

Change of Ownership (CHOW):

Background checks during and after licensure:

- BAAU will process background checks for any required individuals identified in the license application and during the change of ownership licensing process.
- Once you are licensed, a new background check account will be created for you in the Background Check System (BCS) and you will be responsible for processing background checks in BCS moving forward.
- The Department of Social & Health Services (DSHS) Background Check Central Unit (BCCU) maintains BCS and processes background checks.
- The person you listed as the Entity Representative or Sole Proprietor (for AFH) or Administrator (for other settings) on your license application will be designated as the Primary Account Administrator (PAA) in BCS. The PAA is responsible for managing the BCS account and adding/removing users that will be responsible for submitting background checks to BCCU.
- After you are licensed, BCCU will send the PAA an activation email with instructions to access BCS. If you don't receive an email after 5 days of licensure, please contact BCCU by emailing them at bccuinquiry@dshs.wa.gov or by calling 360-902-0299.

Please note: You will not have access to any background checks processed under the previous owner under their background check account. If you plan to retain employees already employed at the facility, you will need to make sure you collect current background check results for your records. You can do this by:

- Requesting these from the current owner. This must be done before the CHOW is completed and the previous BCS account under the previous owner is closed.
- Requesting the results from the employee. If the employee doesn't have a copy, they can request one from BCCU using the [Applicant Request for a Copy of Background Check Information Form](#) (DSHS 27-110).
- Completing a new background check (after licensure) under your new BCS account. If there were pending fingerprint checks, you will want to start those background checks under the new BCS account.
- Requesting copies from BCCU – this is only an option if the PAA under the new license is the same as it was under the previous license. The PAA can email bccuinquiry@dshs.wa.gov and provide the names and dates of birth of the applicants.