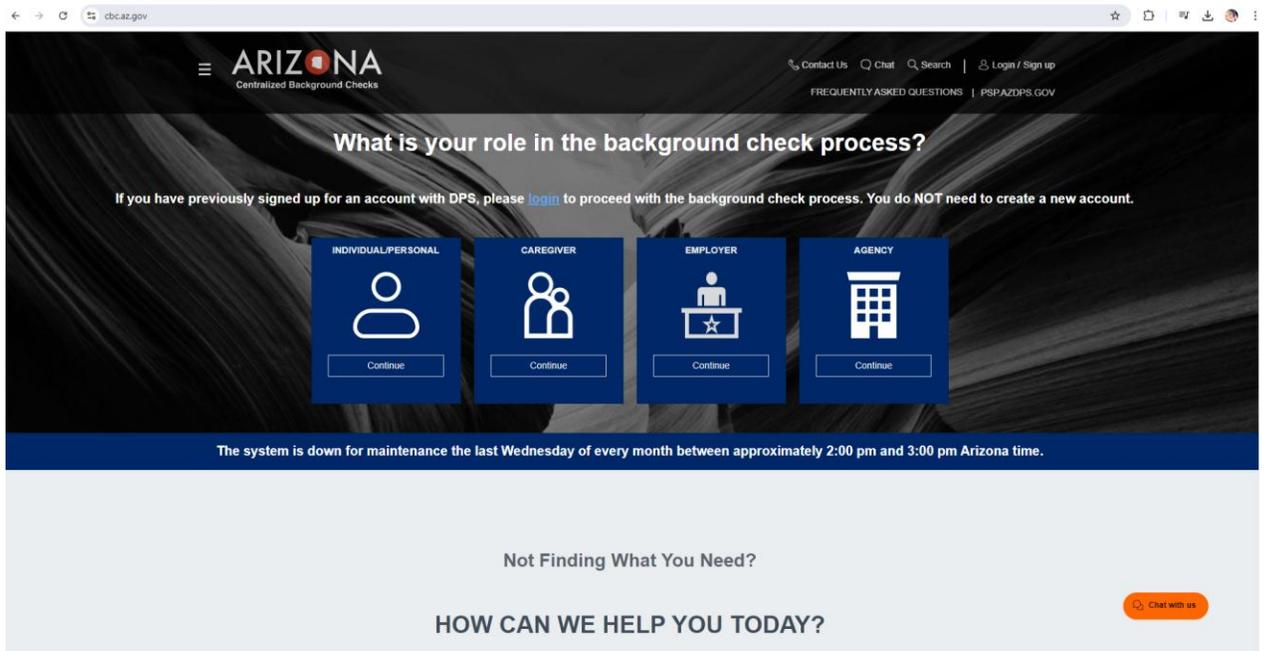


## Steps to get an Arizona Centralized Background Check

All staff is required by DDD to complete an AZ Centralized Background Check. Please see below steps to complete.

