

Electronic Background Check Subscription Guide Information Network of Arkansas (INA)



DIVISION OF ELEMENTARY
& SECONDARY EDUCATION

Revised 05/2023

Signing up for INA Subscription Account

[INA Subscriber Account - Arkansas.gov](https://www.arkansas.gov/ina-subscriber-account)

The screenshot displays the Arkansas.gov website with the following content:

- Header:** "Donate to the Arkansas Disaster Relief Program" with a "Donate" link. Navigation menus include "The Official Website of the State of Arkansas", "State Directory", "All State Agencies", "Elected Officials", "Arkansas Code", "State Employees", "Help Center", and "Accessibility & Settings".
- Navigation:** "BUSINESS", "CITIZENS", "CHILDREN & FAMILY", "EDUCATION", "EMPLOYMENT", "RECREATION".
- Search:** A search bar with the Arkansas logo and a "Start a Conversation" button.
- Main Content:**
 - ## INA Subscriber Account
 - ### Sign Up for a Subscriber Account
 - An account with the Information Network of Arkansas (INA) is required to access services such as Traffic Violation Records, Title Registration and Lien Records, searching the Arkansas Board of Nursing registry or licenses and workers' compensation claims and opinions.
 - The annual subscription fee to the Information Network of Arkansas is \$150.00. This fee includes access for up to ten (10) users in your organization. An additional ten (10) users may be added for \$150.00 for a total subscription of \$300.00 per year.
 - Thereafter, the annual subscription renewal is \$150 (\$300 if up to 20 users) and will be billed automatically by the method indicated on the account activation form.
 - Acceptable subscription payment methods are checks, money orders, valid Visa, MasterCard, or Discover credit cards, or the electronic check option from approved financial institutions.
- Key Links:**
 - Traffic Violation Reports (TVR)
 - Title, Registration, and Lien Record Search
 - Nursing License Verification
 - Workers' Compensation Insurance Claim Search
- Feedback:** "Did you find what you're looking for?" with smiley, neutral, and frowny face icons.
- Sign Up Now:** A prominent button with a person icon.

Footer:

- Your Arkansas.gov:** Governor Sarah Huckabee Sanders, Find My Representative, My Elected Officials, State Directory.
- Top Online Services:** Renew Vehicle Registration, Start a Business, Property Tax, Gov2Go.
- Helpful Information:** Get Money for College, Visit Arkansas, Find an Agency, Find a Job.
- FLAG STATUS:** AR US Full.
- Privacy Policy | Alerts | Security Policy | Acceptable Use | Transparency**
- Copyright 2023 © All Rights Reserved. Arkansas.gov**

Signing up for INA Subscription Account

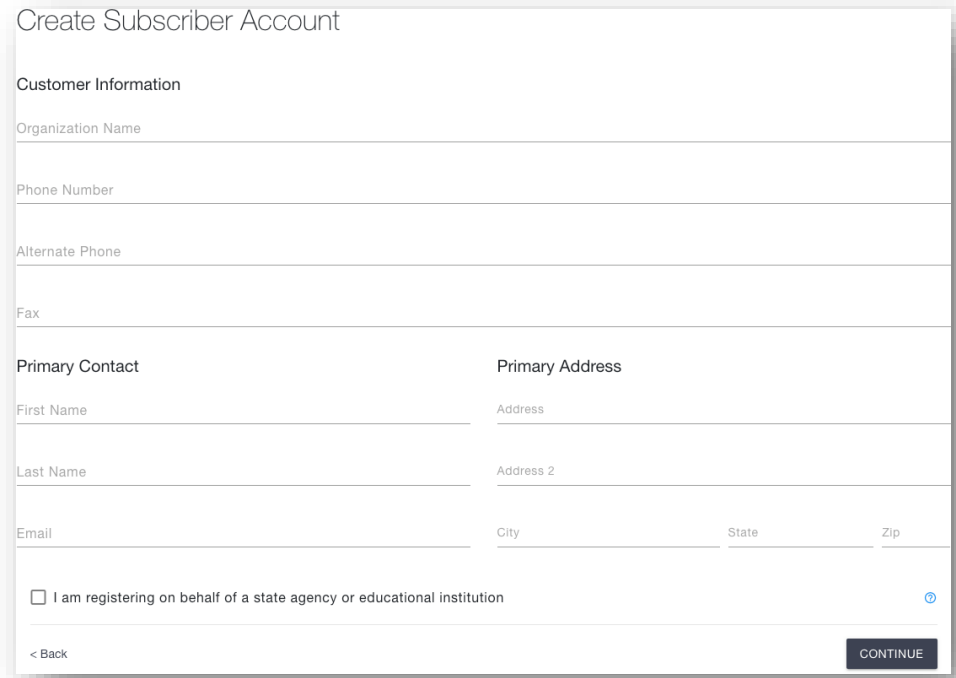
1. Click “Sign Up Now”

If you already have an account, you will be able to login to manage your account on this page. This is also the page where you will be able to create an account to become a subscriber (right side of page).

