fingerprints, choose the ‘Unknown vendor’ option. Go to a fingerprint vendor to have your fingerprints taken, and submit your fingerprints to the Background Check Program.

If you choose to mail your fingerprints, you may mail them to the following mailing address:

Department of Health & Social Services  
Background Check Program  
4601 Business Park Blvd., Bldg. K  
Anchorage, AK 99503-7167

Fingerprint Cards may be dropped off in person at the same address noted above.

If your application is not complete with all fees and fingerprint cards *within 30 days from the time you submitted this application*, the application will be canceled and you will be required to start the process for a background check from the beginning. Please ensure your fingerprints are received by the Background Check Program prior to the 31<sup>st</sup> day or your application will be canceled.

The screenshot shows the myAlaska website interface. At the top, there is a navigation bar with links for myAlaska, My Government, Resident, Business in Alaska, Visiting Alaska, and State Employees. Below this is the myAlaska logo and a HOME button. The main content area is titled 'Waiting Determination' and includes a section for 'Application Status and Next Steps'. This section contains a paragraph explaining that the application is valid for 100 days and provides instructions on printing the fingerprint authorization form and tracking the application. Below this is a table with the following data:

| Case Number | Date Application Submitted | Application Status | Determination Status |
|-------------|----------------------------|--------------------|----------------------|
| 20000608    | 8/13/2014                  | Submitted          | In Process           |

Below the table is a section for 'Recent Application Events' showing 'Fingerprints Required - 8/13/2014'. There are also two sidebars: 'Application Forms' with links to 'Update My Contact Information', 'Employment Authorization Form', 'Fingerprint Authorization Form', and 'Live Scan Provider'; and 'Application Event Definitions' with definitions for 'Pending', 'Fingerprints Taken', and 'Fingerprints Rejected'. The footer of the page shows the user ID 'Tester02'.