**New License Applications:**

**Background checks during and after licensure:**

* BAAU will process background checks for any required individuals identified in the license application and during the licensing process.
* Once you are licensed, a new background check account will be created for you in the Background Check System (BCS) and you will be responsible for processing background checks in BCS moving forward.
* The Department of Social & Health Services (DSHS) Background Check Central Unit (BCCU) maintains BCS and processes background checks.
* The person you listed as the Entity Representative (for AFH) or Administrator (for other settings) on your license application will be designated as the Primary Account Administrator (PAA) in BCS.  The PAA is responsible for managing the BCS account and adding/removing users that will be responsible for submitting background checks to BCCU.
* After you are licensed, BCCU will send the PAA an activation email with instructions to access BCS.  If you don’t receive an email after 5 days of licensure, please contact BCCU by emailing them at [bccuinquiry@dshs.wa.gov](mailto:bccuinquiry@dshs.wa.gov) or by calling 360-902-0299.