Background Check System User Guide:
Online Background Check Authorization Form

About This Manual

Welcome to the Online Background Check Authorization Form user guide. This user guide will help you understand the steps to take when completing the Washington Department of Social and Health Services online background check authorization form.

Please note, the Online Background Check Authorization From (And therefore this manual) are subject to Alteration. Modifications/updates to the guide may result from changes in State or Federal policies and procedures, System upgrades, or other factors.

The online Background Check Authorization form was built for DSHS customers who are undergoing a background check by the DSHS Background Check Central Unit. Use of the online form and this manual is restricted to users of the online form. BCCU can be contacted at BCCUInquiry@dshs.wa.gov.

Accessing the Online Background Check Authorization Form

In your internet web browser, go to the following link:
https://fortress.wa.gov/dshs/bcs/

This will bring up the online authorization form where you can start filling in all the required information.

Things to Keep in Mind
1. You will be providing personal information on this form.
2. You will sign this form electronically.
3. You should reference your court documentation or charging papers for any crimes you self-disclose.
4. You cannot start filing in the form and then save it to come back to later. You must complete the form in one sitting.

Features of the Online Authorization Form

Throughout the form, there is a built-in help desk. Most questions can be easily answered by clicking on the question marks in each field as you are making your way through the form.

Clicking on these little question marks opens up a help window with text and guidance on what to provide for that field.

Required fields are indicated throughout the form with the word "*required*" on the right hand side. The system will remind you if you have not filled out a required field and will not let you continue until you do.

Using the Online Background Check Authorization Form

You will use this [form](#) to collect your personal information and then provide to the DSHS entity who will initiate a background check for employment, licensing and contracting purposes.

You must fill out all required fields. Please review all of your information for accuracy before saving your form.

If you provide your personal email address as you are filling out the form, in the end, the system will email you a copy of your electronic signature confirmation code.

If you have a criminal history, it will be helpful to have your charging, arrest, or court papers on hand to assist you in answering the self-disclosure questions that require crime dates and official crime names.

There is a drop down list provided for common Washington Crimes. Your crime may not be listed on the drop down menu. For those crimes not listed, please follow the instructions regarding how to add your own crime and describe what occurred.

I'm done filling out the form. Now what?

When you are done completing the form and you have reviewed all your information, Check the box indicating that you have provided truthful information to the best of your ability, and click the button to electronically sign your form.
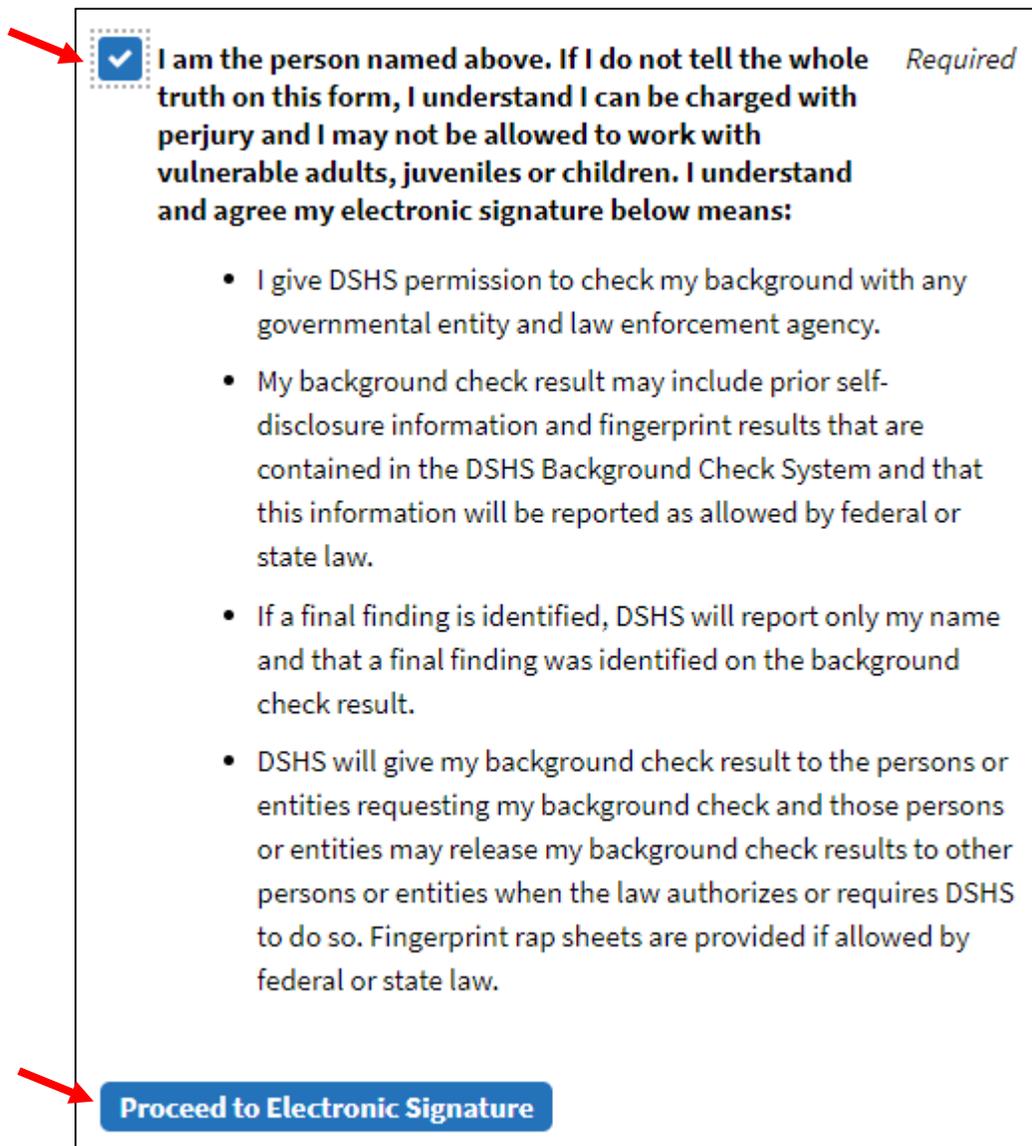
☑ **I am the person named above. If I do not tell the whole truth on this form, I understand I can be charged with perjury and I may not be allowed to work with vulnerable adults, juveniles or children. I understand and agree my electronic signature below means:**   *Required*

