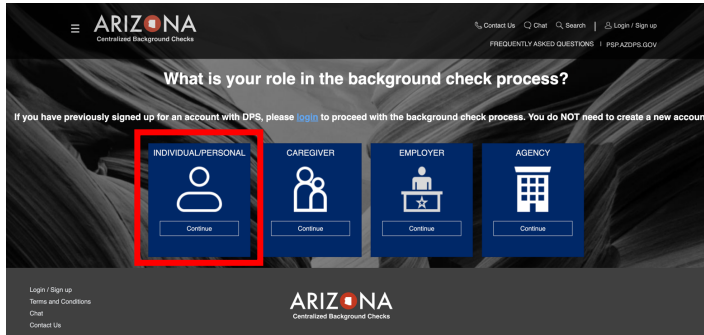


HOW TO SUBMIT A BACKGROUND CHECK REQUEST THROUGH AZ CBC

ATTENTION: If you already have a login with the Arizona Centralized Background Checks (CBC) and you only need to submit the background check request, skip to step 2.

1. Create a personal account at the CBC (Centralized Background Checks) website:

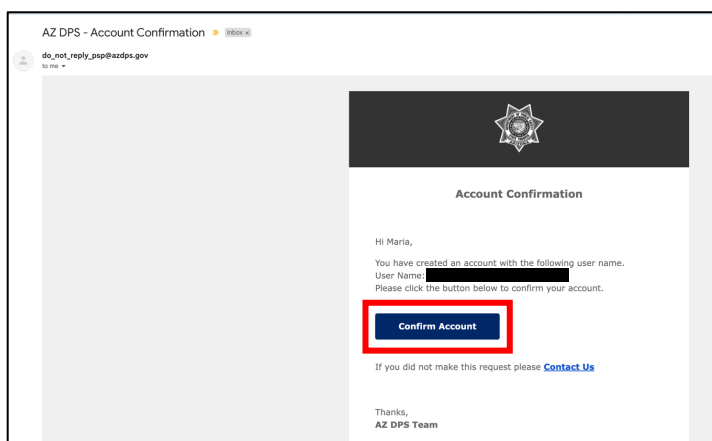
- Go to: <https://cbc.az.gov/signup-form-triage>
- Select the “Individual/Personal” option and click “Continue”



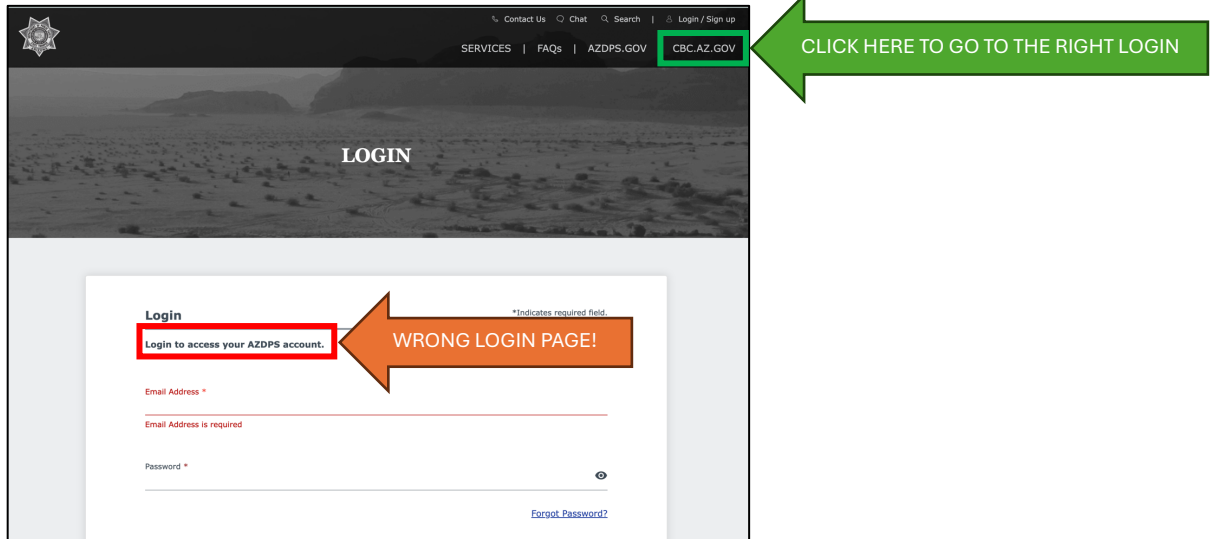
- Create your account by entering your information and using your personal email address.
 - ATTENTION: remember how you entered your legal first name, middle initial, and last name.** This information will be important when it's time to sign the background check request.

