



THE BCCU BUZZ

BCS quarterly news & updates

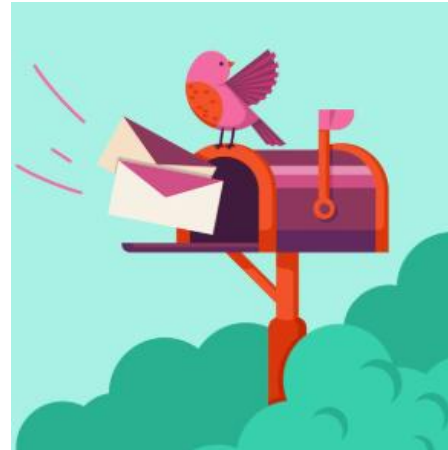
April 2025



The Background Check Central Unit (BCCU)

Office hours 8 a.m.- 4:30 p.m., Monday through Friday (except holidays)

- **Email** – bccuinquiry@dshs.wa.gov
Please allow 1-2 business days for a response.
- **Phone** – 360-902-0299
Phone support is available 9-11 a.m. and 1-3 p.m. Monday through Friday (there are exceptions depending on availability)
- **Website & Newsletter Archive** –
<https://www.dshs.wa.gov/ffa/background-check-central-unit>
Our website contains a lot of helpful information for customers including [FAQs](#) and [Turnaround Times](#).



With spring in full bloom, it's the perfect time to check in and share what's new.



To receive the newsletter, please join our Listserv. Information on our Listserv and how to join can be found [here](#).

March Metrics

BACKGROUND CHECKS:

29,053 Incoming Background Checks

- ▶ 13,746 – Name and Date of Birth (NDOB)
- ▶ 15,307 – Fingerprint (FP)



2,704 more background checks submitted than the previous month



10,368 more background checks Fiscal Year to Date (FYTD) (231,587 FYTD 3/2024 compared to 241,955 FYTD 3/2025)

On average, more than **80%** of background checks go through the Background Check System Quick Return process with little or no BCCU staff intervention giving requesting entities background check results same day.

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Spring Refresher

Spring Refresher



- ✓ Please encourage applicants to complete the online [Background Check Authorization form](#) whenever possible. The online form saves time, reduces errors, and is the most efficient way for applicants to enter their information. Recommend applicants take a moment to view our [video tutorial](#) on completing the form and don't forget to let them know where to send their confirmation code and date of birth.

- ✓ The applicant should be filling out the Background Check Authorization form and using their contact information. Please do not fill out this information for them. Each applicant must complete and sign their own application, as they are personally certifying that the information provided is accurate and true. Their signature also confirms that they are the one requesting or agreeing to the background check.

☐ **I am the person named above. If I do not tell the whole truth on this form, I understand I can be charged with perjury and I may not be allowed to work with vulnerable adults, juveniles or children. I understand and agree my electronic signature below means:** *Required*

- I give DSHS permission to check my background with any governmental entity and law enforcement agency.
- My background check result may include prior self-disclosure information and fingerprint results that are contained in the DSHS Background Check System and that this information will be reported as allowed by federal or state law.
- If a final finding is identified, DSHS will report only my name and that a final finding was identified on the background check result.
- DSHS will give my background check result to the persons or entities requesting my background check and those persons or entities may release my background check results to other persons or entities when the law authorizes or requires them to do so. Fingerprint rap sheets are provided if allowed by federal or state law.

RAPsheet Training



A RAPsheet is a record of arrests and prosecutions. Arrest events occur when a person is arrested, or when they are fingerprinted and booked. RAPsheets can be full of confusing abbreviations and legal jargon. Understanding a RAPsheet is a vital skill in reviewing background check results.

Something you may not know: Washington State Patrol (WSP) offers training sessions to assist readers in understanding criminal history.

If you are interested in attending, please visit WSP's training page for upcoming sessions at [Criminal History Training - Washington State Patrol](#) under the Training Resources tab.

Additional Resources:

[Reading a RAPsheet](#)
[BCCU FAQs](#)

BCS Spring Cleaning

Attn: Primary Account Administrators



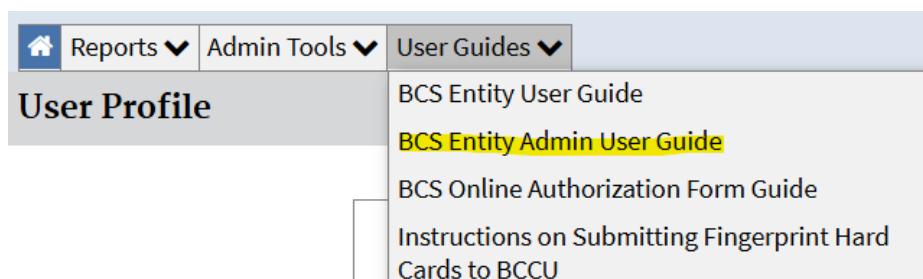
Did you know that there are over 13,000 users in the Background Check System?

