Please Read:
Prior to logging into the Background Check Database (NABCS), you will need to have a myAlaska username and password. 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, you will need to create a new account before accessing the Background Check System.

Follow Step 1 if you need to register for a new myAlaska account. Skip to Step 2 if you already have a myAlaska user name and password.

Step 1: Creating a new myAlaska User Account (If you already have a myAlaska username and password, skip to Step 2)

Step 1a: Go to https://my.alaska.gov and click on the Register for a myAlaska Account.

Step 1b: 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) and click on the ‘Start Registration’ button.
Step 1c: After clicking on the Start Registration button, you will be sent an automated email from myAlaska. The body of the email will look similar to the screenshot below. Please use the link provided in that email to confirm your account.

Step 1d: Once you have confirmed your account, you will be directed to the page below. Enter your username and password and select “Click Here to Continue” button to proceed to next step.

Step 1e: Go to MYPROFILE as shown below and enter your legal first and last name in the fields provided. Click Save Profile and proceed to Step 2 of the instructions.
**Step 2:** Logging into the Background Check System NABCS

**Step 2a:** Go to [https://my.alaska.gov](https://my.alaska.gov) and sign in to your myAlaska account.

 ***If you have not already done so, please ensure you complete step 1e. You will receive an error accessing the system if you have not yet ensured your first and last names are associated with your myAlaska profile.***

**Step 2b:** Select the Services tab and click on the Alaska Background Check System link

**Step 2c:** Read and accept the Terms and Conditions by checking the box and clicking the Submit button.
Step 2d: Your first and last name should already be entered. Enter your Social Security Number and Date of Birth. Click Next to continue.

Step 2e: Begin the Application process by reading the information and clicking the Create Application button. Please be sure to have your Master Card or Visa credit card ready. The system does not accept American Express or Discover cards. Please Note: Fees are non-refundable.

Step 2f: Complete all fields marked with a red asterisk and click Next to continue.
**Step 2g:** Complete all field marked with a red asterisk and click Next to continue.

**Step 2h:** If your mailing address is different from your physical address, uncheck the box and enter your mailing address. Your mailing address must be on file with the Background Check Program.

**Step 2i:** Enter any states in which you have lived outside of Alaska and the years lived there. If you have not lived in another state, check the box stating you have no previous addresses. Click Next to continue.
Step 2j: Enter any alias names you have been known by. This includes nicknames, maiden names, change of names, etc. Click Next to continue.

Step 2k: Read the Release of Information. Please note that your name will be identified in the Alaska Public Safety Information Network and immediate alerts sent to the Background Check Program should any new criminal history be identified after initial review of your fingerprint based State and Federal Criminal history check. Check the box and click Next to Continue.

Step 2l: Payment is due for the application. If you have any questions regarding the fees due, please contact the Background Check Program at 907-334-4475 before making a payment. Fees paid to the Background Check Program are nonrefundable. Click the Pay Now link to make your credit card payment.
Step 2m: Enter all information into the fields with a red asterisk and click Process.

Step 2n: A copy of your receipt is displayed. Click Continue to return to the Background Check Program.

Step 2o: Click Submit when you return to the Background Check Program.
Step 2p: Your application has been submitted, but it is not complete. You **MUST** print the fingerprint Authorization form and bring the form to a fingerprint vendor to have your fingerprints taken. You **MUST** submit your fingerprints to the Background Check Program, 4601 Business Park Blvd., Bldg. K, Anchorage, AK 99503 within **30** days of submitting your application. Your application will automatically close if you do not submit your fingerprints timely. Once an application closes, it cannot be reopened and you will need to start the process over, including the payment of fees.

**IMPORTANT NOTES:**

1. Your application must be complete within 30 days. This includes receipt of your fingerprints in the Background Check Program within this timeframe. If you choose to mail your fingerprints, be sure to allow for sufficient mailing time. Postmark dates will not prevent your application from closing due to lack of fingerprint submission.

2. To review the status of your application, sign into myAlaska and return to the Alaska Background Check Program link.