The screenshot shows the "Creating Your Account" form. The form has a progress bar at the top with four steps: 1. Profile Information, 2. Address, 3. Security Questions, and 4. Create Account. The form fields are: "Legal First Name*", "Confirm Legal First Name*", "Middle Initial", "Legal Last Name*", "Confirm Legal Last Name*", "Suffix", and "Date of Birth*". The first six fields are highlighted with a red box. A note at the top right says "*Indicates required field.".

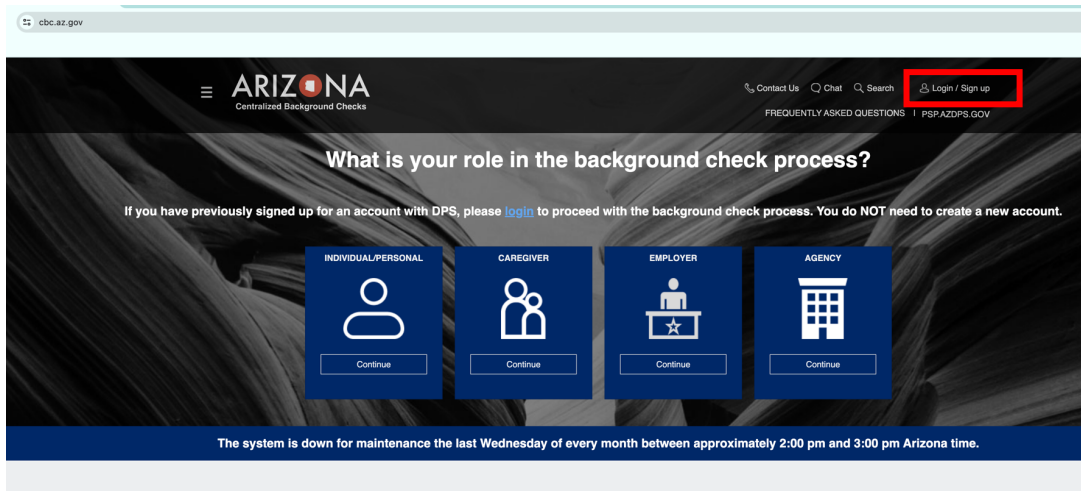
- Once you create an account, you will receive a confirmation email. Click “Confirm Account” on the email:



- e. After you confirm your account, the link MIGHT take you to the wrong login page. If it says “Login to access your AZDPS account” on the login, that’s the wrong page! Instead, go to the CBC.AZ.GOV page. The link should be at the top-right corner as seen here:

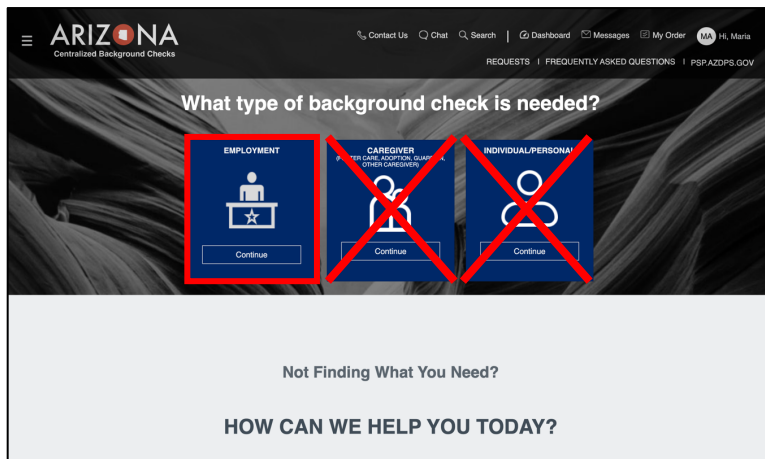


- f. Go to the correct login page: www.cbc.az.gov and click the “Login/Sign up” link at the top-right corner:



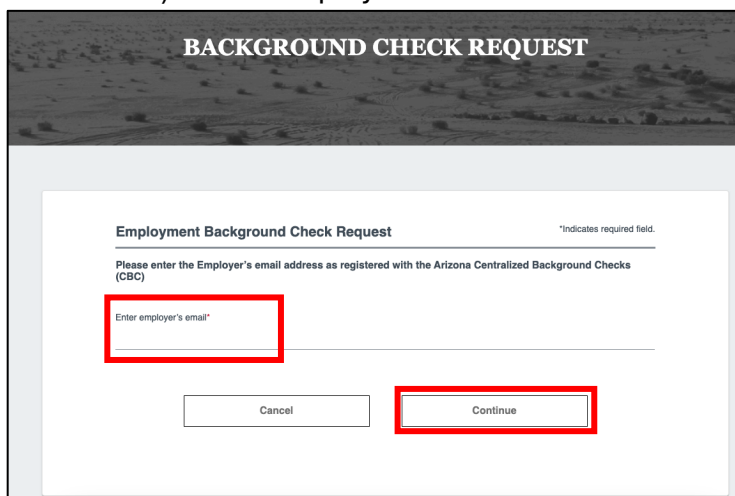
2. Submit a Background Check Request from your new CBC account:

- a. Now you may create a background check request from your new CBC account by selecting the “Employment” option and clicking “Continue.”
 - i. **NOTE:** do not use the caregiver or the individual/personal options here. This has been a direction from the DDD themselves. You have to choose “Employment.”



