

# Instructions on Submitting Fingerprint Hard Cards to the Background Check Central Unit

(Effective June 25, 2018)

**BCCU encourages all entities to contact their program policy contact on specifics and or approval in having applicants submit fingerprint hard cards for processing. If you are unsure who your program policy contact is, please contact BCCU at 360-902-0299 or by email at [bccuinquiry@dshs.wa.gov](mailto:bccuinquiry@dshs.wa.gov).**

**Who do these instructions apply to:** These instructions apply to all Department of Social and Health Services (DSHS) programs. If you are a Department of Early Learning (DEL) applicant, please contact the DEL Background Check Unit at 866-482-4325 option 4 for alternate instructions.

**Fees:** There may be a cost associated to the applicant with being fingerprinted at a local law enforcement agency.

**Where to get fingerprinted:** Any local law enforcement office (including Tribal law enforcement) should be able to fingerprint the applicant. We suggest that the law enforcement office is contacted prior to going in for fingerprinting as some offices have limited hours they fingerprint individuals.

If the applicant has had difficulty in the past getting clear fingerprints and are able to get to the Olympia area, we encourage applicants to contact the Washington State Patrol Criminal History Records Division at 360-534-2000 to get fingerprinted.

## **What to do once you are fingerprinted:**

1. If the applicant was given the fingerprint cards in a secured envelope (sealed and signed by individual who fingerprinted the applicant):
  - a. Write the Inquiry ID/OCA number on a part of the envelope where the information will not write on top of the fingerprint card inside. Writing on the envelope on top of the fingerprint card may affect the quality of the prints.
  - b. Place secured envelope (with Inquiry ID/OCA number written on it) into a larger envelope. **Do not** fold fingerprint cards.
  - c. Mail to **BCCU, PO Box 45025, Olympia, WA 98504-5025**.
2. If the applicant was given the fingerprints without a secured envelope:
  - a. Write the Inquiry ID/OCA number in the **Your no./OCA** field on the fingerprint card. *If the applicant is unsure what the Inquiry ID/OCA number is, please contact the entity who is requesting the fingerprint data.*

<b>APPLICANT</b> <small>* See Privacy Act Notice on Back</small>		LEAVE BLANK	TYPE OR PRINT ALL INFORMATION	
FD-258 (Rev. 5-15-17) 1110-0046			LAST NAME NAM	FIRST NAME
SIGNATURE OF PERSON FINGERPRINTED			ALIASES AKA	O R I
RESIDENCE OF PERSON FINGERPRINTED				
DATE	SIGNATURE OF OFFICIAL TAKING FINGERPRINT		CITIZENSHIP CTZ	SEX
EMPLOYER AND ADDRESS			<b>YOUR NO. OCA</b>	
			UNIVERSAL CONTROL NO. UCN	

- b. Place card in a large enough envelope where you do not have to fold the card.
- c. Mail to **BCCU, PO Box 45025, Olympia, WA 98504-5025**.