



STATE OF WASHINGTON
DEPARTMENT OF SOCIAL AND HEALTH SERVICES
Aging and Long-Term Support Administration
PO Box 45600, Olympia, Washington 98504-5600

March 23, 2017

AL TSA: ALF #2017-004

APPLICANT REQUEST FOR A COPY OF BACKGROUND CHECK INFORMATION

The Department of Social and Health Services (DSHS) Background Check Central Unit (BCCU) has made some recent changes to their background check notification process. The BCCU no longer automatically sends Federal Bureau of Investigation (FBI) Record of Arrest and Prosecutions (RAP) sheets to applicants following the fingerprint-based background check.

In October 2014, BCCU chose to start automatically sending copies of FBI RAP sheets to applicants. At the time, BCCU chose to send the FBI RAP sheets to the applicant so that it could be easily shared with employers that were not allowed to receive FBI RAP sheets from BCCU due to laws about fingerprint sharing.

BCCU utilized the address information that was contained on the RAP sheet itself, which did not always match the latest mailing address for the applicant. This caused a large amount of FBI RAP sheets to be returned to BCCU as undeliverable. BCCU also received feedback that applicants did not know what the packet was and discarded it. The larger concern was that this could end up being a potential dissemination issue.

If the results letter for the fingerprint based background check states that a fingerprint source is a FBI Rap Sheet, the applicant will need to fill out a request using the [Applicant Request for a Copy of Background Check Information Form](#) to receive a copy of their FBI RAP sheet.

This updated process ensures that applicants know what they are receiving, and that BCCU knows that the mailing address or email address provided by the applicant is current.

NOTE: BCCU can only send the FBI RAP sheets to the applicant. It is the applicant's decision if they want to share background check information with any current or prospective employer. However, employers must have this information when making a hiring decision.

Employers will need to review Washington State Patrol Rap Sheets, FBI RAP Sheets, and individual self-disclosure documentation when completing a Character, Competence, and Suitability ([CCS](#)) Review.

Access the *Applicant Request for a Copy of Background Check Information* (DSHS 27-110) form online at: <https://www.dshs.wa.gov/sites/default/files/FSA/forms/word/27-110.doc>

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Applicants will need to complete section A and Section B to request a copy of their Background Check Information. Applicants can send the completed **and** signed request form to BCCU via:

FAX: (360) 902-0292

Mail: PO Box 45025, Olympia, WA 98504-5025

Email: BCCUINQUIRY@dshs.wa.gov

The BCCU Website Site at <https://www.dshs.wa.gov/fsa/background-check-central-unit/background-check-central-unit> contains great information and can provide additional support, if needed.

Sincerely,



Candace Goehring, Director
Residential Care Services

"Transforming Lives"