

**10.1.15**

**Removal of Name from Child Care Check Procedure**

1. An individual may request to have their names removed from the background check tab on the Child Care Check system if there is a situation of stalking or domestic violence.
2. Policy Analyst staff must receive a written request from the requestor, to include:
  - a. Full name;
  - b. Date of birth;
  - c. Facility name;
  - d. Provider ID, if known;
  - e. A brief description of the reasons for the removal of their names; and
  - f. A copy of a valid order of protection from the courts.
3. The request must be received in writing and sent to either:
  - a. Department of Early Learning  
P.O. Box 40970  
Olympia, WA 98504-0970
  - b. Background check email: [backgroundcheck@del.wa.gov](mailto:backgroundcheck@del.wa.gov)
4. Once received, the assigned policy analyst staff will review the written request for the removal and the protection order and make a determination on a case by case basis.
5. If approved, the policy analyst will create a help desk ticket for the removal of names, this will include:
  - a. Full name of the requestor;
  - b. Date of birth;
  - c. Facility name; and
  - d. Provider ID, if known.
6. If denied, the policy analyst will complete 10.9.1.22 Denial of Request to Remove Name from Child Care Check Letter and send to the requestor.