



# THE BCCU BUZZ

## BCS quarterly news & updates

January 2023

### The Background Check Central Unit (BCCU)

Office hours 8AM-4:30PM, Monday through Friday (except holidays)

- **Email** – [bccuinquiry@dshs.wa.gov](mailto:bccuinquiry@dshs.wa.gov)  
Please allow 1-2 business days for a response.
- **Phone** – 360-902-0299  
Phone support is available 9-11 AM 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](#).



Happy New Year, and best wishes to everyone for a successful year ahead!

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

**Share the link to our YouTube video tutorial on filling out the online Background Check Authorization Form**

[https://youtu.be/p\\_iwKi0fpMg](https://youtu.be/p_iwKi0fpMg)



YouTube

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## Where can I find current turnaround times?



Please refer to our [Turnaround Times](#) page on our website which is updated each business day.

### Example

## Turnaround Times

Estimated for January 31, 2023:

Background Check Item	Working on inquiries submitted the <u>day</u> of:
<b>Inquiries in a Pending Status</b> may include Name and Date of Birth Checks, Interim Fingerprint Checks, Final Fingerprint Checks	January 25, 2023
<b>Court Documents, Applicant Affidavits, and Legal Documents</b> including Additional Information Needed Notification requested documents	January 25, 2023
<b>Applicant Requests for Background Check Information</b>	January 30, 2023

**Background Checks Results will not come back in the order submitted.** Some background checks may come back very quickly, sometimes within minutes. Background checks requiring a review of information or manual intervention will take longer.

## What if someone has been pending for a while and it is outside of the turnaround times?



If you have concerns about a background check in “Pending” status, please reach out to us by phone or email so we can investigate.

306-902-0299 or [BCCUinquiry@dshs.wa.gov](mailto:BCCUinquiry@dshs.wa.gov).

Please keep in mind that background checks that are in Pending FP Results status means BCCU is waiting on WSP or the FBI to process prints and we don't know exact turnaround time as it varies due to the volume of fingerprints being processed.



### How to read a Rap Sheet

A rap sheet is a record of arrests and prosecutions. Arrest events occur when a person is arrested, or when they are fingerprinted and booked.

[How to Read a Rap Sheet \(PDF\)](#)

## How to make sure you get an applicant's confirmation code



Email Address 

Add Another Email Address

Send Confirmation

The online background check authorization form has a field that an applicant can enter up to (3) email addresses so the confirmation code can be emailed to the person(s) or entity(s) who requested the background check.

Take these three steps to make sure you get the confirmation code:

1. Make sure the applicant knows what email address to add on the authorization form.

**NOTE:** Please advise applicants to not put BCCU's email address as this does not submit the background check for processing.

2. Look for the confirmation code email (example below) from *Do\_Not\_Reply\_BCS@dshs.wa.gov*.

3. If you don't see it in your inbox, check your junk or spam folder. Confirmation codes are good for 90 days.

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## Email Example

**From:** Do\_Not\_Reply\_BCS@dshs.wa.gov <Do\_Not\_Reply\_BCS@dshs.wa.gov>  
**Sent:** <Date>  
**To:** <Email address entered on background check authorization form>  
**Subject:** DSHS Background Check: Background Check Authorization Form Saved for <Applicant's Name>

Thank you for using the DSHS Background Check Authorization form to enter your background check information on <Date>.

- APPLICANT NAME:
- DATE SUBMITTED:
- CONFIRMATION NUMBER: (valid for 90 days from submitted date above)
- APPLICANT'S EMAIL ADDRESS:

**APPLICANT:** Please retain this information. If you haven't already, please share this information with the person or entity requesting your background check. Entities must have your confirmation number listed above AND your date of birth in order to locate your information and submit the background check for processing.

**REQUESTING ENTITY:** When requesting a background check for the above applicant, you will need to enter the above confirmation number AND the applicant's date of birth to retrieve the applicant information and submit a background check using the Background Check System (BCS).

