

# NE ABUSE PORTAL WALKTHROUGH

APPLICANT EXPERIENCE



The Background Check Company



402-933-9999


PO Box 24148 Omaha, NE 68124

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:



DHHS Central Registry - Process started for request [REDACTED]

Inbox x



 DHHS.CFSCR@nebraska.gov

7:49 AM (1 hour ago) ☆



to me ▾


You have begun the process to request a Central Registry Check.

You can save your progress, submit your Central Registry Check to DHHS, or review the check status at any point in time. To access information regarding your check, you must enter the *PIN* you created and the following *Request Number* on the portal website.

**Request Number:** [REDACTED]  
**PIN:** (created by you)  
**Portal Website:** <https://ecmp.nebraska.gov/DHHS-CR/CheckRequest/ResultsVerification>

If you have questions you may call [\(402\) 471-9272](tel:4024719272).

Protection and Safety Policy Section  
Nebraska Department of Health & Human Services



Good Life. Great Mission.

DEPT. OF HEALTH AND HUMAN SERVICES

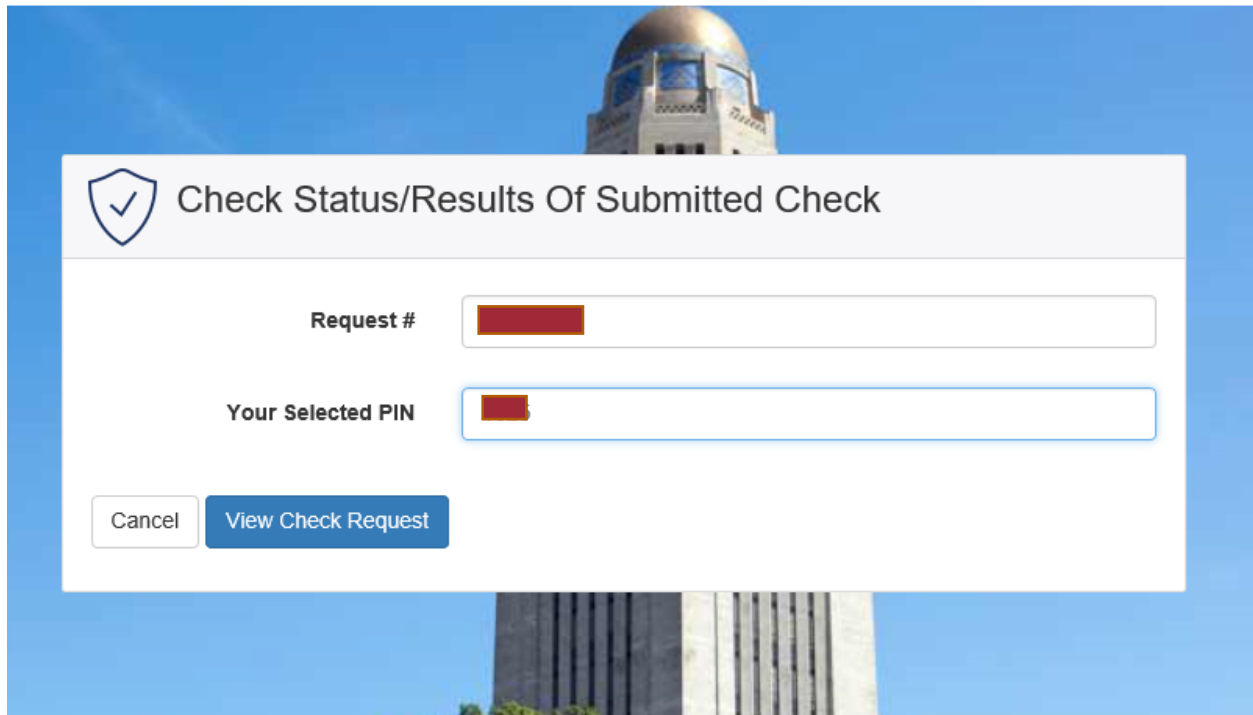
*If this information has been received in error, the recipient is directed to destroy the information and notify this office of the error immediately.*


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

## Child/Adult Abuse and Neglect Central Registry

[Home](#)

