
STATE OF WASHINGTON
BACKGROUND CHECK FORM
INSTRUCTIONS

Background
check forms
must be filled
out in **BLACK**
INK ONLY or
they cannot
be accepted!

STATE OF WASHINGTON BACKGROUND CHECK FORM INSTRUCTIONS

Please complete a Background Authorization form for each person over 15 years old living in your home. You may make additional copies of the form if necessary or contact our office if you need additional copies. All forms must be filled out in **black ink**. Incomplete forms slow down the process considerably. Return completed forms to us with your application packet.

It is very important that you do not leave any boxes blank, unless it says optional. If it doesn't apply, please write "**NONE**" in the box or the form will be sent back. Print or type very clearly. Under married names and nick names please write "none" if none. Write your current name and your birth name, even if they are the same. Please provide a list of previous addresses as well.

By law, background checks are not transferable to or from other organizations. If you have completed a background check recently you will still need to complete our DSHS background check.

On the Authorization form following, you do not need to check any additional check boxes or have the document notarized. Please ignore the Records or Special Records section. Simply fill out the information and sign the bottom.

The following map is for informational purposes only.