PLEASE DO NOT REPLY TO THIS EMAIL. RESPONSES ARE NOT RECEIVED OR MONITORED.

If you have questions about this email communication, please contact us.

Sincerely,

Background Check Central Unit (BCCU)

**Recommend that applicants also print and save a copy of their online background check authorization form. The confirmation code will be in the upper right corner.**

Confirmation Code: PUBCD6679F

## Background Check Authorization

**: Applicant Information** (All sections completed by the applicant, the person receiving a background check). The submit the applicant's information through the online Background Check System (BCS).

L NAME AS IT IS LISTED ON YOUR DRIVER'S LICENSE OR GOVERNMENT ISSUED PHOTO IDENTIFICATION (ID)

MIDDLE  
Q

LAST  
PUBLIC



## Background Check Results

Background check results will include the following information:

No Record	Review Required	Disqualify	Additional Information Needed
No record was found for the applicant	The applicant has a record for a crime that is not on the Disqualifying List of Crimes and Negative Actions	The applicant has a disqualifying crime or negative action listed on the Disqualifying List of Crimes and Negative Actions	The applicant needs to provide additional information in order for BCCU to issue a final result notification.

Certain criminal convictions, pending charges, and negative actions may automatically disqualify a person from having unsupervised access to vulnerable adults, juveniles, and children, or access to federal tax information (based on program requirements). View the lists at the link below.

[Disqualifying List of Crimes and Negative Actions](#)

BCCU is only a provider of information. We do not decide whether an applicant can be hired or contracted. Please contact the DSHS program that is requiring you to conduct a background check for more information about how to use the information received in the background check result letter.



## January Vendor Buzz

### **Do fingerprints get rejected frequently?**

LiveScan fingerprinting helps to reduce the number of fingerprint rejections and speeds up the process by allowing fingerprints to be sent electronically. Only approximately 2% of all fingerprint submissions are rejected for further processing by the WSP and FBI. Some applicants have fingerprints that are difficult to capture or are poor quality. Here are some options for multiple rejects:

- If the applicant can travel to the WSP office in Olympia to be printed, WSP will not reject fingerprints they take in-house.
- An applicant has the option of being fingerprinted at a local law enforcement office with ink on a hard-card for a small out of pocket fee.
- BCCU can work with the vendor to have a supervisor or senior agent present at the applicant's appointment to try to obtain the best prints possible.

If you have an applicant who is difficult to fingerprint or has experienced more than two rejects, please contact BCCU to explore options.

# BCS Developers Corner



Our Technology Services Division developer team continues to be down two staff, and we've found the IT labor market to be extremely tight. As a result, we've concentrated the last few months on bug fixes, and refinement of processes, rather than system enhancements. You may notice, several forms and letter templates have been updated in BCS.

## FP Appointment Form Packet

To make it easier to give all of the required information to applicants, the FBI's Privacy Act Statement is now included with the fingerprint appointment form in one single PDF.

### Results

Interim FP

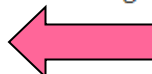
[No Record](#)

### Interim FP Decision

The decision was made to continue with the fingerprint check. [Change Decision](#)

Print the Fingerprint Appointment Form Packet and give it in its entirety to the applicant.

 [Print Appointment Form Packet](#)



It is your responsibility to provide a copy of the Fingerprint Appointment form and the Fingerprint-Based Background Check Notice to the applicant. You are required by federal law to provide the Fingerprint-Based Background Check Notice which includes the FBI Privacy Statement.







Are you a new user or need a refresher? BCCU offers monthly trainings on the Background Check System. Trainings provide an overview of the system and how to submit and retrieve background check results. Sign up [here](#).

**BCCU Employee Spotlight**

Name: Alfred Sturges  
Position: IT Business Analyst  
Length of Employment: 3 years

**Favorite Part of Job:**

Figuring out how things work and how they can be improved

**Hobbies:**

AI generated art, 3d printing