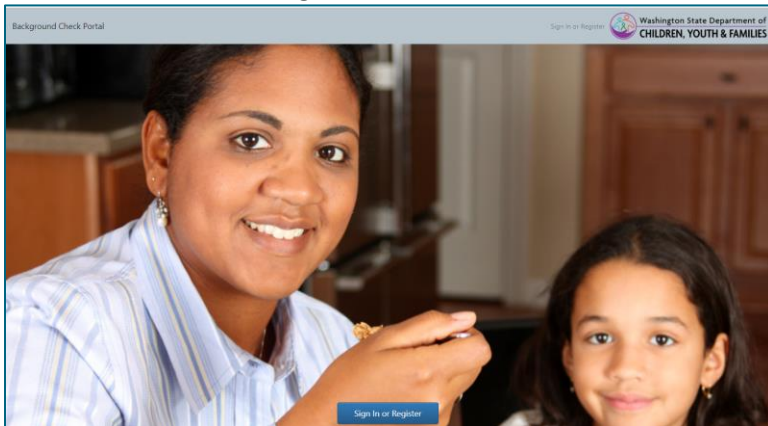


Submitting a CPS Request

Child Protective Services (CPS) investigation applications can only be requested for subjects involved in an open CPS or child welfare investigation.

1. Login to the Background Check Portal (BCP): <https://apps.dcyf.wa.gov/BackgroundCheckPortal/Welcome>. For best results, use Google Chrome browser.



2. The BCP homepage will appear (Figure 1). If you have any pending orders, the Pending Order screen will appear instead (Figure 2). Click on the Applications menu at the top, and click "View Application Page" to return to the homepage.

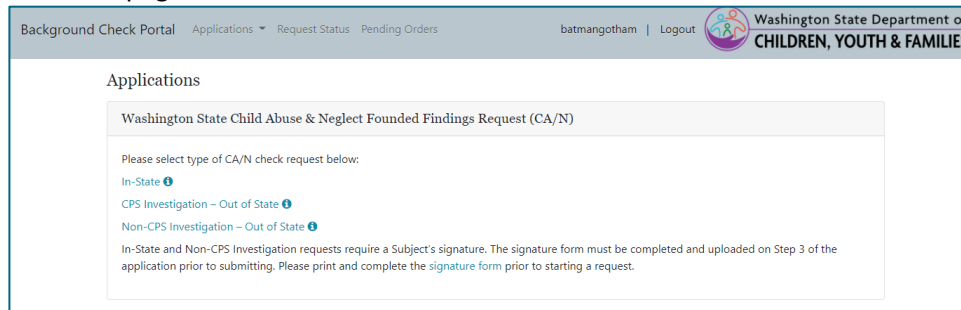


Figure 1:

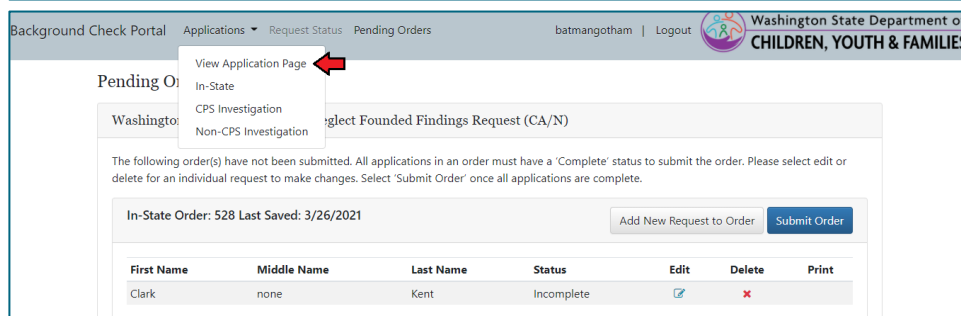


Figure 2:

3. Choose the “CPS Investigation – Out of State” application.

Washington State Child Abuse & Neglect Founding Findings Request (CA/N)

Please select type of CA/N check request below:

In-State

CPS Investigation – Out of State

Non-CPS Investigation – Out of State

4. Step 1 screen:

- a. Fill out the Requestor Information screen. The system will not allow you to proceed if a required field is left blank.
- b. Requestor’s primary and secondary email address: For requestors that use a shared group email, enter your individual email in the primary email address field and the group email in the secondary email address field. Both emails will receive the confirmation and result emails.
- c. Click “Next” when you are ready to proceed.