<https://cdb-manager.ark.org/login>

2. Click on “Create Account”

Complete all “Customer Information,” “Primary Contact,” and “Primary Address.” Then Click “Continue.”



The screenshot shows a web form titled "Create Subscriber Account". The form is divided into several sections:

- Customer Information:** Includes fields for Organization Name, Phone Number, Alternate Phone, and Fax.
- Primary Contact:** Includes fields for First Name, Last Name, and Email.
- Primary Address:** Includes fields for Address, Address 2, City, State, and Zip.

At the bottom of the form, there is a checkbox labeled "I am registering on behalf of a state agency or educational institution" and a "CONTINUE" button. A "< Back" link is also present at the bottom left.

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3. Under “Choose Services” select “Criminal Background Checks” under the category of “Law & Justice Services”. Then click the “Continue” button at the bottom right part of the page.

Create Subscriber Account

A subscription to the Information Network of Arkansas (INA) is necessary to access value added fee services. In order to subscribe you must complete all sections of this Service Agreement. Please read the INA Terms and Conditions before completing this subscription.

An initial setup fee of \$150 is required to subscribe. Thereafter, the annual subscription renewal is \$150 and will be billed to your account automatically. Monthly payment options include credit card, electronic check, or mailed invoice.

Certain INA services also have statutory and/or an INA transaction fee associated with them. Information on all fees is either provided in this Service Agreement or on the associated Internet pages. Please contact INA for additional information by email at help@ina.ar.gov.

Choose Services

Driver or Motor Vehicle Services

Law & Justice Services

Criminal Background Checks

- Available only to subscribers with statutory rights to access this information.
Arkansas \$22.00 per search, \$11.00 for volunteer positions.
National/FBI \$14.25 per search, \$12.25 for volunteer positions.

Sex Offender Database Bulk Downloads

- Available only to subscribers.
\$0.10 per record downloaded

Inmate Database Bulk Downloads

- Available only to subscribers.
\$0.10 per record downloaded



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4. When you create the subscriber account you may add up to ten (10) users that have access to submit background checks for your company. Add a name and email for each person you would like to add as a user and hit the “Save” button. When you have completed adding users click the “Continue” button.

Create Subscriber Account

You may create up to 10 different logins for your subscription before another \$150 is added to the subscription. Enter a name and email address for each person you would like to create a login for then select the services they have access to.

Add New Users

First Name
John

Last Name
Doe

Email
john.doe@email.com

Manage User Access
 Criminal Background Checks

SAVE

Users	Email Address	Access
<input checked="" type="checkbox"/> John Doe	john.doe@email.com	Criminal Background Checks

< Back

CONTINUE



Signing up for INA Subscription Account

5. Please complete the required payment information:

Arkansas.gov

INA Subscription Services

Home > Create Account

Review Subscriber

Need to make any changes before submitting?

Customer Information

Phone Number
5013208926

Alternate Phone
N/A

Fax
N/A

Services

Add Payment Method.

Please provide payment method for your subscription account. Payments will consist of the initial subscription service fee as well as subsequent fees for the use of the service(s) you subscribe to and annual renewal. You may cancel your subscription at any time but the initial fee is non-refundable.

- * The initial and annual subscription fee is waived for public educational facilities and for State Agencies.
- * If one or more of the service(s) requires approval before using, you will receive further instructions before payment of the initial subscription fee is processed.
- * If the service(s) you have requested does not require approval, the initial subscription fee of \$150.00 will be processed upon submission of your application.

Note: Enabling AutoPay allows for payment for the subscription renewal as well as subsequent invoices.

Name _____

Street _____

City _____ State _____ Zip _____

Welcome back, let us know if you have any questions.

Write a message... >

Signing up for INA Subscription Account

6. Click “Continue” to move to summary page and complete user agreement. You will be able to download or view/print the form. Once the form is completed, you will be able to browse or drag and drop the form on the box.

Review Subscriber Information

Customer Information	Primary Contact	Billing Address
Phone Number 555-555-5555	Organization Name Test Inc	Address 123 Main
Alternate Phone N/A	First Name Felix	Address Line 2 N/A
Fax N/A	Last Name Suen	City Little Rock
	Email felix.suen@ark.org	State AR
		Zip 72201

Services

Criminal Background Checks	<input type="button" value="Agreement"/>
Arkansas \$22.00 per search, \$11.00 for volunteer positions. National/FBI \$14.25 per search, \$12.25 for volunteer positions.	
<input type="button" value="Download"/>	Drag & Drop your files or Browse
<input type="button" value="View / Print"/>	



Signing up for INA Subscription Account

At the bottom of the page, you will see the user accounts created and the electronic signature.

