

****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:



Swenson, Joshua D (DSHS/AL TSA/MSD) (joshua.swenson@dshs.wa.gov) has sent you a protected message.



You have received an encrypted email from the State of Washington managed by Washington Technology Solutions (WaTech). If you require assistance, please contact your agency's IT support desk.

This email message and its attachments are for the sole use of the intended recipient or recipients and may contain confidential information. If you have received this email in error, please notify the sender and delete this message.

[Privacy Statement](#)

Email encryption powered by Office 365. [Learn More](#)
Microsoft Corporation, One Microsoft Way, Redmond, WA 98052

1 Attachment · [Download as Zip](#)



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.)*



joshua.swenson@dshs.wa.gov has sent you a protected message

[Sign in with a One-time passcode](#)

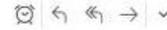


[Need Help?](#)

[Privacy Statement](#)

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

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

State of Washington Secure Email

https://outlook.office365.com/Encryption/default.aspx?itemID=E4E_M_d8b6941e-8d3...

josh@ [redacted] Sign Out ?

Client Information

SD Swenson, Joshua D (DSHS/AL TSA/MSD) <joshua.swenson@dshs.wa.gov>

Today, 2:52 PM
josh@ [redacted]

Encrypt: This message is encrypted. Recipients can't remove encryption.

This email is to confirm social security number information for John Doe 123-82-[redacted]

Reply all | v

- Reply
- Reply all
- Forward
- Print