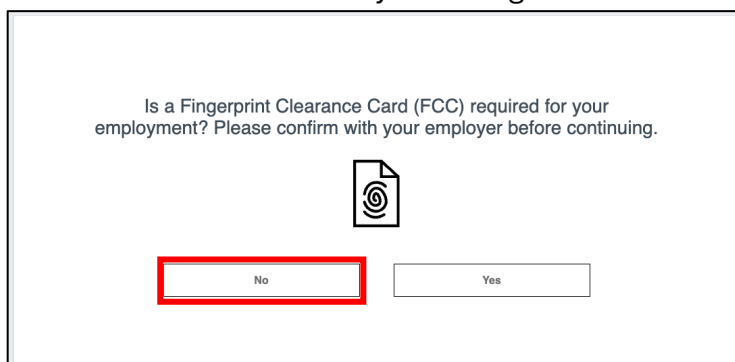
The screenshot shows the Arizona Centralized Background Checks (CBC) website. The header includes the Arizona CBC logo and navigation links. The main heading is "What type of background check is needed?". There are three options: "EMPLOYMENT" (highlighted with a red box), "CAREGIVER" (crossed out with a red X), and "INDIVIDUAL/PERSONAL" (crossed out with a red X). Each option has a "Continue" button. Below the options, there is a link "Not Finding What You Need?" and a section "HOW CAN WE HELP YOU TODAY?".

- b. Enter Eros and Care’s email address (as instructed during hire or by the Smartsheet notification) in the “Employer’s email” as shown below, then click “Continue.”



The screenshot shows the "BACKGROUND CHECK REQUEST" form. The section "Employment Background Check Request" is active. It asks the user to "Please enter the Employer's email address as registered with the Arizona Centralized Background Checks (CBC)". The input field is highlighted with a red box. Below the input field are "Cancel" and "Continue" buttons, with the "Continue" button also highlighted with a red box.

- c. When asked if a Fingerprint Clearance Card (FCC) is required for your employment, select “NO.”
 - i. **NOTE:** This is a directive from the DDD. If you choose “Yes” then this process will not work. Fingerprint cards are being managed separately and therefore they do not need to be linked to your background check here.



The screenshot shows a question: "Is a Fingerprint Clearance Card (FCC) required for your employment? Please confirm with your employer before continuing." Below the question is a fingerprint icon. There are two buttons: "No" (highlighted with a red box) and "Yes".

- d. Check **all** the boxes in the “Request Type” screen and click “Continue.”

Request Type

What type of check will you be requesting? *

☒ Department of Child Safety (DCS) Check

☒ Arizona Adult Protective Services (APS) Check

Purpose and Legal Authority

You are required to complete this request because you have applied for a position that requires a search of the Arizona Department of Child Safety's (DCS) Child Abuse and Neglect Records (DCS/CN) and a Level 1 Fingerprint Clearance Card issued by the Department of Public Safety (DPS). Both are required by Arizona state law. Your information, upon submission by your employer, will be searched through the DCS Central Registry for Employment, and the DCS and DPS Fingerprint Clearance Card databases. Refer to A.R.S. § 8-804 and 45 CFR § 98.43.

The Arizona Adult Protective Services (APS) registry contains the name and date of birth of the person determined to have abused, neglected or exploited a vulnerable adult and the description of the allegation made. The purpose of the APS Registry is to prevent vulnerable adults and children from being victimized by individual who have been found, through an APS investigation and due process, to have abused, neglected or exploited a vulnerable adult. Refer to A.R.S. § 46-459.

Employers are encouraged to review the registry when deciding whether to employ to provide care for vulnerable populations. The decision to hire a person listed on the APS Registry is solely up to the employer.

☒ I have read the statement(s) above and agree to the terms therein.

Cancel Save **Continue**

- e. Fill out the Background Check information sheet.
- For “Date Employed” you can get this information from the Smartsheet notification or by requesting it from alex.erosandcare@gmail.com:
 - For “Solicitation/Contract Number or Provider ID” enter “DDDRFQVA” as shown below:

Background Check Information

Date Employed

11/1/2018

Solicitation/Contract Number or Provider ID *

DDDRFQVA

[Add Contract Numbers](#)

- f. Verify that under “Employer Information” it is Eros and Care’s information: address, email, and contact information.
- If the employer is different, please stop the process and notify us.
- g. Fill out the “Requester Information” information as instructed on the form.
- If you don’t have a middle name, check the box “I do not have a middle name”
- h. Fill out “Previous Names, AKAs, or Aliases” as instructed on the form.
- Fill out “Address Information” and add previous addresses if applicable for the past 5 years.
 - Fill out “Additional Information” as instructed on the form.

