



# THE BCCU BUZZ

## BCS quarterly news & updates

January 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](mailto: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](#).

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**Happy New Year!**  
Welcome to our first quarterly update of  
2025.

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



Join us for the next **BCS User Training** for an overview of the Background Check System.

Friday February 28th
1-3pm

Mark your calendar and register [here](#).

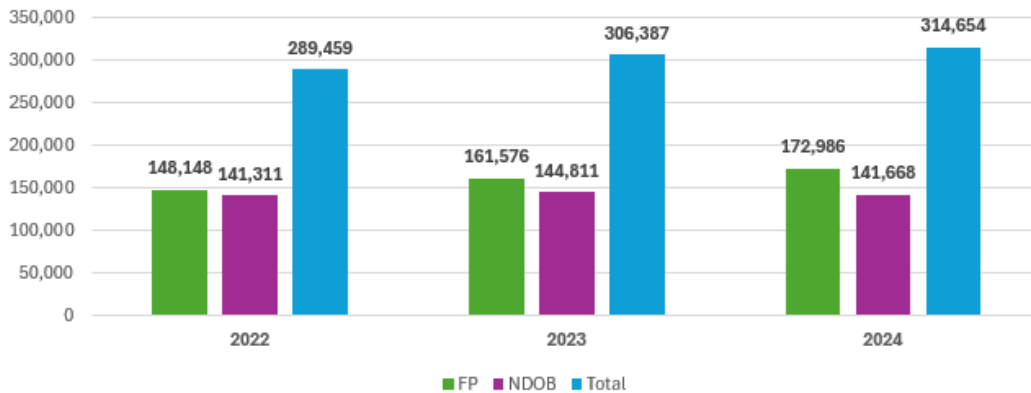
# By the Numbers: A Look Back at 2024

## Background Check Requests by Administration

### Calendar Year 2024 Volume

Administration	Requests 2024	Calendar Year %
Aging & Long-Term Support Administration (AL TSA)	231,526	73.58%
Behavioral Health Administration (BHA)	4,961	1.58%
Dept. Children, Youth, & Family (DCYF)	50,478	16.04%
Developmental Disabilities Administration (DDA)	23,319	7.41%
Economic Services Administration (ESA)	1,194	0.38%
Office of the Secretary (EXEC)	2,350	0.75%
Facilities, Finance and Analytics Administration (FFAA)	826	0.26%
<b>Total for Calendar Year 2024</b>	<b>314,654</b>	<b>100.00%</b>

## Background Check Requests Calendar Year Volume



Documents Reviewed	2024 Requests
Affidavits	3977
Out of State Court Records	1688
Record Requests	9240
Correspondence	2244