### 1. Go to the Arizona Centralized Background Check page

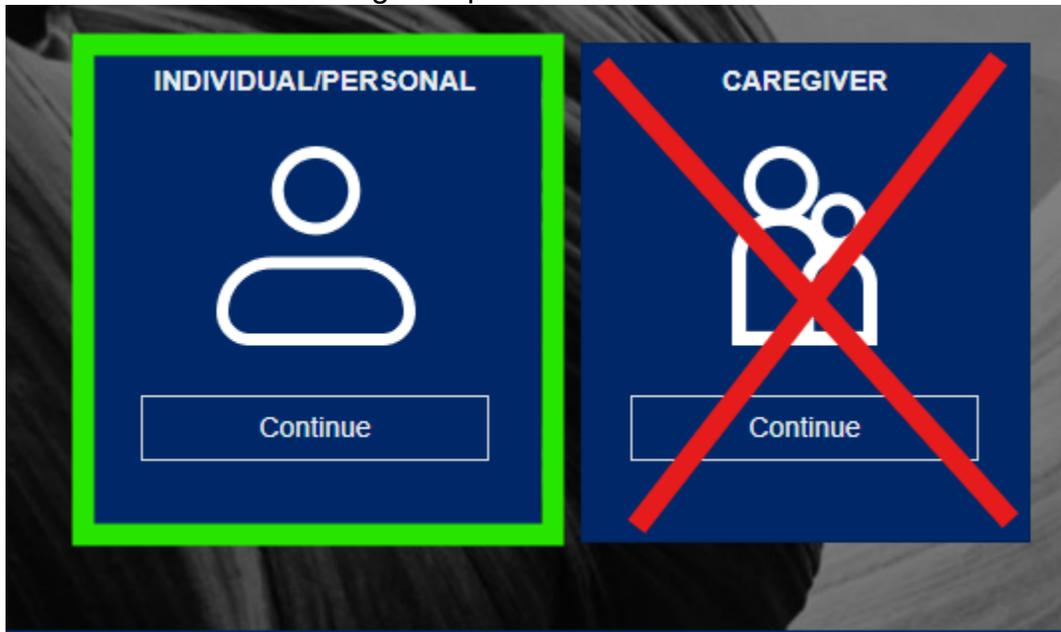
a. <https://cbc.az.gov/>



b.

### 2. Once you are on the main page, click on INDIVIDUAL/PERSONAL and click continue.

a. **DO NOT** choose the Caregiver option.



b.

**3. Create your individual account, complete all 4 steps**



**4. Once all 4 steps are completed, click on CREATE ACCOUNT**

**5. Once you create account you will need to verify your email**

- a. Please make sure the email address you list, you have immediate access to.

**Verify Your Email**

Your account has been created, but it needs to be verified. Check your email and click the confirmation link to verify your account. If you did not receive the email, check your spam, junk, or trash folder.

Clicking the "Confirm Account" button will re-direct you to the Department of Public Safety (DPS) Public Services Portal (PSP). Make sure to return to [cbc.az.gov](http://cbc.az.gov) once you have verified your email. You can find the link to the CBC on the home page of the DPS PSP in the upper right-hand corner of the screen.

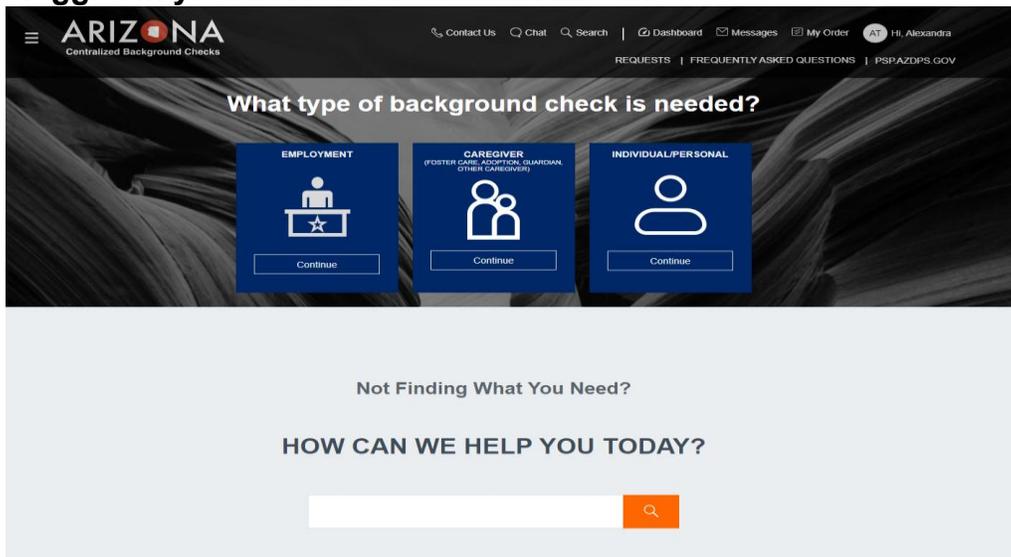
[I did not receive the email. Please send it again.](#)



**6. Once email is verified, login**

- a. Once you login, it will ask you to verify your identity again using a onetime passcode either to your email or phone number.

