



# THE BCCU BUZZ

## BCS quarterly news & updates

April 2026



### The Background Check Central Unit (BCCU)

Office hours 8 a.m.- 4:30 p.m., Monday through Friday (except holidays)

- **Email** – [bccuinquiry@dshs.wa.gov](mailto:bccuinquiry@dshs.wa.gov)  
Please allow 1-2 business days for a response.
- **Phone** – 360-902-0299  
Phone support is available 9-11 a.m. and 1-3 p.m. Monday through Friday (there are exceptions depending on availability)
- **Website & Newsletter Archive** – <https://www.dshs.wa.gov/ffa/background-check-central-unit>  
Our website contains a lot of helpful information for customers including [FAQs](#) and [Turnaround Times](#).

#### [Learn more about BCCU:](#)

- What we do?
- What is our role?
- What information will a result show?



Spring is finally in the air. Whether you are dodging April showers or soaking up the sunshine, we wanted to reach out with some news and updates.

### A Record-Breaking Year: On Track for 350,000 Checks

The demand for background checks in Washington is growing at an unprecedented rate. After a record-breaking Fiscal Year 2025, we are not slowing down. Based on our high volumes in January and March, **BCCU is on track to process 350,000 background checks by the end of June 2026.**

Fiscal Year	Total Checks Processed	Monthly Average	Growth Trend
2023	301,007	25,084	Baseline
2024	309,724	25,810	+2.9%
2025	325,923	27,160	+5.2%
2026 (Projected)	~350,000	29,166	+7.4%

*Processing 350,000 checks a year is a massive undertaking, but speed never comes at the expense of safety. We are proud to share that our staff maintain a **99.9% critical accuracy rate.***

# New Feature

Background check system users can now see who archived or unarchived a background check inquiry on the background check summary page.

**Entity Information**

Entity Requesting Background Check:  
**BCCU Training**

Developmental Disabilities Administration > Developmental Disabilities > Providers and Volunteers

Entity Account Number 11004760

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**Application Information**

Applicant Name Candy Barr  
Applicant DOB 11/18/2001  
Applicant Phone (360) 789-4562  
Applicant Email candy.barr@gmail.com

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**Background Check Information**

Inquiry ID 6866722  
Status Archived - Pending  
Applicant Type Other (Default)  
Applicant Details: [Review Application Form](#)  
Background Check Type Fingerprint

[Remove from Archive](#) [Go Back](#)

Archived by: Sally Sample on 3/16/2026

To remove from archive, you can click "Remove from Archive" or search for archived applications in your working grid and check "Unarchive."

↕Last Name	↕First Name	↕Date of Birth	↕Inquiry ID	↕Status ?	↕Date Created	↕Check Type	↕User Name	Unarchive
<a href="#">Barr</a>	Candy	11/18/2001	6866722	Archived - Pending	02/18/2026	FP	Sally Sample	<input checked="" type="checkbox"/>

# Spring into Training

Are you a new Background Check System user or do you need a refresher? Check out our upcoming trainings on the [training page](#) of our website.



## What Crimes are Disqualifying?

Certain criminal convictions, pending charges, and negative actions automatically disqualify a person from having unsupervised access to vulnerable adults, juveniles, and children, or access to federal tax information. Review the lists at the link below:

<https://www.dshs.wa.gov/ffa/disqualifying-list-crimes-and-negative-actions>

If you have questions about which list applies to your background checks, contact the appropriate DSHS oversight program. For DSHS employee background checks, contact the Human Resources Division (HRD).

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## Applicant Type

The applicant type provides a description of the reason for submitting a background check. This is not used or seen by BCCU when processing background check requests.



# Washington state is launching WA.gov accounts

By **December 31<sup>st</sup>, 2027**, WA.gov accounts will replace SecureAccess Washington (SAW). Each state agency will transition on its own timeline.

## What's Changing?

### WA.gov account

- The new way to log in to the Background Check System for our external users
  - One account and password for many Washington state agencies
    - A secure way to do business with Washington state

### SAW (SecureAccess Washington)

- The old way to log in to the Background Check System
- SAW is still available during the transition to WA.gov accounts
  - SAW will no longer be available after **2027**

**At this stage, there are no changes to your current workflows, and no action is required.** Our goal in communicating now is simply to provide advance visibility so you have plenty of time to plan and feel informed well ahead of any updates. We are still in the planning phase and will share additional details, timelines, and any relevant guidance as we get closer to implementation. You can learn more about the project [here](#).

### **Compliance Alert: The Signature is a Legal Attestation**

*Why Entities Should Never Fill Out Online Forms for Applicants*

It might seem like a quick way to help a new hire, but typing an applicant's name into the electronic signature box is a major compliance risk.

- **The Law:** The electronic signature is a legal equivalent to a handwritten one. If you type it, the signature is technically invalid.
- **The Solution:** If an applicant struggles with technology, have them complete the [Paper Authorization Form](#). You can then enter that data into BCS yourself and keep the signed original in your files. Ensure you are using the *applicant's* address and email, not your facility's.



## QUICK TIP:

### Help applicants avoid the "Additional Information Request":

On the **Background Check Authorization Form**, look for the description box regarding out-of-state conviction information.

- **Look for the "?" icon:** Click the help tool inside that circle.
- **Review the questions:** It will list exactly which details we need for various out-of-state crimes.
- **Provide it upfront:** Including these details now prevents us from having to reach out to applicants later, leading to a much faster review process.

