Washington State Department of Social and Health Services

Transforming Lives

BACKGROUND CHECK SYSTEM
DEPARTMENT OF SOCIAL AND HEALTH SERVICES

THE BCCU BUZZ
BCS quarterly news & updates

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
  Please allow 1-2 business days for a response.
- **Phone** – 360-902-0299
  Phone support is available 9-11 a.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.
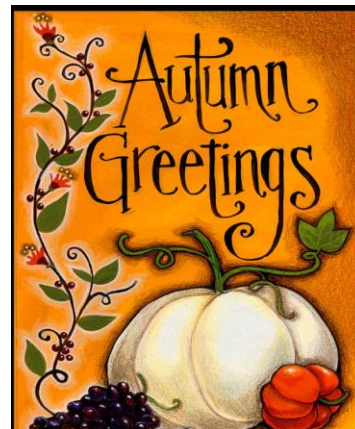
INSIDE THIS ISSUE

Pumpkin spice and everything nice! Welcome to October's newsletter.

To receive the newsletter, please join our Listserv. Information on our Listserv and how to join can be found here.

Upcoming BCS User Trainings

Click here to sign up for one of our upcoming training sessions. These trainings will offer an overview of BCS. They are optional but encouraged.

- Friday, November 17: 1pm-3pm (Virtual)

- Monday, December 11: 1pm-3pm (Virtual)

Disqualifying List of Crimes and Negative Actions

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. These disqualifying lists can be found [here.](#) 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).

NEW DSHS Secretary's List of

Crimes and Negative Actions

The following offenses were added to the list in August:

1. Permitting Commercial Sexual Abuse of a Minor (RCW 9.68A.103) – permanently disqualifying,

2. Promoting Travel for Commercial Sexual Abuse of a Minor (RCW 9.68A.102) – permanently disqualifying,

3. Viewing Depictions of a Minor Engaged in Sexually Explicit Conduct (RCW 9.68A.075) – permanently disqualifying,

4. Hate Crime (RCW 9A.36.080) – permanently disqualifying,

5. Trafficking (RCW 9A.40.100) – permanently disqualifying,

6. False statements, Fraud (RCW 74.09.230) – disqualifying for 5 years, and

8. Theft of a firearm (RCW 9A.56.300) – disqualifying for 5 years.

View List

SET APPLICANTS UP FOR SUCCESS

Give applicant instructions on where to go to complete the background check authorization form and where to send the confirmation code and their Date of Birth once the form is completed.
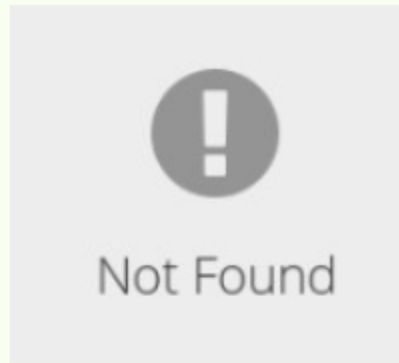
Online Authorization Form

Instructions

YouTube Video Tutorial

- **Confirmation codes should not be sent to BCCU.**

- **Completing the online Background Check Authorization Form does not submit the background check to BCCU for processing.**

- **Save the confirmation code as BCCU cannot retrieve the code.**

- **Confirmation codes expire after 90 days.**

Not Found

APPLICANT FORM NOT FOUND

Entity account users, when you are entering the confirmation code and date of birth in BCS and see the "No Applicant Form found" error message, this indicates that either the confirmation code is incorrect, expired, or the date of birth on the submitted background authorization form does not match what is being entered in BCS. We recommend if the applicant did not forward you the email that they received, asking them to forward it to you, so you can copy and paste it directly from the email, and double check that there are no spaces before or after the confirmation code. You will also want to double check that the confirmation email the applicant received is not older than 90 days and verify that the date of birth is correct.

If you are still unable to get it to pull up in the system once you've tried all of the above, the applicant will have to fill out a new background authorization form, and give you the new confirmation code, as confirmation codes are stored on a secure server and BCCU does not have access to them.

Paper Background Check Authorization Forms

BCCU continues to get paper forms through fax, mail, and email. We no longer accept these forms or retain copies.

The online Background Check System (BCS) is available for entities to receive, process, and view background check results. Once the applicant has completed the online Background Check Authorization form, a confirmation code is produced so that you (the entity) can pull the form from the secure online database.

Once you receive the confirmation code and date of birth from the applicant, you will need to login to your Background Check System (BCS) account to submit their background check request to our office for processing.

In March of 2020, Governor Inslee introduced an emergency proclamation that temporarily suspended the law that requires long-term care workers to complete fingerprint-based background checks. As a result, BCCU temporarily stopped closing (expiring) background check inquiries in the Background Check System (BCS). On October 27, 2022, the emergency proclamation was lifted and therefore BCCU is planning to reintroduce closing (expiring) background check inquiries beginning **January 1st, 2024**

What this means:

1. **Background checks for applicants with pending fingerprints older than 6 months (from the date the interim result was issued) who have not been printed will be expired.**
2. **Background checks for applicants where additional information was requested but not received by BCCU and are passed 6 months (from the date the additional information was requested) will be expired.**
3. **Background checks for applicants that have not resubmitted fingerprints after the fingerprints were rejected by WSP or the FBI and 372 days have passed (from the date the first fingerprints were transmitted) will be expired.**

Action Item:

Review any background checks in the below statuses in BCS and if needed work with the applicant to schedule fingerprinting or provide additional information requested by BCCU. If the background check expires before action is taken, the applicant will need to submit a new background check application. If you are no longer pursuing the applicant, you can archive the inquiry and no additional action is needed.