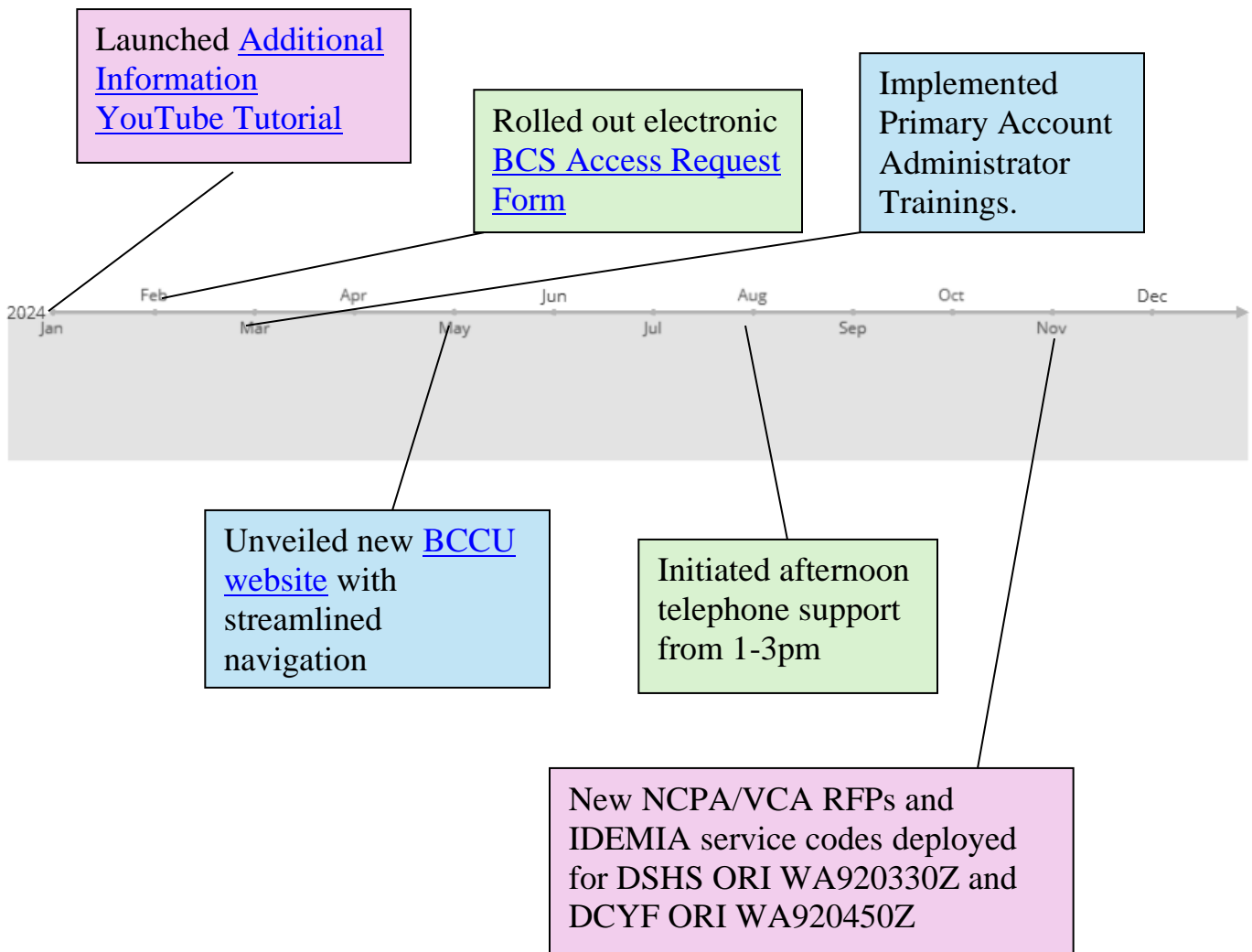


*\*Calls are answered by BCCU staff Monday-Friday from 9-11am and 1-3pm.*

### Helpful Tips for Contacting Our Support Team

- ✓ Applicants are required to have a copy of their background check report before our office can assist them with questions due to confidentiality reasons.
- ✓ The BCCU can only send out one copy of an applicant's background check information/report at a time and are required to wait five business days before providing another copy (if copy was sent by mail).
- ✓ The BCCU does not make hiring/contracting decisions.
- ✓ The BCCU does not process or have access to confirmation codes.
- ✓ The facility that requests a background check will also be the facility that reviews the background check. Applicants should address all questions regarding the review to the hiring entity.
- ✓ Our [Turnaround Times page](#) is updated daily and gives the date that BCCU is working on.
- ✓ Our telephone number is 360-902-0299. Select **option #2** for general background check questions, help with additional information packets, and records requests. Select **option #3** for assistance with logging into the background check system, submitting, reviewing, and retrieving background check results, or help with the online Background Check Authorization form.

# From Goals to Reality: 2024 in Review





The legislative session has already started and is in full force. While this time of the year could be overwhelming with all the bill analysis, in addition to our daily tasks, we want to remind everyone about transparency and collaboration on bill analysis. Please do not hesitate to [contact BCCU](#) for any questions related to bills impacting background check processes. You can directly contact our policy team, Stephen Ssemaala and Sara Allen. We also ask that our programs let BCCU know about any changes related to background check policies and procedures. We are eager to collaborate and stay informed about any legislative changes that might impact our procedures, and we would appreciate updates on relevant bills and their progress so we can proactively work together to adapt to necessary changes.

