



# THE BCCU BUZZ

## BCS quarterly news & updates

January 2024

### 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. 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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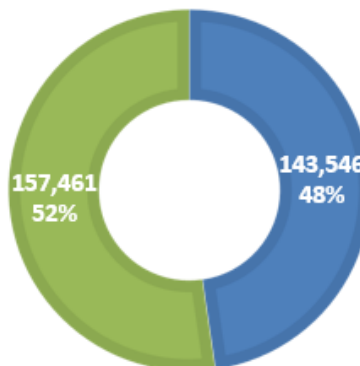


Wishing everyone good cheer and a memorable new year. Thank you for your continued partnership and support. To receive the newsletter, please join our [Listserv](#).

### Background Check Volume FY23 Range: 7/1/2022 to 6/30/2023

#### TOTAL FY23 BREAKDOWN

■ NDOB ■ FP



# Introducing Our New Video Tutorial

BCCU may ask for more information before completing a background check which may include an Applicant Affidavit Form. This can happen when BCCU cannot accurately determine a result from the criminal history information that is provided to us. Have questions about this process? Do applicants need assistance? View our [YouTube tutorial](#) below on completing an Additional Information request. This video contains chapters on:

- 0:10 [What is an Additional Information Needed Notification](#)
- 1:40 [Filling out an Affidavit](#)
- 3:20 [Court Documents](#)
- 3:55 [FAQs](#)
- 5:24 [Sending BCCU your Additional Information](#)



**Bookmark our new YouTube Channel**

[Background Check Central Unit \(BCCU\)](#)

[www.youtube.com](http://www.youtube.com)

## New BCS Statuses

BCCU started closing (expiring) background checks beginning January 1st, 2024. Review any background checks in the statuses below and archive these inquiries. A new background check application will be needed if you are still working with these applicants.

Expired – Not Submitted to BCCU	Entity saved a background check in BCS but did not submit to BCCU and 90 days have passed.
Expired - No Thumbprint Received	Applicant has not completed the thumbprint request and 6 months have passed since the date the thumbprint request was sent.
Expired - Add Info Not Received	Applicant did not provide additional information and 6 months have passed since the date the additional information request was sent. This includes inquiries with an out of state fingerprint request related to WIN (Western Identification Network).
Expired - Applicant Not Reprinted	Applicant was not reprinted after the fingerprints were rejected by WSP or the FBI and 372 days have passed from the date the first fingerprints were transmitted.
Expired - No Continue/Withdraw Decision	Entity has not made Continue/Withdraw decision and 6 months have passed since the date the interim fingerprint result was sent.
Expired - Applicant Not Fingerprinted	Applicant did not get fingerprinted, and 6 months have passed since the date the interim fingerprint result was sent.
Expired - FP Results Not Received	Prints have been pending for 6 months since the fingerprint notification was sent.

## Archiving 101

Archiving a background check does not delete the background check. Archiving removes the background check from your working grid. For instructions on archiving please visit page 30 or our [Background Check System User Guide](#). Background checks can be removed from archive at any time.



## How to View an Applicant's Background Check Authorization Form


The online applicant form will be viewable in the "Background Check Information" frame of the applicant's Background Check Summary page. There is a hyperlink titled "Review Application Form" next to Applicant Details. Click on the link to view the authorization form.

Background Check Information	
Inquiry ID	6475605
Status	Finished
Applicant Type	Other (Default)
Applicant Details:	<a href="#">Review Application Form</a>
Background Check Type	Name and Date of Birth

## Where can I find my background check account number?

You can locate your 8 digit background check account number in the gray bar across the top of your home page in BCS as well as in the upper right hand corner. For security reasons, BCCU does not give out this number by phone or email.

**Background Check System**

 Reports ▼ Admin Tools ▼ User Guides ▼

**11004649** BCCU Test Home Page

## **NEW: Sign and Send the BCS Access Request Form Electronically**



To streamline and make the process for changing Primary Account Administrators (PAAs) more efficient, we now have a web option for the BCS Access Request Form. By improving the process for capturing new PAA information, BCCU can provide faster turnaround time and greater flexibility for our users in making these changes.

The electronic version is now available on the Forms page of our website.

### **[BCCU Forms](#)**

#### **[DSHS Background Check System \(BCS\) Access Request \(DSHS 17-253\)](#)**

All entities must have a Primary Account Administrator or PAA. The PAA is responsible for adding other users to the background check account. Authorized external entities who submit background checks to BCCU are required to complete the DSHS Background Check System (BCS) Access Request form to request access for any (new) PAA. PAAs have the option to complete an online version of the BCS Access Request form by clicking on the following link:



**<https://fortress.wa.gov/dshs/bcs/userAccessRequest>**

# Workshop for Primary Account Administrators (PAAs)

## Training Opportunity

Primary Account Administrators: You are Invited to Training

Description: This workshop provides an opportunity for PAAs to explore their role and perform the following administrative tasks in the Background Check System:

- Adding Users
- Disabling Users
- Updating User information
- Adding Additional Roles
- Changing a Primary Account Administrator

Click [Here](#) to Register

## Check out our User Guides and Training Materials

- [Logging into BCS Using SecureAccess Washington \(SAW\)](#) - Instructions on how to login to your account.
- [Entity User Guide](#) - Instructions on how to submit, review status, and retrieve background check results.
- [Entity Admin User Guide](#) - Instructions for the Primary Account Administrators (PAA) on managing account and users.
- [Instructions on Submitting Fingerprint Hard Cards to BCCU](#)



# BCCU Employee Spotlight

**Name:** Khanh Nguyen

**Position:** Forms and Records Analyst 3

**Length of Employment:** 15 Years

**Favorite Part of Job:** Working with fantastic people in BCCU that I've built precious relationships with. They make me smile and laugh. But overall, it's the work of ensuring that the people who DSHS serves are in good hands.

**Hobbies:** Traveling to different places, but especially to see my son.



## February Diversity, Equity, and Inclusion (DEI) Calendar Dates

- Black History Month
- February 10 — Lunar New Year
- February 10 — Tết
- February 13 — Mardi Gras
- February 14 — Ash Wednesday
- February 16 — National Caregivers Day
- February 16 — Magha Puja Day
- February 19 — Presidents' Day
- February 20 — World Day of Social Justice
- February 24 — Makha Bucha Day