1 Requestor Information 2 Subject Information 3 Upload Signatures & Submit

Requestor Information

Please fill out the following information for the person **who is requesting** information about Child Abuse & Neglect founded findings.

Requestor First Name Requestor Last Name Requestor Job Title Name of Requesting Agency or Entity

Requestor Primary Email Address Requestor Phone Extension Requestor Fax Number

Requestor Secondary Email Address

Requestor Mailing Address

Mailing Address 1 City State

Mailing Address 2 Zip Country

Cancel Next

5. Step 2 screen:

- a. Click the “Click here to add a child” button to enter the information for any children involved in the CPS investigation.

1 Requestor Information 2 Subject Information & Submit

Information for Child(ren)

Please fill out the following information for the **child or children that is related to the child abuse & neglect request.**

+ Click here to add a Child

Information for Subject(s)

Please fill out the following information for a **person or persons that is the subject of the information request** about Child Abuse & Neglect.

+ Click here to add a Subject

Original Date: April 7, 2021

- b. A form will pop up, allowing you to enter the full name and date of birth of the child. Click “Save & Add Another” to enter another child, or click “Save” to proceed.

Add Child

Please fill out the following information for the **child that is related to the child abuse & neglect.**


First Name	Middle Name	Last Name
<input type="text"/>	<input type="text" value="If no middle name enter none"/>	<input type="text"/>

Date of Birth

- c. Click the “Click here to add a Subject” button to enter the information for the subjects of your request.

Information for Subject(s)

Please fill out the following information for a **person or persons that is the subject of the information request** about Child Abuse & Neglect.



- d. A form will pop up, allowing you to enter the full name, date of birth, gender, social security number, and alias names of the subject. Click “Save & Add Another” to enter another subject or click “Save” to proceed.

Add Subject

Please fill out the following information for a **person or persons that is the subject of the information request** about Child Abuse & Neglect.

First Name	Middle Name	Last Name
<input type="text"/>	<input type="text" value="If no middle name enter none"/>	<input type="text"/>

Date of Birth	Gender	Social Security Number
<input type="text" value="mm/dd/yyyy"/>	<input type="text" value="Select one"/>	<input type="text" value="###-##-####"/>
<small>If no social security number enter 'none'</small>		

Subject Previous Names Used (AKA, Aliases or Maiden)

Provide any other names the subject has used or was known to use.

Subject has not been known by any other names or aliases.

- e. For each subject entered, you will need to indicate the relationship to each child that was entered.

Information for Subject(s)

Please fill out the following information for a *person or persons that is the subject of the information request* about Child Abuse & Neglect.

[+ Click here to add a Subject](#)

First Name	Middle Name	Last Name	Date of Birth	Gender	Social Security	Edit	Delete
Howard	none	Stark	05/06/1945	M	none		

Alias for Subject	Children	Date of Birth	Relationship to Child
	Tony none Stark	03/30/2020	<input type="text" value="Please Select"/>

- f. When all children and subjects are entered, click “Done” to proceed.

6. A Request Submission pop-up box will appear:

- a. If there are no other applications that need to be submitted with this order, choose “I’m Finished Review Order.”
 - i. You will be taken to the Pending Order Screen to review your request before submitting it.
- b. If you need to submit more applications with this order, choose “I have more to submit.”
 - i. You will be taken back to Step 1 to start a new application.
- c. If you need to go back and edit or review this application, choose “Continue working on this request.”

