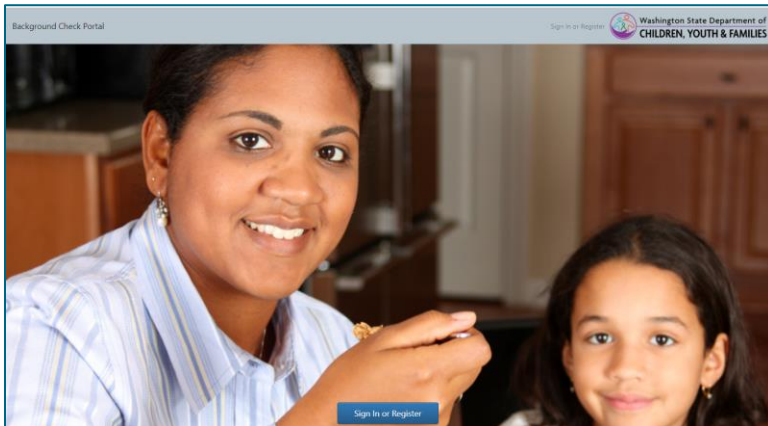


Submitting an In-State Application

In-state applications can only be requested for current Washington State residents. Before starting the application, please make sure the Signature Form is completed and uploaded to your computer. It will need to be uploaded in Step 3 of the application wizard.

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.

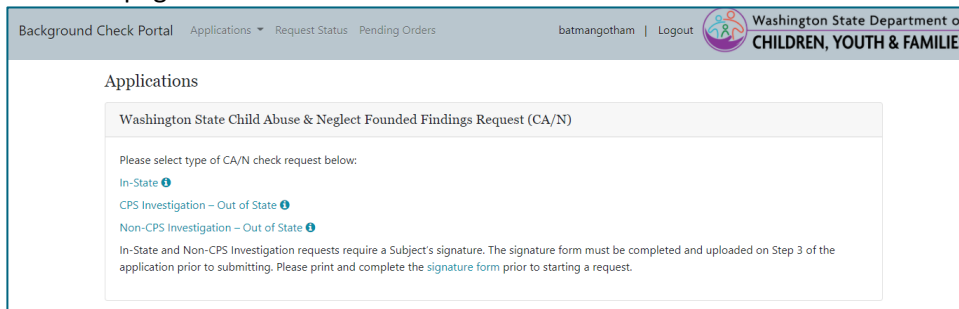


Figure 1:

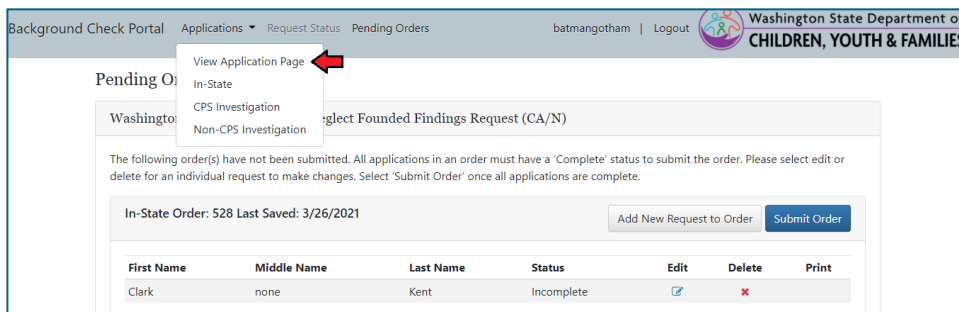


Figure 2:

- Click on the Signature Form link to access the signature form. Have the subject sign (electronic signatures are not accepted) and date the form and upload it to your computer.

Applications

Washington State Child Abuse & Neglect Founded 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](#)

In-State and Non-CPS Investigation requests require a Subject's signature. The signature form must be completed and uploaded on Step 3 of the application prior to submitting. Please print and complete the [signature form](#) prior to starting a request.

Authorization By Subject of Records Requested

By signing below, I authorize the State of Washington Department of Children, Youth, and Families to release my confidential information about the existence of any founded findings of child abuse or neglect to the requesting individual, agency or organization identified on the Child Abuse and Neglect Founded Findings Request.

