



Washington State Department of

Early Learning

REQUEST FOR BACKGROUND CHECK RESULTS

Individuals who hold a valid portable background check (PBC) clearance issued by the Department of Early Learning (DEL) consistent with RCW 43.215.215 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 the DEL background check unit at P.O. Box 40971, Olympia, WA 98504 or fax to (360)586-0052.

A copy of your non-expired government issued ID must accompany this request.

Complete all the information below:

DATE:	DATE OF BIRTH (MM/DD/YYYY)	STARS #	Phone Number:
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PRINT YOUR COMPLETE CURRENT NAME(S)

Print your name(s) used when you submitted background check application to DEL.
Write **SAME** if this is the same as your current name.

Current Address: where you live now

STREET	CITY	STATE	ZIP
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Previous Address – The address where you lived when you submitted the DEL background check application. Write **SAME** if this address is the same as your current address.

STREET	CITY	STATE	ZIP
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Please indicate how you would like to receive the documents:

☐ I will pick up copies from the local DEL office ☐ I would like copies mailed to me

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.

Requestor's Signature:

To be completed by DEL staff

- | | |
|---|---|
| <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 | Name of DEL staff member fulfilling this request

Signature of DEL staff member fulfilling this request |
|---|---|

Date request completed:

Instructions:

- Make two copies of the requested documents including this form
- Place one set of documents in sealed envelope
- Mail both sets to applicant as indicated above
- Keep original and copies of documents sent with this form in DEL file