THE BCCU BUZZ

BCS quarterly news & updates

July 2025

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
  Please allow 1-2 business days for a response.
- **Phone** – 360-902-0299
  Phone support is available 9-11 a.m. and 1-3 p.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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Summer is underway and we are halfway through the year. Now is the perfect time for an update and a reminder or two.

Background Check Requests Fiscal Year 2025 Statistics

7/1/2024-6/30/2025

Administration	Requests FY 2025	*Fiscal* Year %
Aging & Long-Term Support Administration (ALTSA)	241,796	74.19%
Behavioral Health Administration (BHA)	4,400	1.35%
Dept. Children, Youth, & Family (DCYF)	49,976	15.33%
Developmental Disabilities Administration (DDA)	24,207	7.43%
Economic Services Administration (ESA)	1,228	0.38%
Office of the Secretary (EXEC)	3,447	1.06%
Facilities, Finance and Analytics Administration (FFAA)	869	0.27%
Total for FY25	325,923	*100.00%*

Online Background Check Authorization Form (BAF)

Data Security

As part of our ongoing commitment to data security and operational efficiency, we want to remind our users of the importance of having applicants use our secure online BAF instead of the paper form whenever possible.

Security Features

Safeguarding Applicant Information

- Paper forms can be lost, misplaced, or seen by unauthorized people. Our online form is encrypted in transit and stored in a secure database. All authorization forms are stored in the system for 90 days and then are purged/deleted.
- Online forms go directly into our secure database and are centralized and trackable. Any time a document is accessed, it is recorded in an audit log so we can track all interaction with applicant documents.
- Background Check System users can only access the applicant data by successful SAW authentication or successfully logging into the internal WA State Network (DSHS\valid-user-name login)
- The Background Check System utilizes an applicant's date of birth and confirmation code versus any other types of Personally Identifiable Information (PII) to retrieve the online BAF.

Quick Links:

Online Background Check Form

Online Background Check YouTube Tutorial

What is meant by the terms **Entity** and **Applicant** on the

Background Check Central Unit Website:

Entity: The facility, office, or program area submitting a background check.

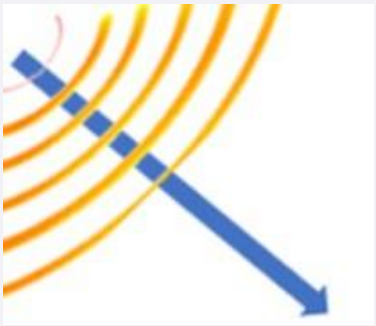
Applicant: Potential or current employee completing a Background Check Authorization Form (BAF) to authorize a background check.

***Our website features clearly organized resources for both applicants and entities, ensuring each group can quickly find what they need.**

Idemia's LiveScan Machine

Getting Started:

The LiveScan machine works like a high-tech fingerprint scanner. You place your fingers on a glass screen, and it captures clear digital images in seconds. No ink or paper. Our Tip Sheet can help applicants minimize the risk of fingerprint rejection.



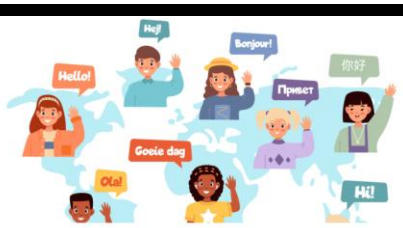
Automated Transmission:

Captured prints are electronically submitted to the Washington State Patrol and then forwarded to the FBI. Applicants should save their receipt until they have received final results of the background check as this aids in research if there is an error or transmission failure.