**7. Once logged in your screen should look like this**

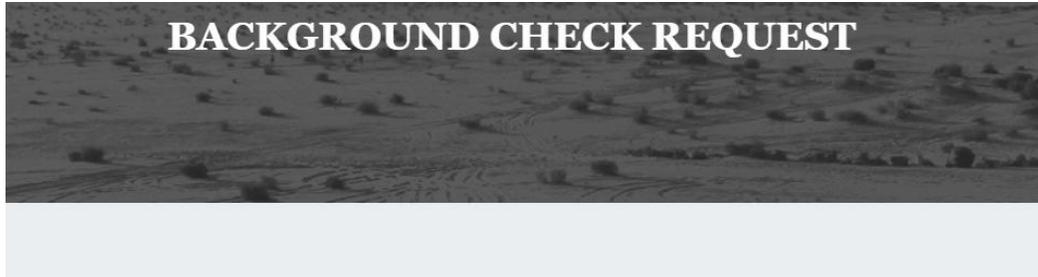


8. Now that you have created an individual account, you will need to connect yourself to our agency, Stacy Campbell & Associates.

9. You will now click on the EMPLOYMENT option



10. Once you click continue, it will take you here,



**Employment Background Check Request**

\*Indicates required field.

Please enter the Employer's email address as registered with the Arizona Centralized Background Checks (CBC)

Enter employer's email\*

Cancel

Continue

a.

- b. You will now enter the email address, [Admin@sca-hbs.com](mailto:Admin@sca-hbs.com), and click continue.

**11. It will now ask if Fingerprint Clearance Card is required for your employment, you will click NO.**

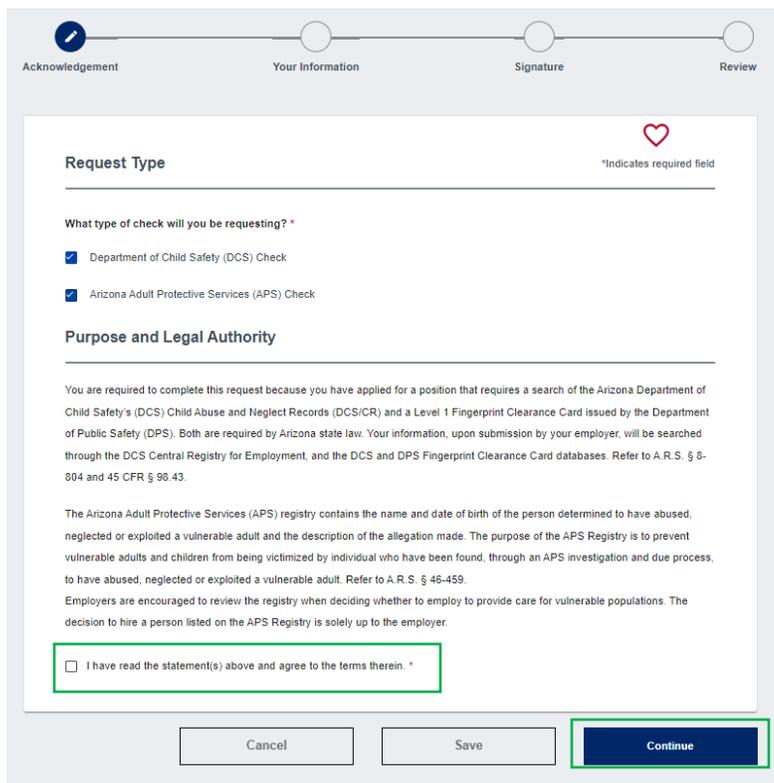
Is a Fingerprint Clearance Card (FCC) required for your employment? Please confirm with your employer before continuing.



- a.  
b. **All employees are required to have a fingerprint clearance card but due to technical issues, you will select no.**

**12. It will now take you to the Request Type page.**

- a. Make sure both boxes are checked blue, you will then read the statement and check the *I have read the statements above and agree to the terms therein* box and click continue.



**Request Type** \*Indicates required field

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/CR) 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. \*

- b.