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



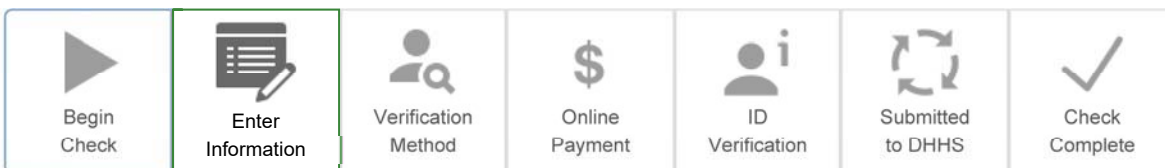
 **Check Status/Results Of Submitted Check**

**Request #**

**Your Selected PIN**

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

## Check Request:



## 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**

Add Child Name

**List all previous cities at which you have resided:**

☐ No Other Addresses

**Address                      City                      State**

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 statement: 'All applicants for Central Registry checks must have their identity verified. This is required under Nebraska Revised Statute 28-725.' Below this, under the heading 'Verification Type', are 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, there is a 'Check Request:' label followed by a redacted name. Below this is a progress bar with seven steps: 'Begin Check', 'Enter Information', 'Verification Method', 'Online Payment', 'ID Verification' (which is highlighted in green), 'Submitted to DHHS', and 'Check Complete'. The main section 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 'Next' button is located at the bottom left of the question area.

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 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

