

Background Check Request Cover Sheet

Use this form to request a background check for Children's Administration purposes only. You must include only one completed [Background Authorization \(DSHS 09-653\)](#) form with each Background Check Request Cover Sheet for persons age 16 or older. Email these completed forms to the Children's Administration background check unit at cabc@dshs.wa.gov. Call 360-407-5500 if you have any questions.

REQUESTING CA STAFF'S NAME		DATE OF REQUEST
REQUESTOR'S TELEPHONE NUMBER	REGION AND PROGRAM (E.G., R2N DCFS)	REQUESTOR'S EMAIL ADDRESS
APPLICANT'S LAST NAME		APPLICANT'S FIRST NAME
CASE NAME		CASE NUMBER
PROVIDER NAME		PROVIDER NUMBER

IMPORTANT INFORMATION! It is the requestor's responsibility to verify the applicant's non-expired, government-issued identification prior to submitting this request. The requestor is also responsible to review the applicant's child welfare history in FamLink or records maintained by Children's Administration when assessing what is in a child's best interest.

Identify your program and **select only one purpose** for this applicant:

Contracts:

New contract New member to contract Renewal contract

DCFS:

If this is a request for Emergent Placement, contact the NCIC Unit at 1-800-998-3898 or email CANCIAccess@dshs.wa.gov.

Adoption Babysitting CHINS (Child in Need of Services) Respite
 Returning a dependent child home (Sirita's Law) Safety-plan participant
 Unlicensed placement Unsupervised visitation Volunteer

DLR:

New license New member to home / license Group Care new hire Support / Babysitting
 Renewal license Adoption home study update Private agency staff
 Respite provider Unlicensed home study Agency renewal

ICPC:

ICPC Border Agreement ICPC parent home study

You must complete this section if the applicant is an adult (18 or older) residing in a home where a child may be placed, including adoptive homes, foster homes, relative placements, and placements with other suitable persons.

During the past five (5) years, has the adult lived outside of Washington? Yes No

If yes, list the state(s) the adult has lived in the last five years excluding Washington