13. The next page is the background check information, this is very important, you need to input your start date and our employer information correctly. Contact your office coordinator for the correct information

The screenshot shows a web form with a progress bar at the top. The progress bar has four steps: 'Acknowledgement' (checked), 'Your Information' (active), 'Signature', and 'Review'. Below the progress bar is the 'Background Check Information' section, which includes a red heart icon and the text '\*Indicates required field'. The form has three main sections: 'Date Employed' with a calendar icon, 'Solicitation/Contract Number or Provider ID' (highlighted in yellow), and 'Employer Information'. The 'Employer Information' section includes fields for 'Employer Name', 'Representative Name', 'Title', and 'Mailing Address'. A link 'Add Contract Numbers' is also present.

**Background Check Information** \*Indicates required field

Date Employed

Solicitation/Contract Number or Provider ID \*

[Add Contract Numbers](#)

**Employer Information**

Employer Name \*

Representative Name \*

Title \*

Mailing Address

a.

14. Complete the application by answering any remaining questions and then acknowledge, sign, and click continue.

**Signature** \*Indicates required field

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 \*

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

a.

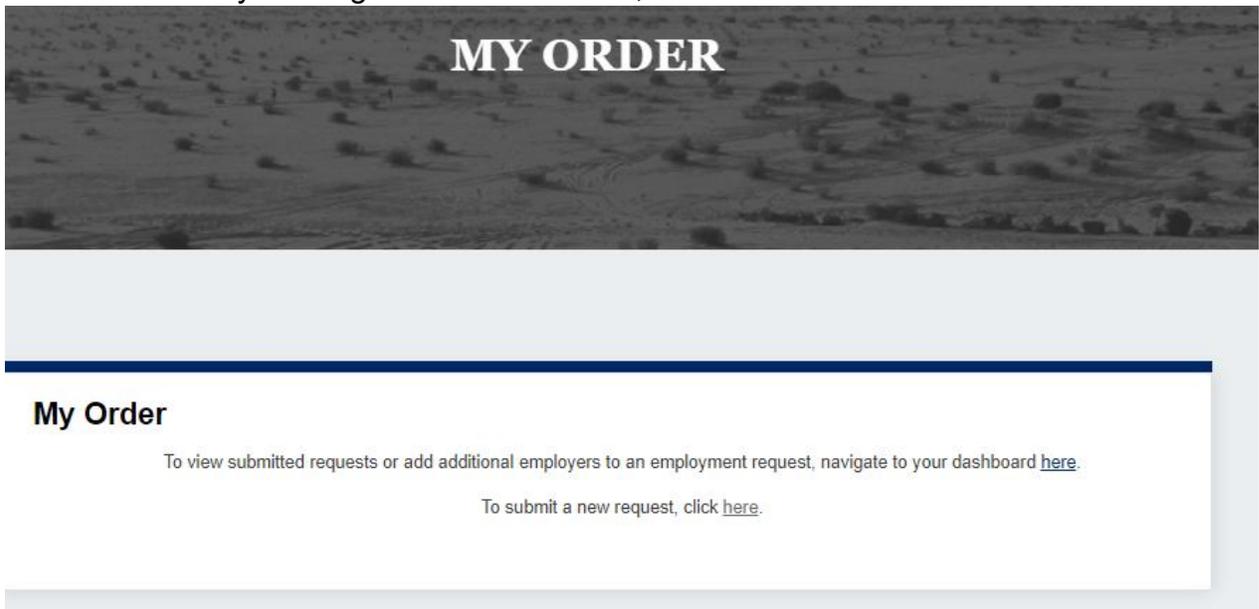
15. After you confirm all your information you will need to complete the order, click submit

## MY ORDER

My Order		
Background Check Requests		
Item ↑	Price	
Employment Background Check Request	\$0.00	<a href="#">Save for Later</a> <a href="#">Delete</a>
<b>Total</b>	<b>\$0.00</b>	

a.

16. Once submitted you will get this confirmation,



17. **You are done!** Results will be sent via email to both you and me. Please note that these results are confidential and will not be shared with anyone outside the necessary parties. This process is now mandated by the Department of Developmental Disabilities (DDD), and background checks will be conducted weekly on two randomly selected employees by the state to ensure the safety of our members and staff.