Background Check System (BCS) User Guide: Online Background Check Authorization Form

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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 (DSHS) Online Background Check Authorization Form.

Please note, the Online Background Check Authorization Form (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 being requested to complete a background check. If you have questions, BCCU can be contacted at BCCUinquiry@dshs.wa.gov.

Accessing the Online Background Check Authorization Form

Using the Google Chrome internet web browser, go to the following link:

https://fortress.wa.gov/dshs/bsc/

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 and the information will be saved to a secure database for 90 days.
2. You will sign this form electronically.
3. You should reference your court documentation or charging papers for any crimes you self-disclose. For questions regarding how/what to self-disclose, the Background Check Central Unit (BCCU) cannot provide legal advise. Please seek an attorney or the courthouse where the offenses occurred.
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.
5. Upon completing the form, this does not automatically submit the background check to the Background Check Central Unit (BCCU). You will need to provide your confirmation number to the requesting entity to submit the background check.
Features of the Online Background Check Authorization Form

Throughout the form, there is a built-in help feature. 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 program, licensed, or contracted entity that is requesting your background check and they will initiate a background check for employment, licensing and contracting purposes through their Background Check System (BCS) account.

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

Please note, BCCU does not conduct background checks on persons under the age of eight (8) years old. If the applicant is under the age of 8, the following error message will be received and the request will be denied:

If you provide your personal email address while completing the form, the system will automatically email you a copy of your confirmation code.

If you have criminal history, BCCU recommends having all 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 state 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:

- 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*.

You then will get a notification that your background check form has been saved and the system will generate a 10-character code confirmation number.
You will see additional field(s) that will allow you to email the confirmation number to the up to three different email addresses.

You also will be able to print and save a copy of your form by clicking the Print & Save Form 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.

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.

If you have not provided the requesting 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 with your correct information. Provide the updated confirmation code to the requesting DSHS entity.

If you have already provided the requesting entity with the confirmation number for your form with the mistake, reach out to the entity and notify them there was an error on the form. They may ask you to complete the online form again to generate a new confirmation code.

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

To find out the status of your background check, please contact the requesting entity.

Who do I call if I need help?

If you need additional assistance while you are filling out the form, please contact BCCU by calling (360) 902-0299 or emailing bccuinquiry@dshs.wa.gov