- k. Sign the application by checking the box and entering your legal name. **ATTENTION:** this is where it's important to enter your first name, middle initial (if you have one), and last name that matches your account (**see step 1d.**) DO NOT USE PERIODS OR OTHER SPECIAL CHARACTERS.

Signature

Applicant Signature

☒ By signing this form, I allow the Department of Child Safety to report final findings of any DCS investigation of abuse of a child or vulnerable adult for the Employer listed in this request. I attest under penalty of perjury, that the information provided is true, correct, and complete to the best of my knowledge and belief. I further understand the provision of false information or intentional misrepresentation of information on this form may result in disciplinary action. *

Signature *

Emmaline S Lacklan

Enter the First Name, Middle Initial, Last Name and Suffix as listed on your account profile. Do not enter special characters.

Cancel

Save

Continue

- l. Review your information and if all looks ok, click “Continue to my order.”

Signature

Applicant Signature

☒ By signing this form, I allow the Department of Child Safety to report final findings of any DCS investigation of abuse of a child or vulnerable adult for the Employer listed in this request. I attest under penalty of perjury, that the information provided is true, correct, and complete to the best of my knowledge and belief. I further understand the provision of false information or intentional misrepresentation of information on this form may result in disciplinary action. *

Signature *

Emmaline S Lacklan

Enter the First Name, Middle Initial, Last Name and Suffix as listed on your account profile. Do not enter special characters.

To make edits, scroll to the top of this page and select the section in the progress bar.

Cancel

Save

Continue to My Order

- m. Click “Submit”

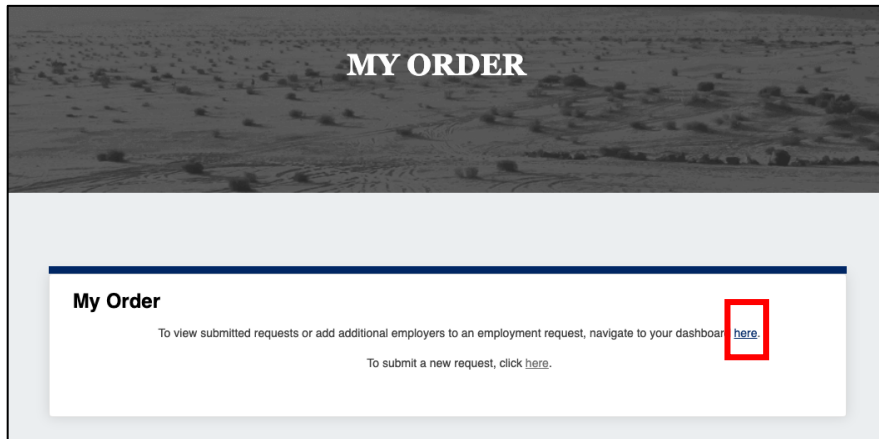
My Order

Background Check Requests

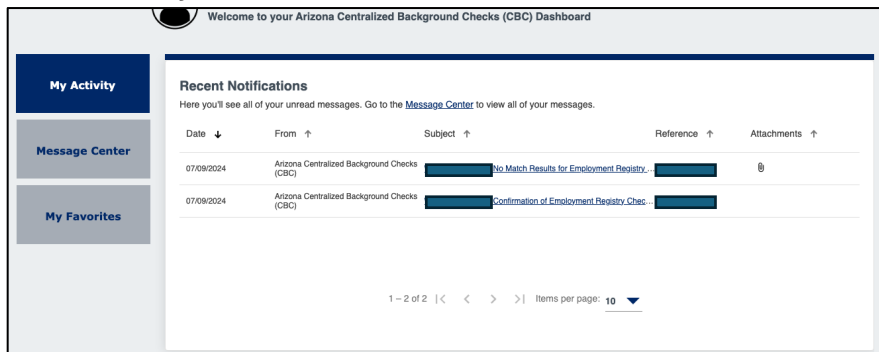
Item ↑	Item ↑	
Employment Background Check Request	\$0.00	Save for Later Delete
Total	\$0.00	

Submit

- n. You will receive a confirmation screen. You can navigate to your dashboard by clicking the link provided to see the results of your background check.



- o. In the dashboard you will see 2 notifications (refresh the screen if you don't yet). The notification with the attachment symbol is the background check report that has also been automatically sent to Eros and Care.



- p. Finished. If you encounter any issues please contact us.