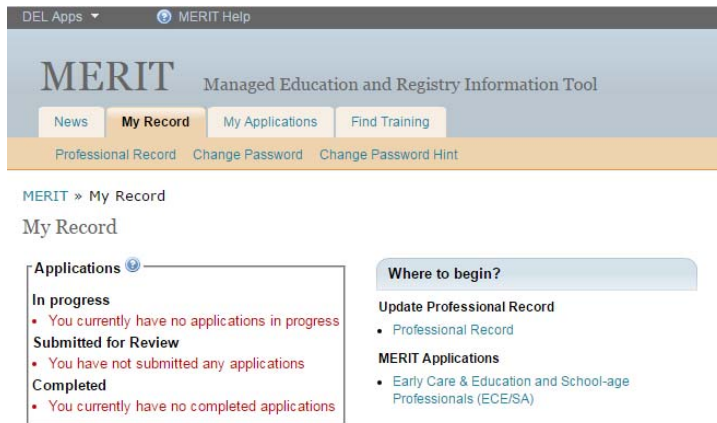
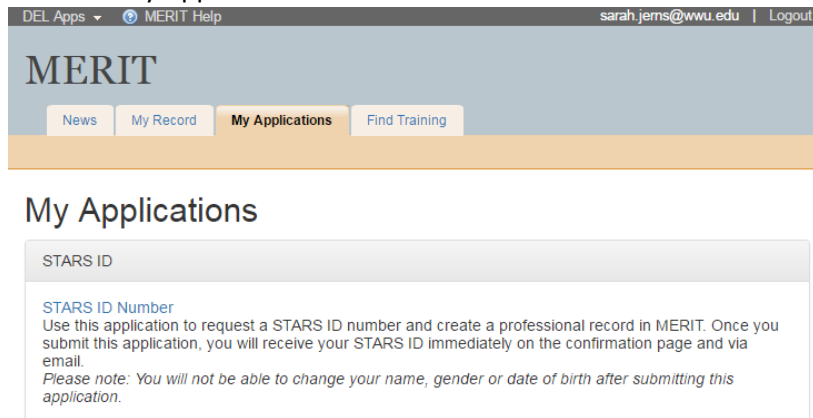


## STARS ID/DEL Portable Background Check (PBC) Procedures:

1. Visit [MERIT Online](#):
  - a. Click “Sign In or Register”
  - b. Fill out “MERIT Registration”
    - i. An activation e-mail will be sent to the inbox of the email address you provided
    - ii. Click on the activation link, and sign in



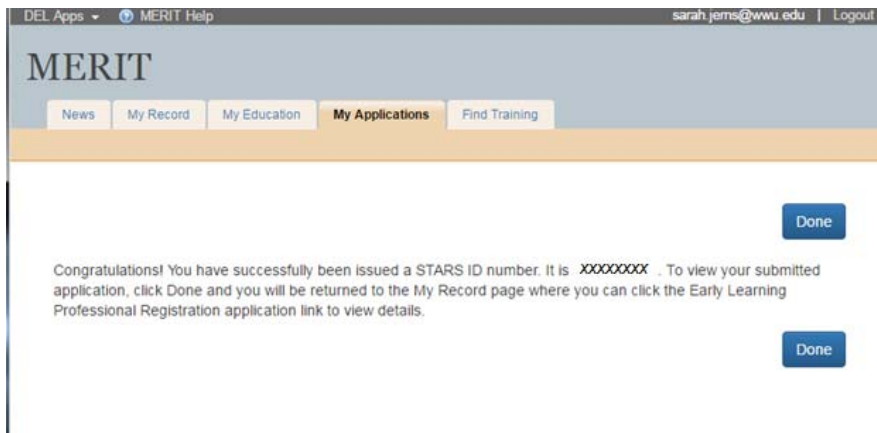
- c. Apply for STARS ID
  - i. Click on “My Applications” and then “STARS ID Number”



