

Employee Background Check Request / Decision

DCYF staff must complete SECTION 1 to request a background check for a DCYF employee, intern, volunteer or a work study student in a Background Check Unit, Covered, Executive Management Service, or Juvenile Rehabilitation position. The applicant must complete the online background check application at <https://fortress.wa.gov/dshs/bcs> using Google Chrome web browser, or manually complete the [Background Authorization \(DSHS 09-653\)](#) form for other languages. Submit one request form for each applicant and include the online confirmation code if the applicant completed the application online or attach the completed Background Check Authorization form if completed manually. E-mail the form(s) to the DCYF Background Check Unit at sebc@dcyf.wa.gov or call (800) 998-3898, option 3, with questions. It is the requestor's responsibility to verify the applicant's non-expired, government-issued identification prior to submitting this request.

SECTION 1: Request to be completed by the DCYF hiring supervisor or designee.		
REQUESTOR'S NAME	POSITION NUMBER	RECRUITMENT NUMBER (IF APPLICABLE)
APPLICANT'S NAME	APPLICANT'S DATE OF BIRTH	ONLINE CONFIRMATION CODE (IF APPLICABLE)
<p>Select only one position type that applies to this applicant:</p> <p><input type="checkbox"/> Background Check Unit</p> <p><input type="checkbox"/> Covered (not including Juvenile Rehabilitation)</p> <p><input type="checkbox"/> Executive Management Service (not including Juvenile Rehabilitation)</p> <p><input type="checkbox"/> Juvenile Rehabilitation</p>		
SECTION 2: Decision to be completed by the background check staff.		
Background check type completed: <input type="checkbox"/> WA State <input type="checkbox"/> FBI (WA State included) OCA Number:		
The decision below is based on a review of the applicant's background information compared to the DCYF Secretary's List of Crimes and Negative Actions for Employees and Providers and may have included a suitability assessment.		
<p><input type="checkbox"/> CLEARED: The requestor may authorize the applicant for the purpose the background check. This background check or a previously cleared background check for this same purpose is valid for five (5) years, and the Background Check Unit will notify the individual and their supervisor to renew the background check when required.</p> <p><input type="checkbox"/> DISQUALIFIED: The requestor cannot authorize the applicant for the purpose the background check.</p>		
Completed by:	Decision Date:	