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](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](image1.png)

![Figure 2](image2.png)
3. 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.

4. Choose the “In-State” application.

5. 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.
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.
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.
   ![Step 3 screen]

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.”
   ![Request Submission]

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

11. 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.
b. The status of a request will be listed in the “Request Status” column.

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.