



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: ALF #2025-044

HCLA: ESF #2025-031

**CLARIFICATION OF WASHINGTON NAME AND DATE OF BIRTH BACKGROUND CHECKS
AND CLARIFICATION OF 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 check requirements.

[Assisted Living Facility \(ALF\)](#) and [Enhanced Services Facility \(ESF\)](#) licensure applicants, administrators and caregivers who are employed by the facility either directly or by contract after January 7, 2012, must have completed both the WNOB and the national fingerprint-based background check.

[ALFs](#) and [ESFs](#) must ensure that the following have completed the WNOB: volunteers who are not residents, students who may have unsupervised access to residents, staff persons who are not caregivers or administrators, managers who do not provide direct care to residents, and contractors other than the administrator and caregivers who may have unsupervised access to residents.

Before an [ALF](#) or [ESF](#) employs, either directly or by contract, an administrator, staff person or caregiver, or accepts any volunteer, or student, the home/facility must 1) require the applicant to complete a DSHS background authorization form and 2) submit that form including any additional documentation and information requested by the department to BCCU.

Background check requirements are based on each regulatory authority's requirements. DSHS and DOH are not the same regulatory authority and have different background check requirements. DSHS requires background checks, including those 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.

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BACKGROUND CHECKS AND CLARIFICATION OF NATIONAL FINGERPRINT-BASED
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Individuals who have resided [less than three consecutive years](#) in Washington State must have a fingerprint-based background checks, since a WNDOB will not be available. Individuals who reside out of state but work in Washington state must have fingerprint-based background checks, since a WNDOB check will not be available.

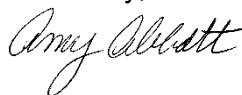
In both [ALFs](#) and [ESFs](#), WNDOB results are valid for two years from the initial date conducted. The facility must ensure that a new background check authorization form is submitted for all administrators, caregivers, staff persons, volunteers, and students.

[ALFs](#) and [ESFs](#) may accept a copy of a previously completed national fingerprint-based background check results letter and any additional information from BCCU from an individual provided the national fingerprint-based background check was completed after January 7, 2012.

The [ALF](#) or [ESF](#) must ensure there is a valid national fingerprint-based background check through BCCU for all administrators and caregivers hired after January 7, 2012. To be considered valid, the national fingerprint-based background check must be initiated and completed through BCCU after January 7, 2012. A national fingerprint-based background check is valid for an indefinite period of time.

Thank you for your continued commitment to residents' health and safety. If you have any questions, please contact Karen Clark at RCSPolicy@dshs.wa.gov.

Sincerely,



Amy Abbott, Director
Residential Care Services

DSHS: *"Partnering with People"*

Related Resources:

- [RCW 18.20](#) Assisted Living Facilities
- [RCW 18.52C.040](#) Nursing Pools Background Checks
- [RCW 43.43.830](#) through [RCW 43.43.837](#) Washington State Patrol Background Checks
- [RCW 70.97](#) Enhanced Services Facilities
- [RCW 74.39A.009](#) LTC Services Options Definitions

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- [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 388-78A-2461](#) through [WAC 388-78A-2466](#) Assisted Living Facility Background Checks
- [WAC 388.107.1210](#) through [WAC 388-107-1250](#) Enhanced Services Facilities Background Checks