



## Group Care Background Check Request/Decision form

Prior to submitting a background check request, the applicant must complete the online Background Check Authorization form at <https://fortress.wa.gov/dshs/bcs> using Google Chrome web browser or manually fill out the [Background Check Authorization](#) (DSHS 09-653) form, which is also available in different languages on the DSHS [website](#). **If the applicant completes the online form, they will receive an online confirmation code that must be provided to the group care agency. The online form is not automatically submitted for processing.**

Requesting group care agency staff will complete Section 1A and 1B of this form. In the Requestor Name box and Requestor Email box, include the name(s) and email(s) of the staff you would like to receive the background check decision. If the applicant completed the online form, provide the online confirmation code. Email completed forms to [dcyf.rlqcclearances@dcyf.wa.gov](mailto:dcyf.rlqcclearances@dcyf.wa.gov). The DCYF background check unit will complete the decision in Section 2 after review of the background check result and email the decision to the requestor listed in Section 1A. Applicants with crimes or negative actions who passed or did not pass have been notified of the result and how to request a copy of their history.

### SECTION 1A. Request information: To be filled out by requesting group care agency.

<input type="checkbox"/> NEW HIRE <input type="checkbox"/> AGENCY RENEWAL	REQUESTING AGENCY NAME(S)	PROVIDER NUMBER(S)
REQUESTOR NAME(S)		REQUESTOR EMAIL(S)
APPLICANT NAME	APPLICANT DATE OF BIRTH	ONLINE CONFIRMATION CODE

### SECTION 1B. If the applicant has lived outside of Washington in the last five years, include the states below:

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### SECTION 2. Background check decision: To be filled out by DCYF background check unit.

Type of background check completed: <input type="checkbox"/> WA State <input type="checkbox"/> FBI (WA State included)			OCA Number:
<input type="checkbox"/> PASS: The background check did not reveal criminal or negative action history.			
<input type="checkbox"/> PASS WITH HISTORY: The background check revealed a crime(s) or negative action(s).			
<input type="checkbox"/> DID NOT PASS: The background check revealed a crime(s) or negative action(s), and the applicant is not authorized.			
Completed by:	Result Received Date:	Decision Date:	