As of January 24, 2025, BCCU is monitoring the following bills:

[HB 1385](#),  
[HB 1395](#),  
[HB 1419](#), and  
[HB 1490](#) (companion bill # [SB 5318](#))

**NEW BCS Report**

We now have a report available in BCS for our Administrators that provide the status of all fingerprint background checks with fingerprint appointment and continue decision information. This will allow Administrators to view and export the data to Excel for easy data analysis.



## Fingerprint Location Updates

- A new location is in the process of being onboarded in Colfax, Goldendale, and Port Townsend, partnering with DCYF office locations.

To learn more about becoming a partner, click on the following link.

[Partner Program Overview](#)



## Have you made the decision to continue with fingerprinting?

**\*Applicants cannot schedule a fingerprint appointment until this step is completed in BCS. Steps can be found in our [Entity User Guide](#).**

### Results

Interim FP

[No Record](#)

### Interim FP Decision

After reviewing the Interim Fingerprint result, do you want to continue with the fingerprint check?

- Yes, continue with the fingerprint check.
- No, I do not want to continue with fingerprinting.

Save

## Learn More: AOC Rerun Progress

AOC courts went down across the state on November 1st preventing BCCU from accessing information via the BCS AOC interface and in addition, manual research couldn't be done.

The Background Check System has completed rerunning the backlog of approximately 28,000 background checks submitted between November 1st and December 6th. The rerun was finalized on December 20th and our goal is to have all manual reviews complete sometime in February. Any background checks submitted to BCCU after December 6th includes up-to-date information and is not impacted by this rerun.

### The Latest Scoop:



- **Minimal Updates**

Most background checks submitted during the November 1st to December 6th timeframe will not require updates. Our findings thus far indicate very few results need changes.

- **Notifications in BCS**

If there is a an updated result, you will receive a system notification and those updated results will be highlighted in red. Archived background checks are automatically removed from archive if BCCU performs an action to update the status.



Final FP No Record  
Final FP Review Required **Updated**

- **What's Next?**

We will email all Primary Account Administrators with a summary of inquiries that received updated results (if applicable), once the manual review process is complete.

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## Background Check Results

BCCU does NOT have the ability to correct any errors that have been reported from outside sources. Applicants must contact the reporting source directly if they disagree with the reported information. The contact information for the reporting agency can be found on page two of the results. BCCU does not manage or play any role in appeals, or an appeals process related to criminal history information being reported by the courts. Please review additional information in these FAQs.

[Applicant Frequently Asked Questions](#)  
[About BCCU](#)

Thank You. Your background check information has been saved.

Your confirmation number is **STVVEEC4**.

If you have provided your email address when filling in the Background Check Authorization, you will receive an email with your confirmation number and instructions for sharing this information with the person(s) or entity(s) requesting the background check

You may also email your confirmation code to the person(s) or entity(s) who requested the background check. Please enter up to three (3) email addresses below.

Email Address 

Email Address 

[Remove This Email Address](#)

Email Address 

[Remove This Email Address](#)



Applicants continue to send confirmation codes to BCCU. Please help us streamline communication and reduce emails by providing guidance on where to send confirmation codes once the online [Background Check Authorization form](#) has been completed.

## Did You Know?

- BCCU does not have access to confirmation codes. The ten digit code contains both letters and numbers and is valid for 90 days.
- Entering the confirmation code and applicant's date of birth is the only way an entity can retrieve the online authorization form and submit the information to BCCU for processing.
- Applicants automatically receive an email with their confirmation code if they provided an email address when filling out the Background Check Authorization Form.
- Applicants have the ability to enter up to three email address to have the code sent to the person or entity that requested the background check.







## Jessica Simpson



**Position:** CLBC Operations Analyst

**Length of Employment:** 6 Years

**Favorite Part of Job:** Making things easier for our staff. BCCU folks work hard and their jobs come with a lot of pressure.

**Hobbies:** Attending plays and musicals, trivia, traveling to new places, collecting crushed pennies from site seeing locations around the country.