SUBJECT'S SIGNATURE

DATE SIGNED

DCYF CA/N Signature Authorization (03/2020)

- Choose the "In-State" application.

Applications

Washington State Child Abuse & Neglect Founded 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](#)

In-State and Non-CPS Investigation requests require a Subject's signature. The signature form must be completed and uploaded on Step 3 of the application prior to submitting. Please print and complete the [signature form](#) prior to starting a request.

- Step 1 screen:

- Fill out the Requestor Information screen. The system will not allow you to proceed if a required field is left blank.
- 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.
- Click "Next" when you are ready to proceed.

6. Step 2 screen:

- a. Fill out the Subject Information screen. The system will not allow you to proceed if a required field is left blank.
- b. Please ensure you are entering the subject's date of birth in complete mm/dd/yyyy format.
- c. If the subject does not have a middle name or social security number (or did not provide one), please enter none as noted in those fields.
- d. Click on the blue "Click here to add Former Name" button to enter any alias names.
- e. Click "Next" when you are ready to proceed.

Original Date: April 7, 2021

7. Step 3 screen:

- a. Upload the subject’s signed and dated signature form by clicking the “Choose Files” button.
- b. Click “Done” when you are ready to proceed.

The screenshot shows a web form titled "In-State Child Abuse & Neglect Founded Finding Request". At the top, there is a progress bar with three steps: "1 Requestor Information", "2 Subject Information", and "3 Upload Signatures & Submit". Below the progress bar, the form is titled "Upload Signature". The text reads: "Please print the signature form, have the subject sign it and take a picture or scan the document and save to your computer, then do the following:" followed by a bullet point: "• Select the 'Choose Files' button to attach your document." Below this, it says "File size is limited to 10MB" and "File type must be one of the following: DOC, DOCX, JPG, PNG, or PDF". There is a "Choose Files" button with a red arrow pointing to it. At the bottom of the form, there are three buttons: "Save and Complete Later", "Back", and "Done" (highlighted in orange with a red arrow pointing to it).

8. 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.”

The screenshot shows a pop-up box titled "Request Submission". The text inside asks: "Do you have another in-state child abuse & neglect request to submit or are you finished?". Below the text are three buttons: "I'm Finished Review order" (blue), "I have more to submit" (orange), and "Continue working on this request" (red).

9. 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.

Pending Orders

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

The following order(s) have not been submitted. All applications in an order must have a 'Complete' status to submit the order. Please select edit or delete for an individual request to make changes. Select 'Submit Order' once all applications are complete.

In-State Order: 528 Last Saved: 3/26/2021 Add New Request to Order Submit Order

First Name	Middle Name	Last Name	Status	Edit	Delete	Print
Clark	none	Kent	Complete			

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

From: CANHistoryChecks@dcyf.wa.gov
To: [REDACTED]
Subject: In-State CA/N Submission Confirmation
Date: Tuesday, February 23, 2021 2:07:42 PM

Dear [REDACTED],

A request for a CA/N History Electronic Check(s) (CHEC) has been submitted on your behalf.

You can expect an email with the results in 7 to 10 **business days**. Please wait 10 business days before you inquire about the status of your request.

Questions regarding your CHEC request should be directed to the CA/N History Electronic Check Unit at CANhistorychecks@dcyf.wa.gov or by calling 1-800-998-3898.

Requesting Agency/Entity: DCYF	
Order #: 9	Order Date: 2/23/2021
Request ID	Subject Name
650019	Scrooge McDuck

11. To check on the status of your request, click the "Request Status" button at the top of the screen.

Background Check Portal Applications **Request Status** Pending Orders

Pending Orders

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

The following order(s) have not been submitted. All applications in an order must have a delete for an individual request to make changes. Select 'Submit Order' once all applicati

- 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: Request Status: Order Number:

Request Date Range From: Request Date Range To: Request ID:

Subject First Name: Subject Last Name:

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	█	█	█	CA/N CPS Out of State	█	█	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.

12. 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.