Request Submission

Do you have another in-state child abuse & neglect request to submit or are you finished?

I’m Finished
Review order

I have more
to submit

Continue working
on this request

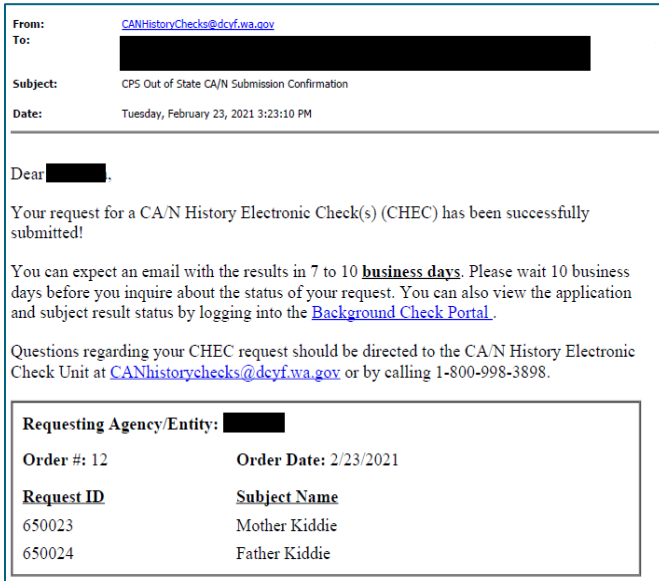
7. Once the “I’m Finished Review Order” button is clicked, the Pending Order screen will appear. Locate your request/order and click the “Submit Order” button to submit your request.

- a. The print icon can be clicked to view a PDF version of the application.
- b. Click the “Edit” button if you need to make any changes to the application before submitting.
- c. Click the “Delete” button to delete the application if entered by mistake.

CPS Order: 652 Last Saved: 3/30/2021 [Submit Order](#)

First Name	Middle Name	Last Name	Status	Edit	Delete	Print
Howard	none	Stark	Complete			

8. A confirmation email will be sent immediately to the primary and secondary email addresses entered.



9. To check on the status of your request, click the “Request Status” button at the top of the screen.



- a. Using the search tool, use any of the available fields to search for the specific request you are looking for. Alternatively, you can input a date range to search for all requests made within a specific time period or click the search button with none of the fields entered to view a list of every request you have made.

Request Status

Request Type: All
 Request Status: All
 Order Number: [Input Field]

Request Date Range From: mm/dd/yyyy
 Request Date Range To: mm/dd/yyyy
 Request ID: [Input Field]

Subject First Name: [Input Field]
 Subject Last Name: [Input Field]

Search Clear

- b. The status of a request will be listed in the “Request Status” column.

Request Date	Subject First Name	Subject Middle Name	Subject Last Name	Requestor First Name	Requestor Last Name	Agency Name	Request Type	Order#	Request ID	Request Status	Decision	Decision Date
03/04/2021	Donald		Duck	[Redacted]	[Redacted]	[Redacted]	CA/N CPS Out of State	[Redacted]	[Redacted]	Complete Application	Founded Finding(s)	03/04/2021

- i. **Submitted – Awaiting Payment:** Request was submitted but payment has not been received.

- ii. **Submitted – Pending Review:** Request was submitted and is in our queue to process.
- iii. **Order Not Submitted:** Request was entered into the system but has not been submitted. These requests will be sitting in your “Pending Orders” screen.
- iv. **Withdrawn – Payment Not Received:** Request was withdrawn and archived due to non-payment.
- v. **Complete Application:** Request was completed and results were issued.
- vi. **Incomplete Application:** Request was partially entered but has not been completed or submitted.

10. Once your order is processed, the result email will be sent to the primary and secondary email addresses entered.

- a. Please do not submit duplicate requests as this may delay the processing of your request. To check on the status of your request, please use the system’s built-in status checking tool or email our unit at CANhistorychecks@dcyf.wa.gov or call 1-800-998-3898, option 1.