



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: CCRSS #2025-025

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

Dear Provider/Administrator:

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

Background check requirements are based on each regulatory authority's requirements. DSHS and DOH are not the same regulatory authority and each has its own regulatory requirements. DSHS requires background checks, including those on healthcare and long-term care personnel, to be conducted by the Background Check Central Unit (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. This provision includes staff obtained through nursing pools and staffing agencies. In the case of staff obtained from nursing pools and staffing agencies, the CCRSS provider must submit the BCCU background check authorization and any additional documentation and information requested by BCCU before that staff is employed by the provider.

A Certified Community Residential Services and Support (CCRSS) licensee, employee, service provider, contractor, subcontractor, volunteer, student, intern, or any other individual who was hired on or after January 1, 2016 and who may work in a position that may have unsupervised access to a client must complete both a WNOB and a national fingerprint-based background check by following all department and BCCU procedures.

Individuals 16 years old and over living in the home of a CCRSS companion home provider authorized by DDCS to provide services to client(s) must complete both WNOB and national fingerprint-based background check through BCCU.

Any applicant or service provider who has resided in Washington less than three consecutive years prior to the application must complete both the WNOB and the national fingerprint-based background check through BCCU. Individuals who reside out of state but work in Washington also must have a national fingerprint-based background check.

RCS Dear Provider/Administrator Letter: **CLARIFICATION OF WASHINGTON NAME AND DATE OF BIRTH BACKGROUND CHECKS AND NATIONAL FINGERPRINT-BASED BACKGROUND CHECK REQUIREMENTS**

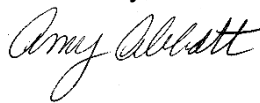
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The CCRSS provider [must](#) renew the WNDob check for each administrator, employee, contractor, subcontractor, volunteer, and student at least every 36 months and keep current background check results for each.

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

Sincerely,



Amy Abbott, Director
Residential Care Services

DSHS: *"Partnering with People"*

Related Resources:

- [RCW 43.43.830](#) through [RCW 43.43.837](#) Washington State Patrol Background Checks
- [RCW 18.52C.040](#) Nursing Pools Background Checks
- [RCW 71A.12](#) State Services
- [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 388-101-3080](#) CCRSS The Department May Deny - Application
- [WAC 388-101-3090](#) CCRSS The Department Must Deny - Application
- [WAC 388-101D-0065](#) through [WAC 388-101D-0080](#) Requirements for Providers of Residential Services and Support Background Checks
- [WAC 388-113](#) Disqualifying Crimes and Negative Actions
- [WAC 388-825-335](#) Developmental Disability Administration Is a Background Check Required of a Long-Term Care Worker Employed by a Home Care Agency Licensed by The Department of Health
- [WAC 388-825-605](#) Developmental Disability Administration Service Rules What Background Check Requirements Apply to Providers?
- [WAC 388-825-615](#) Developmental Disability Administration What Type of Background Check is Required?
- [WAC 388-825-620](#) Developmental Disability Administration Service Rules How Often Must a Background Check Be Renewed?