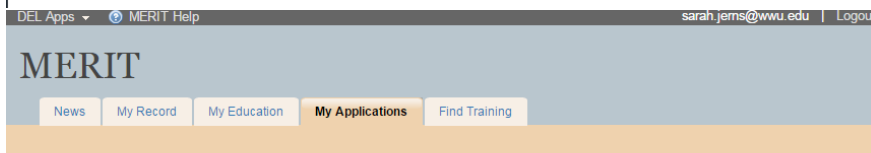
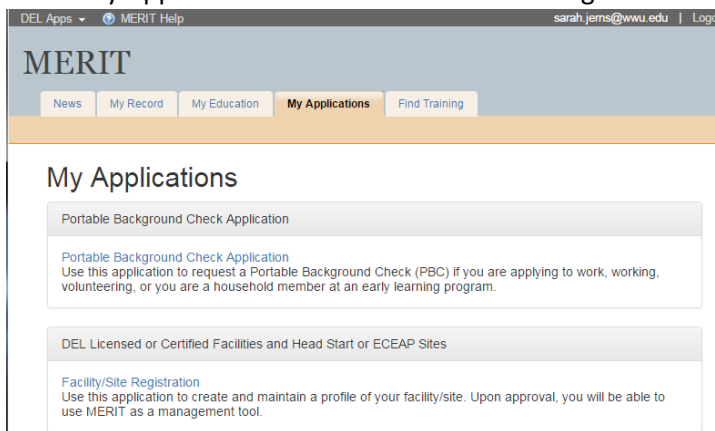
- ii. Enter the requested information

The screenshot shows the 'STARS ID Number Request Personal Information' form. At the top, there are navigation links for 'DEL Apps' and 'MERIT Help', and a user profile for 'sarah.jerns@wwu.edu' with a 'Logout' link. The main header includes the MERIT logo and the text 'Managed Education and Registry Information Tool'. Below the header is a navigation bar with buttons for 'News', 'My Record', 'My Applications' (which is highlighted), and 'Find Training'. The main content area shows 'STARS ID Number Request Personal Information'. At the top of the form, there is a progress indicator with three steps: '1 Personal Information' (highlighted), '2 Employment', and '3 Submit'. Below the progress indicator are buttons for 'Cancel' and 'Next >'. The form itself is titled 'Personal Information' and contains the following fields: 'First Name', 'Middle Name', 'Last Name', and 'Primary Language' (a dropdown menu with 'Choose one...' selected). A note at the top of the form reads: 'Update your personal information here. Please make sure your name, gender, and date of birth are correct.'

- iii. Your STARS ID number will be generated immediately. Pressing “Done” will route you back to the home screen.



- d. Apply for DEL Portable Background Check
  - i. Click on “My Applications” and then “Portable Background Check Application”



### Portable Background Check Application Early Learning Program

1 Early Learning Program      2 Applicant Information      3 Applicant Address      4 Background Information      5 Review & Submit

Cancel    Next >

**Application Instructions**

Use this application to request a portable background check (PBC) if you are applying to work, working, volunteering, or you are a household member in an early learning program.

It will be helpful to gather the following information before you begin:

- Your current address and any address(es) for the last three consecutive years.
- Current Driver's license or identification number.
- Any information about your background to include prior or pending criminal charges against you, conviction information, final decisions, child abuse and neglect findings, etc.
- Payment information, such as bank routing number and bank account number if paying by electronic check, Automated Clearing House (ACH).
- Fingerprints are required for all individuals that are 16 years of age or older and new to child care. Fingerprints are also required if you have a portable background clearance, move out of Washington and return to child care. The cost of fingerprints is approximately \$44.00 and payable to the vendor you schedule your appointment with.

**Early Learning Program Selection**

You are requesting a Portable Background Check to apply to work, volunteer, are currently working in an early learning program or are a household member of a Family Child Care Home with access to children.

Please select your role in the early learning program:

Employee/Household Member


Volunteer

Please select an early learning program below to indicate your primary reason for completing the Portable Background Check application.

