

LANDLORD/TENANT BACKGROUND REQUEST FAQs and TIPS

The Madison equal Opportunities Ordinance 3.23 allows landlords to check applicants' criminal records. Landlords in Madison should be very careful using these reports to reject applications. Before utilizing any of these records, you should review the parameters of their use under City Ordinance 3.23. Pay particular attention to time limitations of those convictions you may use for evictions or refusal to rent or lease.

All requests should be submitted to the Madison Police Department on the Landlord/Tenant Records Check form (see attached). You must have the name, current address, race, sex, and date of birth of the applicant. If this information is not given, no search of the database will be possible.

The form may be delivered to the Madison Police Department, faxed, mailed, or submitted online. More than one request may be submitted at a time. Requests are handled as they are received and the results will be returned to you as soon as possible. The information, in most cases, will be returned within one week. You may choose to pick up the results or have the results mailed, faxed, or emailed. Please include a daytime phone number for any questions we may have.

The results of the CIB check will either be no record found or a listing of charges in the State of Wisconsin. Dispositions may or may not be given. If you want to check the disposition of a charge in another Wisconsin county, you should check with that county's Clerk of Courts or via the Internet:

<http://wcca.wicourts.gov>.

We will check Madison Municipal Court records for any Misdemeanor or Ordinance Violations (except traffic violations) for each applicant and provide you with a printout of charge and disposition.

We are unable to provide information for other states. You will need to contact the Criminal Records Division of the state where the request is being made.

TIPS

Include as much information as you can.

FIRST NAME(do not use nicknames) – MIDDLE NAME OR MIDDLE INTIAL –
LAST NAME

Example: James(not Jim) L. Brown

RACE: Use W (White), B (Black), I (Indian), A (Asian), U (Unknown)

You do not have to specify a race, you may use unknown.

SEX: F (Female) M (Male) You **must** specify the sex as some names are not gender specific.

You **must** have a **Date of Birth**—We cannot complete a criminal background check without it.

Include the Name, Address, City/Zip, Telephone Number of Company or Landlord on ALL Record Check Requests.