



STATE OF WASHINGTON
DEPARTMENT OF SOCIAL AND HEALTH SERVICES
Home and Community Living Administration
P.O. Box 45600 • Olympia, Washington 98504

October 14, 2025

HCLA: AFH #2025-045

**CLARIFICATION OF WASHINGTON NAME AND DATE OF BIRTH BACKGROUND CHECK
AND NATIONAL FINGERPRINT-BASED BACKGROUND CHECK REQUIREMENTS**

Dear Provider:

This letter is to provide clarification on the Washington Name and Date of Birth (WNOB) and national fingerprint-based background requirements.

The [Adult Family Home](#) (AFH) must ensure that all caregivers, entity representatives, and resident managers who are employed, either directly or by contract, after January 7, 2012, have completed both the WNOB and the national fingerprint-based background check.

All individuals who have resided [less than three consecutive years](#) in Washington state must have fingerprint-based background checks, since a WNOB will not be available. Individuals who reside out of state but work in Washington state must have national fingerprint-based background checks, since a WNOB check will not be available.

Background check requirements are based on each regulatory authority's requirements. DSHS and DOH are not the same regulatory authority. DSHS requires background checks on health care and long-term care personnel to be conducted by BCCU using the [BCCU background check authorization form](#) and provide any additional documentation and any information requested by the department for background check through BCCU.

The AFH [must also ensure](#) that all AFH household members 12 years old and older, volunteers, students, and non-caregiving staff who may have unsupervised access to residents have completed a WNOB. These individuals are not required to have a national fingerprint-based background check.

After receiving the results of the national fingerprint-based background check, the AFH [must](#) inform the applicant 1) of the background check result letter; 2) that they may request a copy of the national fingerprint-based result letter; and 3) that any additional information requested may only be obtained from the department's BCCU.

RCS Dear Provider Letter: **CLARIFICATION OF WASHINGTON NAME AND DATE OF BIRTH
BACKGROUND CHECK AND NATIONAL FINGERPRINT-BASED BACKGROUND CHECK
REQUIREMENTS IN ADULT FAMILY HOMES**

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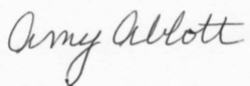
The AFH provider [may](#) accept from the applicant who previously completed a national fingerprint-based background check a copy of a national fingerprint-based background check result letter and any additional information from the BCCU as long as the applicant completed the national fingerprint-based background check after January 7, 2012.

The WNDOB check is [valid for two years](#) from the initial date that it is conducted. The AFH must make sure that there is a valid WNDOB for all the above-listed individuals.

A national fingerprint-based background check is [valid for an indefinite](#) period of time. The AFH must ensure that there is a valid national fingerprint-based background check through the Background Check Central Unit (BCCU) for all individuals hired after January 7, 2012, as caregivers, entity representatives, and resident managers.

Thank you for your continued commitment to resident health and safety. If you have any questions, please contact Karen Clark, LTC Policy Program Manager Behavioral Health Services and Developmental Disabilities at RCSPolicy@dshs.wa.gov.

Sincerely,



Amy Abbott, Director
Residential Care Services

DSHS: *"Partnering with People"*

Related Resources:

- [RCW 18.52C.040](#) Nursing Pools Background Checks
- [RCW 43.43.830](#) through [RCW 43.43.837](#) Washington State Patrol Background Checks
- [RCW 70.128](#) Adult Family Homes
- [RCW 74.39A.009](#) LTC Services Options Definitions
- [RCW 74.39A.056](#) LTC Services Options Background Checks on Long-Term Care Workers
- [WAC 388-06-0700](#) through [WAC 388-06-0710](#) Background Check Central Unit
- [WAC 388-76-10160](#) through [WAC 388-76-10170](#) AFH Background Checks