Fingerprint Data

*Based on 7/1/2024-7/1/2025 data approximately:

- 98.32% (99,079) of applicants have their first set of prints accepted by the WSP
- 1.19% (1,203) of applicants will have their second set of prints accepted by the WSP
- .029% (29) of applicants will have their third set of prints accepted by the WSP
- .001% (1) of applicants will have their fourth set of prints accepted by the WSP



Did you know BCCU has the Background Check Authorization Form and instructions available in different languages? Here are the translations available on our website:

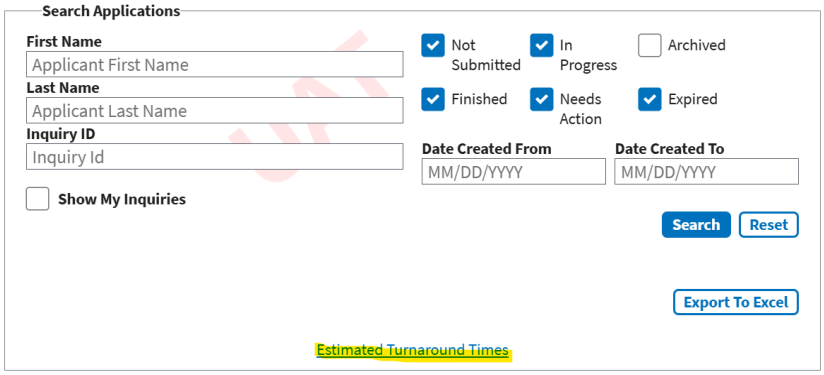
Bosnian
Cambodian
Chinese
Korean
Laotian
Portuguese
Punjabi
Russian
Somali
Spanish
Vietnamese

Contact BCCU if you have the need for a translation that is not on this list.

What does that status mean?

Last Name	First Name	Date of Birth	Inquiry ID	Status	Date Created	Check Type	User Name	Archive
Ball	Crystall	02/08/1978	6999754	Pending	07/27/2025	FP	Elle Example	

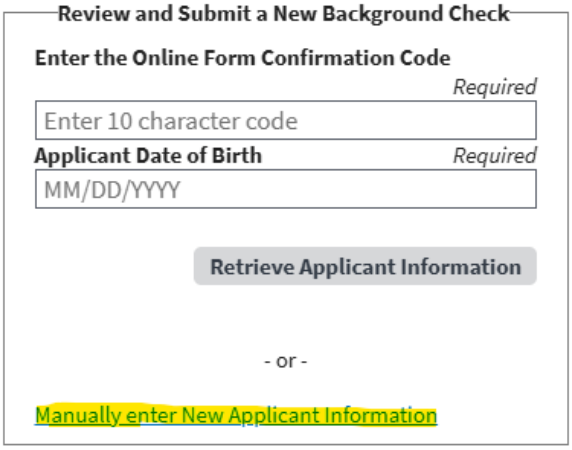
Hover your mouse over the (?) in your working grid to see the list of definitions. For anything in a "Pending" status which may include Name and Date of Birth Checks, Interim Fingerprint Checks, and Final Fingerprint Checks, review our Turnaround Times. There is also a quick link in BCS that will take you to our turnaround page.



Reminder: Manual Entries Must Have a Signed Paper Form

If you are manually entering information into the background check system, you MUST enter the information provided by the applicant on the signed Background Authorization Form. Every manual entry must be supported by a corresponding signed paper document authorizing the background check. You must also retain this form for your records and based on program requirements.

NOTE: You may be required to provide the signed Background Authorization Form used to enter a background check as part of an audit or other action.



