



## Request for Early Learning Background Check Results

- Individuals who hold a valid portable background check (PBC) clearance issued by the Department of Children, Youth and Families (DCYF) consistent with [RCW 43.216.215](#) may request a true and accurate copy of their Washington State Patrol (WSP) and Federal Bureau of Investigation (FBI) background report results.
- Mail this request to:
 

DCYF BACKGROUND CHECK UNIT  
 P.O. Box 40993,  
 Olympia, WA 98504-0971 or  
 Fax to (360) 407-5577
- A copy of your non-expired government issued ID must accompany this request.** (Ex. State Driver's license, State issued ID card, military ID, passport)

Complete all the information below:

DATE:	DATE OF BIRTH (MM/DD/YYYY)	STARS #	Phone Number:
PRINT YOUR COMPLETE CURRENT NAME(S)			
Print your name(s) used when you submitted the background check application to DCYF. <i>Write <b>SAME</b> if this is the same as your current name.</i>			
Mailing Address:			
STREET	CITY	STATE	ZIP
Previous Address – The address where you lived when you submitted the DCYF background check application. Write <b>SAME</b> if this address is the same as your mailing address.			
STREET	CITY	STATE	ZIP
I am the person identified above. I am requesting a copy of my most recent background check results including copies of any rap sheets from WSP and FBI.			
<b>Requestor's Signature:</b>			

**\*\*The requested documents must be mailed to the mailing address listed above.\*\***

### DCYF STAFF USE ONLY

<input type="checkbox"/> Completed the WSP/FBI check      Date <input type="checkbox"/> Completed only the WSP check      Date <input type="checkbox"/> Was there a previous FBI Check      Date <input type="checkbox"/> There were no rap sheets for this individual <input type="checkbox"/> A copy of the WSP rap sheet was provided <input type="checkbox"/> A copy of the FBI rap sheet was provided <input type="checkbox"/> Copies mailed to the applicant	<b>Name of DCYF staff member fulfilling this request</b>  <b>Signature of DCYF staff member fulfilling this request</b> <div style="border: 1px solid black; height: 20px; width: 100%;"></div>
<b>Date request completed:</b>	Instructions: <ul style="list-style-type: none"> <li>Make two copies of the requested documents including this form</li> <li>Place one set of documents in sealed envelope</li> <li>Mail both sets to applicant as indicated above</li> <li>Keep original and copies of documents sent with this form in DEL file</li> </ul>