**Please note that you will not be able to access your records unless you have sent us your date of birth. A second email will be sent to you allowing you to access your records by following the directions below. **

Since your background check records contain confidential information, BCCU sends the information via secure email. The secured email require you to sign in with a one-time pass code. Below are instructions for how to access and view the email containing the background check records you requested.

1. The secure email will say "You have received an encrypted email from the State of Washington…" and come from bccuinquiry@dshs.wa.gov with the subject line, "[secure] Request for Background Information," and looks like this:

2. After clicking on **Read the message**, it brings you to a page that asks you to **Sign in with a One-Time passcode** in order to view the encrypted email. Click the link. *(Note: If you are using Microsoft mail services like @hotmail.com, @live.com, or @outlook.com, then it will automatically be decrypted in your inbox.)*

.

3. An email will be sent to the destination email address with a one-time passcode. Copy the passcode.

MicrosoftOffice365@messaging.microsoft.com
Wed, 19 May 2021 3:18:15 PM -0700
To "josh" <josh@████████
Tags
Security ⊘ TLS Learn more
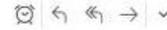
Here is your one-time passcode

76906518

To view your message, enter the code in the web page where you requested it.

NOTE: This one-time passcode expires 15 minutes after it was requested.

This message is automatically generated. Please don't reply to it.

Reply · Reply All · Forward · Edit as new

4. Paste the passcode of the email into the page and click **Continue**.

Encrypted Message OTP Sign in

https://outlook.office365.com/Encryption/OTPSigninPage.aspx?itemID=E4E_M_d8b6...

We sent a one-time passcode to josh@████████.

Please check your email, enter the one-time passcode and click continue. The one-time passcode will expire in 15 minutes.

One-time passcode [7690551]

☐ This is a private computer. Keep me signed in for 12 hours.

Continue

Didn't receive the one-time passcode? Check your spam folder or get another one-time passcode.

5. The email will pop up and it will give you the option to read, reply, reply all, forward, or print