DSHS

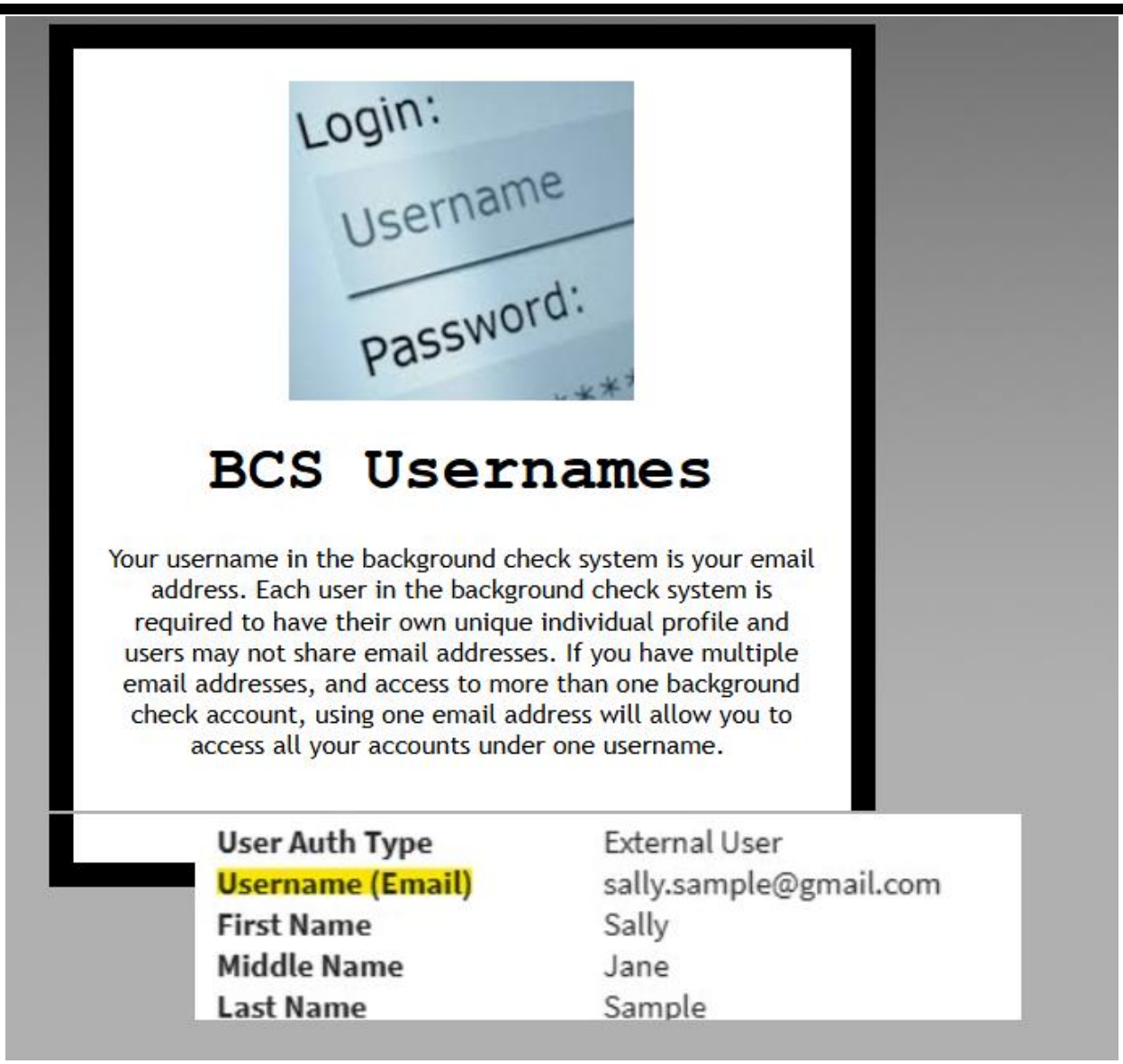
Background Check Authorization

Section 1. Required: Applicant Information (All sections completed by the applicant, the person receiving a background check). The requesting entity will submit the applicant's information through the online Background Check System (BCS).

1. **REQUIRED:** LEGAL NAME AS IT IS LISTED ON YOUR DRIVER'S LICENSE OR GOVERNMENT ISSUED PHOTO IDENTIFICATION (ID)

FIRST	MIDDLE	LAST

When paper forms are filled out by hand, typos and hard to read handwriting can slow down processing and increase the chance of mistakes. If an applicant must complete a paper form, suggest having them provide a typed/signed version.



Attention: Primary Account Administrators

If you are going to be out of the office, it is important to identify a backup and ensure someone is covering your background check system responsibilities especially if you are the only user on the account. This will help things run smoothly while you are out. For instructions on adding additional users, please review our Admin User Guide.

Print, Clip & Keep This Handy!

Quick Access to BCS User Guides

Login & Guides

Scan this QR code anytime you need BCS training materials. Just open your phone's camera and point it at the QR code.

Cheyene Axe

Employee Spotlight

Position: Forms and Records Analyst 3

Length of Employment: 3 Years

Favorite Part of Job: My favorite part of the job is assisting applicants or facilities troubleshoot an issue they have been struggling with or has been stressing them out. Resolving the issue via phone or email with them is incredibly rewarding!

Hobbies: Baking-especially cakes or cupcakes, painting and reading