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
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”
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.

Dear Sarah,

STARS ID: xxxxxxx

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.LiensFilings.com or call MorphoTrust at 888-771-0097 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@dol.wa.gov or by calling 1-866-482-4325 Option 4.

Sincerely,
Department of Early Learning

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