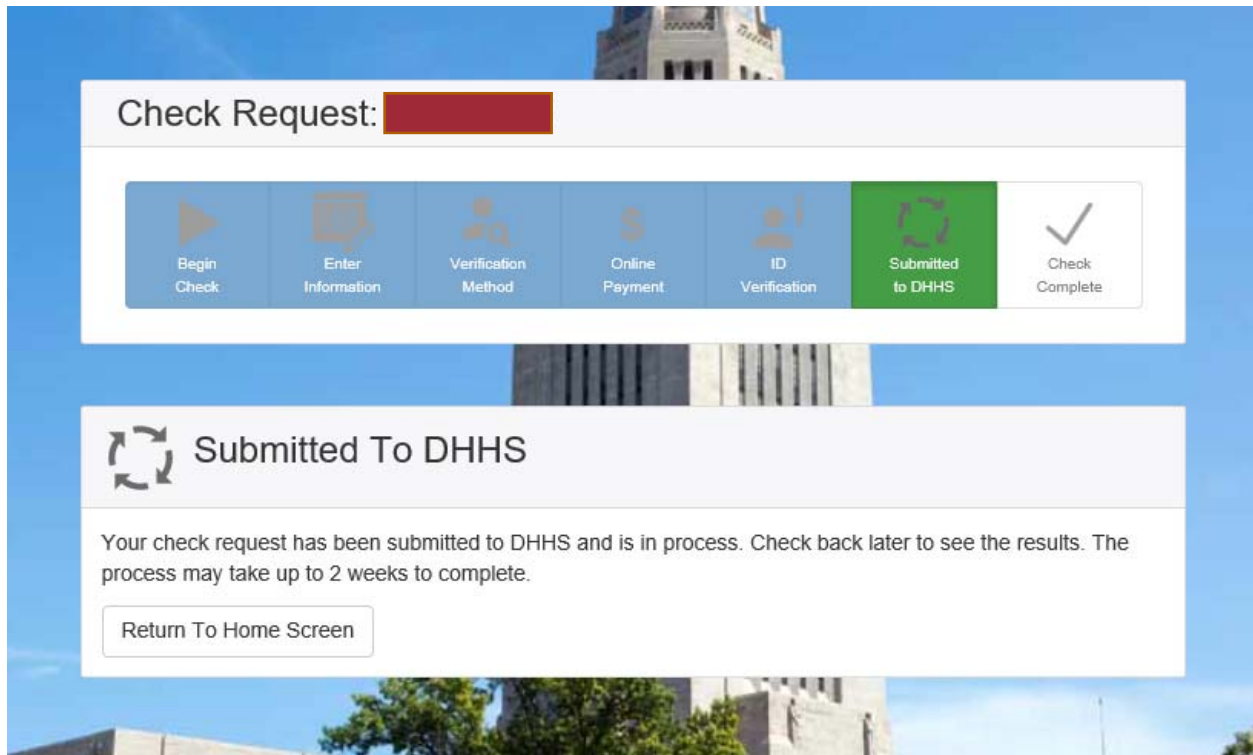
**ID Verification**

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

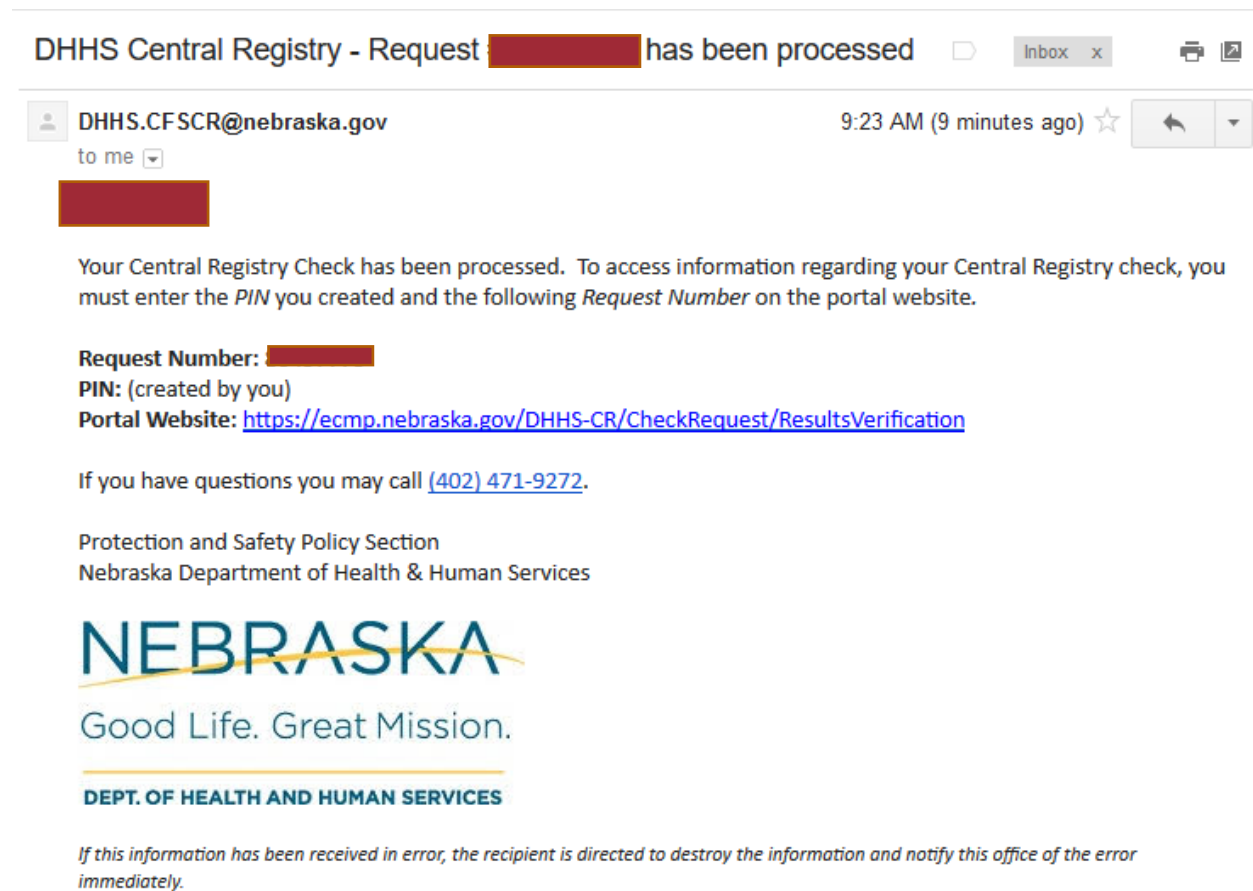
- ☐ Greene, Iowa
- ☐ Lancaster, South Carolina
- ☐ Surry, Virginia
- ☐ Washington, Nebraska
- ☐ I have never lived in any of these counties

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](mailto:CR@onesourcebackground.com)