#### Self-Disclosure - Conviction Information ?

Have you ever been convicted of any crime? (11a) *Required*

Yes  No

Occurred in Washington State? ? *Required*

Yes  No

State *Required*

Florida

Select a crime convicted of from the list or select **CRIME NOT ON LIST** to enter a different crime. ? *Required*

Residential Burglary

Other Crime Information ? *Required*

N/A

Conviction Date ? *Required*

05/05/1997

Description ? *Required*

500 characters remaining (500 total)

Our [YouTube tutorial](#) is a resource for applicants that need help with an Additional Information Request if they receive one.

# Don't Double Up

If you need a fingerprint check, select it at the very beginning

**If you know a fingerprint-based check is required, make sure to request it initially in BCS. You don't need to do the Name and Date of Birth first. BCS gives you an interim result to review before moving forward with fingerprints. By requesting the fingerprint check upfront, you save the time and expense of submitting two separate inquiries.**

## Entity Information

Entity Requesting Background Check:

**BCCU Training**

Developmental Disabilities Administration > Developmental Disabilities > Providers and Volunteers

Entity Account Number 11004760

Applicant Type *Required*

Other (Default) 

Type of Background Check

- Name and Date of Birth
- Fingerprint (includes WA State Name & Date of Birth AND Fingerprint Check)**

Is the fingerprint check for a contractor or a volunteer? *Required*

- No
- Yes, a contractor
- Yes, a volunteer

## Application Information

Applicant Name	Sue Flay
Applicant DOB	10/10/2000
Applicant Phone	(360) 894-7845
Applicant Email	sue.flay@hotmail.com

# The Final Stretch:

## Ensuring Confirmation Codes Land Where They Belong

We know you're working hard to get your staff cleared and on the job. One of the biggest hurdles we see is applicants sending their 10-character confirmation codes to us at BCCU instead of to you. Here is how you can coach your applicants to get that code directly to you on the first try.

### How you can fix it:

- **Pre-fill the "Send To" field:** Tell applicants that at the end of the online form, they can enter up to 3 email addresses. Give them *your* email address and tell them to type it in that box.
- **Use "The Code + DOB" Rule:** Remind applicants that you need both the code and their Date of Birth to retrieve their online application.
- **Clearer Instructions:** Use the template below in your hiring emails to make sure applicants know BCCU is the "vault" but **you** are the one with the key.

#### **IMPORTANT: DON'T LOSE YOUR CODE!**

After you submit your DSHS Background Check form online, you will receive a **10-character Confirmation Code**.

**✗ DO NOT** send this code to DSHS or BCCU. They cannot process it for you.

**✓ DO** email the code and your **Date of Birth** to us at: **[Insert Your Entity Email Here]**.

*We cannot start your background check or move forward with your hiring until you send this code directly to us.*



# Decoding the Fingerprint Result: Recognizing Federal Rap Sheets

**The Data Source:** On page two of the background check results, the reporting source will explicitly list **Source: Fingerprint Check** if federal records were found.

We can only share FBI Rapsheets with approved governmental agencies per federal law. Applicants may choose to provide a copy to any entity prohibited from receiving them automatically.

UNITED STATES DEPARTMENT OF JUSTICE  
FEDERAL BUREAU OF INVESTIGATION  
CRIMINAL JUSTICE INFORMATION SERVICES DIVISION  
CLARKSBURG, WV 26306

You'll see this at the header of the second page, so you can be sure you're in the FBI Rapsheet portion.

As required under RCW 10.97.050, DO NOT share non-conviction information [defined in RCW 10.97.030] outside of the internal agency for which it is intended [DSHS/DCYF/DOH].

This is the footer of each page of the FBI Rapsheet.

## Finding Your “Why”: Who to Call for Policy and Hiring Rules

### Who Makes the Rules?

One of the most frequent questions we receive is, *"Can I hire this person based on these results?"* It's a great question, but the answer doesn't actually live here at BCCU.


### The BCCU Role (The Data Experts):

Think of BCCU as the library. We gather the records, verify the accuracy (at that 99.9% rate), and deliver the report to your BCS account. We are experts on **how** to get the background check done.

### The Oversight Role (The Policy Experts):

The **DSHS Oversight Programs** (such as AL TSA, DDA, or BHA) are the ones who write the rules and laws. Each Oversight Program has a policy contact. If you are unsure who your policy contact is please reach out to us and we are are happy to provide that information.

Entity Account #:	11004760
Requesting Entity:	BCCU Training
DSHS Oversight Program:	DDA, Developmental Disabilities
Background Check Type:	Washington State Name & Date of Birth Background Check



## Employee Spotlight

### Amy Robertson

**Position:** Customer Vendor Relations Analyst

**Length of Employment:** I have been with the state since January 1999! BCCU, then BAAU, then CRU! DCYF and back to BCCU where I started in 1999! Backgrounds have been an aspect of my entire career.

**Favorite Part of Job:** I really enjoy that I get to dip my toes in several different areas of BCCU. I feel that each week I still learn a new piece of the work that this amazing team does!

**Hobbies:** I am an outdoor lover! Being from the PNW, the weather usually wont stop me. I enjoy camping, hiking, running and even yard work! This year I am challenging myself with 4 Half Marathons in as many months! I have one grandson that is 3 and he is a true joy and I spend as much time as possible with him!