- Pending Additional Information
- Interim FP Finished
- Pending Fingerprints
- Pending Reprint

Contact **BCCU** with Questions

IdentoGO/Idemia
Announces New Website URL

https://wa.state.identogo.com

IdentoGO/Idemia is in the process of retiring the ibtfingerprint.com and l1enrollment.com domains. The old URLs will be directed to the new URL until December 31st, 2023. BCCU is working to update the URLs contained on our website and applicant resources.

Action Item: Please check any fingerprint resource material you may have created for applicants and update the URL if needed.

Fingerprint Turnaround Times

The WSP and FBI turnaround times can vary due to the volume of fingerprints being processed or other factors.

The turnaround time on prints also depends on whether the fingerprint cards are the first set of prints submitted for the associated inquiry ID/OCA number or if they are resubmitted prints. The first set of prints is submitted electronically, allowing for a faster turnaround time. However, the resubmitted prints require a hard card to be printed and mailed, causing slower turnaround times.

If an inquiry has been "Pending Fingerprint Results" for over 14 business days, please contact BCCU.

Out-of-State Digital
Fingerprinting Services
(Live Scan)

To register for digital
fingerprinting services at an
out-of-state IdentoGO
enrollment center, click the
button below.

Please note: an
additional $39.95 fee will
be applied at time of
service at Out-of-State
facilities not located in
Idaho or Oregon. **DSHS
and DCYF will pay the
appropriate fees for
their customers.**

Register for Out-of-
State Digital
Fingerprinting
Services

Exciting update in the fingerprinting world!

Effective October 26, 2023 out of state fingerprinting is an option for our applicants in select states with IdentoGO/IDEMIA.

Out-Of-State Livescan Processing:
1. Pre-enroll for Livescan Processing at https://wa.ibtfingerprint.com, selecting the Out-Of-State Digital Fingerprinting Services (Live Scan) (image above).
2. Select the appropriate Agency and enter any required information associated with your selection.
3. Enter your out of state zip code.
4. Identify the nearest IdentoGO Center and continue pre-enrollment process.

The following is a list of states that _will_ be offering out of state printing: AZ, CA, CO, DE, FL, GA, IL, KY, LA, MA, MD, MI, MN, MO, ND, NJ, NY, OK, PA, SC, TN, TX, VA, WI, WV. Please note, there is no radius requirements for locations in other states.

*If no Enrollment Center is available within a 100-mile radius, applicants will see a prompt notifying them that they will need to provide a different zip code. If there is not an Enrollment Center in the applicant's area, the applicant will not be able to register for our card scan submission process. Applicants will have the ability to enter a different zip code for a search of locations.

Idemia Partner Program

Establishing new site locations can be a long process for our vendor as they conduct outreach to local businesses. If the vendor is unable to locate an interested partner, they expand their search in those areas. IDEMIA is currently conducting outreach and searching for permanent partners.

If you know of a business in one of the areas below that might be interested, you can refer them to our office, and we will pass along their information to IDEMIA.

Brewster
Clarkston
Goldendale
Lacey
Lynden
Morton/Randle
Port Townsend
Pullman
Republic/Tonasket
Ritzville/Connell

CHECK OUT OUR STATS FOR SEPTEMBER

BACKGROUND CHECKS:

25,197 Incoming Background Checks
- 11,380 – Name and Date of Birth (NDOB)
- 13,817 – Fingerprint (FP)

2,017 less background checks submitted than the previous month

1,271 more background checks Fiscal Year to Date (FYTD) (75,724 FYTD 9/2022 compared to 76,995 FYTD 9/2023)

On average, more than **80%** of background checks go through the Background Check System Quick Return process with little or no BCCU staff intervention giving requesting entities background check results same day.

AVERAGE TURNAROUND TIMES:

Month Year	Background Checks (approximately 20% requiring staff review)	Records Requested by Applicants	Court Documents
April 2023	2.2	2.4	4.5
May 2023	2.6	1.8	4
June 2023	2.2	2.6	4.6
July 2023	1.9	2.9	3.8
August 2023	3.6	3.1	5.4
September 2023	2.4	1.8	4.7

BCCU's strategic goal is to maintain a 3-business day turnaround time or less for the above items in FY2024.

BCCU Employee Spotlight

Name: Nicole Gelinas

Position: Forms and Records Analyst 2

Length of Employment: 4.5 years with BCCU

Favorite Part of Job: My wonderful team members

Hobbies: Fiber arts, gardening, and bird watching

November Diversity, Equity, and Inclusion Calendar Dates:

November 1 – All Saints' Day, All Souls Day, Día de Los Muertos: These days are dedicated to all those who have passed away in the Christian faith as well as the Mexican and Aztec communities.
November 1 – National Stress Awareness Day
November 9 – Diwali (Hindu)
November 9 – World Freedom Day
November 9 – World Adoption Day
November 11 – Remembrance/Veterans Day
November 12 – Diwali: An important celebration in the Hindu faith in which a variety of deities are praised.
November 13 – World Kindness Day
November 16 – International Day for Tolerance: The UN holiday was founded to encourage respect among various people regardless of culture, language, religion, or ethnicity.
November 16 – Dutch American Heritage Day: This day applauds the long friendship between the Netherlands and the United States
November 19 – International Men's Day
November 20 – Transgender Day of Remembrance: This day is held as a remembrance for all those murdered because of transphobia.
November 20 – Universal Children's Day (Human Rights, U.N.)
November 23 – Thanksgiving
November 25 – Day of the Covenant (Baha'i)
November 27 – Ascension of Abdu'l-Baha (Baha'i)