- I give DSHS permission to check my background with any governmental entity and law enforcement agency.

- My background check result may include prior self-disclosure information and fingerprint results that are contained in the DSHS Background Check System and that this information will be reported as allowed by federal or state law.

- If a final finding is identified, DSHS will report only my name and that a final finding was identified on the background check result.

- DSHS will give my background check result to the persons or entities requesting my background check and those persons or entities may release my background check results to other persons or entities when the law authorizes or requires DSHS to do so. Fingerprint rap sheets are provided if allowed by federal or state law.

Proceed to Electronic Signature

Check the box next to "*I agree*" attesting that the name typed in the field is the legal equivalent of your manual signature on this form and then click "*Save.*"

Electronic Signature

By selecting the "I Agree" checkbox, you are signing this Application electronically. You agree your electronic signature is the legal equivalent of your manual signature on this Form.

Click to agree and enter your name in the box provided to complete your signature.

☐ **I Agree**   *Required*

Your Name   *Required*

Save

You then will get a notification that your background check has been saved and the system displays your confirmation number.

> Thank You. Your background check information has been saved.
>
> Your confirmation number is JONES984AC .
>
> If you have provided your email address when filling in the online application, you will receive an email with your confirmation number and instructions for sharing this information with the person(s) or entity(s) requesting the background check

You will see a field that will allow you to email the confirmation number to the DSHS Entity requesting your background check. Up to three different email addresses.

> You may also email your confirmation code to the person(s) or entity(s) who requested the background check. Please enter up to three (3) email addresses below.
>
> **Email Address** ❓
>
> [   ]
>
> **Email Address** ❓
>
> [   ]
>
> **Remove This Email Address**
>
> **Email Address** ❓
>
> [   ]

You also will be able to print and save a copy of your form by clicking the "*Print & Save*" button. This will open the document in a separate tab of your browser or generate a PDF document that appears down at the bottom of your screen.

> You may print or save a copy of your completed Background Authorization form:
>
> - Click the "print/save" button below to open a PDF of the Background Authorization Form
> - Print or save the form for your records.
>
> Reminder: You have provided sensitive data above. Please be careful where you save this information and how you handle the information you are about to print and/or save.
>
> **Print & Save Form**

What happens if I notice I made a mistake in the form after I save it?

Once the form is saved you cannot go back in and make changes to it. You will have to fill out the form again from the beginning.

If you have already provided the requesting DSHS entity with the confirmation number for your form, reach out to them and notify them there was an error on the information you saved. They may ask you to go back to the Online form and fill it out again, generating a new confirmation code.

If you have not provided the requesting DSHS entity with your confirmation number, go back to the Online Background Check Authorization Form website and fill it out again.

> This will generate a new confirmation code that you will need to provide to the requesting DSHS entity.

How do I find out the status of my background Check request?

To find out the status of your background check, please contact the person or entity who requested it.

Who do I call if I need help?

If you need additional assistance while you are filling out the form, please contact the Background Check Central Unit, at (360) 902-0299, Monday through Friday from 8:30am to 4:30pm, or email the unit at bccuinquiry@dshs.wa.gov