There are many users that have never logged in or it has been a long time since they used the system. Accurate user lists ensure that you can track who did what in the system and unauthorized users with lingering access can pose serious security risks.

User Account Management Checklist

- Verify role and required access level of your users
- Confirm user account information is correct
- Immediately inactivate any users that have left your organization or no longer need access to BCS
- Set a recurring calendar reminder for regular access and security audits

Our [Entity Admin User Guide](#) provides instructions on managing users and is linked in BCS for easy access.





When does an applicant receive a copy of their results?

If allowed by the DSHS program, once the background check has been completed and if there is reported criminal history, an applicant will receive a copy of their results either by email or mail.



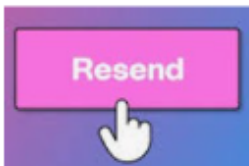
Are there any results that are not sent to an applicant?

No Record and Interim Fingerprint Result letters are not automatically sent out as No Record indicates there is no criminal history reported by our data sources and the Interim Fingerprint Result isn't a completed background check result letter.



How does an applicant get their results by email?

On the Background Check Authorization Form, enter a valid email address and check the box authorizing BCCU to email background check information. BCS will email a secure link for the applicant to retrieve their results. Applicants must verify their identity to download their results.



Can emailed results be resent? NEW

Yes, BCCU now has the ability to resend the secure link. We can only resend for 90 days to the email address the applicant provided on the Background Check Authorization Form.

Secure Email Troubleshooting Resources for Applicants
[Written instructions](#) on how to access and view secure email.
[Troubleshooting Tips](#) **NEW**
[Secure Email Instructions for DSHS Business Partners](#)

What does a Background check really cost?

*These are 2025 estimates based on BCCU processing time, WATCH charges, WSP and FBI processing charges, and vendor fees.

Type	Total Charge
Fingerprint	\$67.48
Name and Date of Birth	\$4.27

As DSHS absorbs the cost of background checks for contracted/licensed service providers, it is tempting to treat them as invisible- but they are not. It is easy to overlook the financial impact of running unnecessary background checks, but every dollar spent matters.

Check before you check!

Here are a few common reasons we see where background checks get repeated unnecessarily:



DSHS ENTITY TYPE

Private Home Care Agencies are allowed only one fingerprint background check per employee, per account number. Any subsequent checks that are submitted will automatically come back as withdrawn.



ERROR CORRECTION

Submitting multiple checks does not fix errors. If a self disclosure question was answered incorrectly, an Applicant Affidavit form needs to be completed to correct the error.



Legislative Updates

Bills BCCU monitored in this session:

[HB 1395](#)

Concerning streamlining the home-care worker background check process.

Impact of this bill (pending Governor's signature):

- Provides instances that do not require a character, competence, and suitability (CC&S) review for individual providers and home-care agency providers;
- Under certain circumstances, individual providers and home-care agency providers are allowed to have unsupervised access to children and vulnerable adults for up to 30 days while a (CC&S) review is conducted; and
- Limits the circumstances under which a fingerprint-based background check is conducted for individual providers and home-care agency providers.

[HB 1385](#)

Concerning fingerprint-based background checks.

Impact of this law:

- Directs the Washington State Patrol to execute the National Crime Prevention and Privacy Compact on behalf of the state in order to facilitate the authorized interstate exchange of criminal history information for noncriminal justice purposes;
- Modifies and adds definitions to the statutory provisions governing background checks, including definitions for National Child Protection Act (NCPA) authorization; and
- Outlines the requirements for using the NCPA authorization.

[HB 1490](#)

Concerning fingerprint-based background checks.

Impact of this law:

- Adds definitions to the provisions outlining the current roles and circumstances that require a fingerprint-based background check under RCW 43.43.837; and
- Establishes background check requirements for those working in transitional care facilities.

We Want Your Feedback

We are always looking for ways to better serve you- and that starts with hearing directly from our users. Whether you are a longtime user or new to the system, your feedback helps us improve features, fix pain points, and make your experience more efficient. Please take just 3-5 minutes to complete our short survey and share your thoughts.

[TAKE THE SURVEY NOW](#)

Your responses are confidential, and any contact information you provide will only be used for follow-up if needed. Thank you in advance for providing your feedback.



Employee Spotlight



Amber Hooton

Position: Forms and Records Analyst

Length of Employment: 4 Years

Favorite Part of Job: I enjoy the opportunity to interact with people from diverse backgrounds. Every day is different!

Hobbies: When I am not at work, you will find me spending quality time with my family, discovering new restaurants, or experimenting in the kitchen with some cooking and baking.