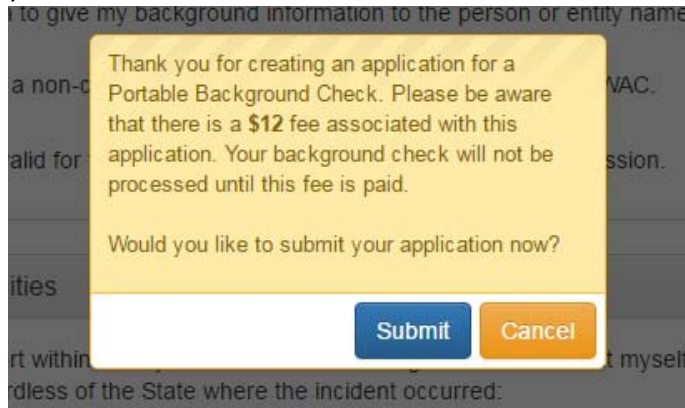
Licensed Child Care

Early Childhood Education and Assistance Program (ECEAP)

Work or volunteer at an ECEAP site    Monitor or provide services at more than one ECEAP site

Substitute Pool Applicant 

- ii. Fill out the requested information. You will need a Government Issued ID number, current address (not a P.O. Box) and a list of your previous addresses for the last three consecutive years.



- iii. It will take 3-5 days for your payment to post to your account.
- iv. If fingerprints are required (\$44), you will receive notification via e-mail including instructions. You must schedule your appointment within 10 days of receipt of this e-mail.

**From:** [backgroundcheck@del.wa.gov](mailto:backgroundcheck@del.wa.gov) [<mailto:backgroundcheck@del.wa.gov>]  
**Sent:** Wednesday, April 12, 2017 8:15 AM  
**To:** Sarah  
**Subject:** Portable Background Check Fingerprints Required

Dear Sarah

STARS ID: xxxxxx

The Department of Early Learning (DEL) has received your application for a Portable Background Check (PBC). It has been determined that fingerprints are required in order to complete your PBC. The attached form contains information required to schedule your fingerprint appointment. Schedule online at <https://www.L1enrollment.com/>, or call MorphoTrust at 888-771-5097 within 10 days to schedule your appointment. You must schedule your appointment within 10 days of receipt of this email.

All other questions regarding your PBC should be directed to the Background Check Unit at [backgroundcheck@del.wa.gov](mailto:backgroundcheck@del.wa.gov) or by calling 1-866-482-4325 Option 4.

Sincerely,  
 Department of Early Learning


\*\*\*\*\* Please do not reply to this email \*\*\*\*\*

# Washington

## Appointment Details

If you are using assistive technology (such as a screen reader) or have problems using the scheduler below, please follow this link to our alternative appointment scheduler.

[← Return to Start](#)

 Commercial Centers (CC) offer a variety of additional products and services. Please refer to the service icon for availability by location.

Locations sorted by distance from 98225 **April 12 - April 18** [Next Week >>](#)

[\[Select Another Region or Zip Code\]](#)

	Wednesday 4/12/2017	Thursday 4/13/2017	Friday 4/14/2017	Saturday 4/15/2017	Sunday 4/16/2017	Monday 4/17/2017	Tuesday 4/18/2017
Bellingham - W Magnolia St Right at Home 114 W Magnolia St Ste 107 Bellingham, WA 98225 <a href="#">Directions</a>	<a href="#">Schedule Full</a>	<a href="#">Schedule Full</a>	<a href="#">Schedule Full</a>	Closed	Closed	<a href="#">Schedule Full</a>	<a href="#">Schedule Full</a>

2. Once DEL PBC and fingerprinting is complete, fill out [this form](#) to request a copy of your DEL background check.
  - a. DEL will then mail two copies of the background check results to you. **One will be in a sealed envelope. Do not open this envelope.**
  - b. You will need to mail the sealed envelope to OSPI. Instructions can be found [here](#). If you would like, you can bring both copies to MH 300 and we will mail a copy to OSPI for you.