Instructions for Online Background Check Authorization Form

1. From your e-mail, send your **full name** and **Date of Birth (MM/DD/YYYY)** to **PMSV.BackgroundCheck@providence.org** so that we may run your Background Check.

2. Open Google Chrome (internet browser) and type the following into the address bar:

   # https://fortress.wa.gov/dshs/bcs/

3. Things to Keep in Mind

   a. You will be providing personal information on this form.

   b. You will sign this form electronically.

   c. You should reference your court documentation or charging papers for any crimes you self-disclose.

   d. You cannot start filling in the form and then save it to come back to later. You must complete the form in one sitting.

4. **Fill out the form**. If you need additional guidance, access: https://www.dshs.wa.gov/sites/default/files/FSA/bccu/documents/BCS%20Training%20Materials/BCS_Online_Authorization_Form_Guide.pdf

   a. Check ☑ the Attestation Statement and click **Proceed to Electronic Signature**

   b. Check ☐ **I Agree** and type your name as your electronic signature.

5. You will receive a **Confirmation Number:** *Write down your number for your records!*

   a. *Example:* Your confirmation number is JONES984AC

6. There will be an available field for **e-mail address** to send result

   Email Address ⓘ

   a. For the **first email address:** type in **PMSV.BackgroundCheck@providence.org**

   b. For the **second email address:** click "add e-mail" and write **your personal e-mail address** (so that you will have an electronic copy of your confirmation number)

   c. Click "**Send Confirmation**"- this is the last step!

7. The Mount does not need a copy of your form. You may print a copy for your records if you wish.

GOOD JOB AND THANK YOU!