The screenshot shows a web interface with two main sections. The top section, titled 'User Accounts', contains a table with three columns: 'Users', 'Email Address', and 'Access'. There are two rows of data, both showing 'Felix Suen' as the user and 'felix.suen@ark.org' as the email address. The 'Access' column for both rows contains a button labeled 'Criminal Background Checks'. Below the table is a section titled 'Electronic Signature'. It contains a paragraph of text: 'I have read and agree to the terms and conditions of the [Information Network of Arkansas Subscription Service Agreement](#) as presented. Please indicate your agreement to the above by entering your full name in the box below.' Below this text is a text input field labeled 'Electronic Signature - Full Name' and a dark blue button labeled 'CONTINUE'.

Users	Email Address	Access
Felix Suen	felix.suen@ark.org	Criminal Background Checks
Felix Suen	felix.suen@ark.org	Criminal Background Checks

Electronic Signature

I have read and agree to the terms and conditions of the [Information Network of Arkansas Subscription Service Agreement](#) as presented. Please indicate your agreement to the above by entering your full name in the box below.

Electronic Signature - Full Name

CONTINUE

7. When you add the completed user agreement and sign the electronic signature, then you will click “Continue” to submit the application.

You will be able to check the status of your application by signing into the subscription portal.

Signing up for INA Subscription Account

8. Please provide the services you provide and who background checks will be completed on.

For example, the services is child care. And, background checks are completed on potential employees.

The screenshot shows the 'Arkansas.gov' website header with 'Governor Sarah Huckabee Sanders' on the right. Below the header is the page title 'INA Subscription Services' and a breadcrumb trail 'Home > Create Account'. The main heading is 'Background Check'. A note states: 'Existing subscribers will have a link to download the new agreement within the Criminal Background Check application once the Arkansas State Police has added the ORI to your statute.' There are three input fields: 'What services does your company provide?*', 'On whom will these background checks be requested?*', and 'If you are a business, please enter your Arkansas Tax Identification number*'. At the bottom, a note says 'One of following must apply to you before you may obtain an Arkansas Criminal History and/or National/FBI records.' and there is a blue chat icon in the bottom right corner.

9. Enter your Tax ID number. If you do not have a Tax ID number, you can get one for free by visiting the IRS website here: [Employer ID Numbers | Internal Revenue Service \(irs.gov\)](https://www.irs.gov/efile/employer-id-numbers)

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10.

- Select **CHI – Child Care – Non DHS** for Child Care providers and therapy companies serving child care facilities
- For Placement & Residential providers, select **CHW – Child Welfare**

One of following must apply to you before you may obtain an Arkansas Criminal History and/or National/FBI records.

Please check those that apply:

Adoptions through non-DHS sources

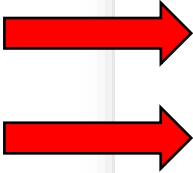
Cat pants
Consequatur aspernatur laborum nemo.

Child Care
For background checks to be conducted by DHS, Division of Child Care pursuant to ACA 20-38-101 through 103, on child care facility owners, operators and employees.

CHW - Child Welfare

Davon Swaniawski
Exercitationem quia repudiandae voluptas earum fuga sapiente expedita.

Designated Positions (Financial or Information Technology) DHS use only-FBI authorized
Designated Positions (Financial or Information Technology) Background checks are limited to current employees and applicants for designated financial or information technology position as defined to mean a position designated by a director of a division or office within the Department of Human Services in which the person placed in the position: (A) Has the authority or capability via computer access or otherwise to receive payments or to issue, initiate, or approve a contract, grant, warrant, payment, or procurement in any form; (B) Approves security access to information systems; (C) Authenticates and configures user security access to information systems; (D) Acts in the capacity of information technology network, application, or system administrator; (E) Manages or directs information technology network, application, or system administrators; or (F) Develops, designs, programs, or maintains information technology networks, applications, or systems. See Arkansas Code 21-15-102.



Signing up for INA Subscription Account

11. Once the application is submitted, please complete the Request Form found here: [DHS NIC Account Request Form – Formstack](#)

ARKANSAS DEPARTMENT OF HUMAN SERVICES
Office of Chief Counsel Privacy Office
P.O. Box 1437, Slot 5260, Little Rock, AR 72203-1437
P: 501.320.6560 TDD: 501.682.8933

Request for Access for an NIC Account for Criminal Background Checks

Company Name *

Company Address *

Company Representative *

Email * Phone *

Licensing Division *

Submission of this form is considered an attestation by the person signing this document that any Criminal Background Checks will only be done if it meets the relevant Arkansas Statutory authorization.

Signature *

Use your mouse or finger to draw your signature above

Submit Form

You will receive an email once your account is active, please allow 3 – 5 business days for this process to be completed.



Support

[Electronic Background Check - Arkansas Department of Human Services](#)

Background Check Process Training Videos

Child Care Providers



PRLU/Child Welfare Providers



INA Subscription Support

866-242-4649

DCCECE Background Check Support

501-682-8590

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