

Passage Point Background Check Procedure

Re: YWCA Passage Point Guest List Requests, Volunteers, or Potential Residents

The request for criminal history information will be reviewed by the YWCA prior to approval of being put on a guest list. If the consumer report includes any of the following information, the application for the guest approval will be denied:

- **Serious Violent Offenses** *as defined by RCW 9.94A.030(41):*
 - Murder in the first degree
 - Homicide by abuse
 - Murder in the second degree
 - Manslaughter in the first degree
 - Assault in the first degree
 - Kidnapping in the first degree
 - Rape in the first degree
- **Arson (1st or 2nd Degree)** *as defined in RCW 9A.48.020 and 030*
- **Sex Offense** *as defined in RCW 9.94A.030(42)*
- **Convictions of methamphetamine and/or drug production**
- **Person has been denied access or taken of the guest list previously, or denied by a life coach due to other concerns.**

Before visitation to Passage Point and or guest can be approved on the guest list, all guest applicants must go through a criminal background screening process in order to be put on a Passage Point guest list. *Guests* will be required to fill out and sign an application to be considered for approval on the guest list.

**REQUEST FOR CRIMINAL HISTORY INFORMATION
CHILD/ADULT ABUSE INFORMATION ACT
RCW 43.43.830 THROUGH 43.43.845**

APPLICANT OF INQUIRY (Please provide as much information as possible; name and date of birth are mandatory.)

Applicant's Name: _____
Last First Middle

Alias/Maiden Name(s): _____

Date of Birth: _____ Sex: _____
Month/Day/Year

Applicant's Signature & Date

Resident's Name: _____ **Relationship to Resident:** _____

CHILD/ADULT ABUSE RECORD SEARCH GUIDELINES



Refer to Revised Code of Washington ([RCW](#)) [43.43.830-43.43.845](#) for complete information. Child/Adult Abuse Information Act background checks may be conducted by Washington State businesses or organizations. Other states must conduct searches under the Criminal Records Privacy Act, [RCW 10.97](#).

- 1. Searches may be conducted only on prospective employees, volunteers, adoptive parents, prospective clients, or resident.** Background checks may be conducted on prospective employees, volunteers, or adoptive parents who will be or may be unsupervised access to children less than sixteen years of age, developmentally disabled persons, or vulnerable adults. The background check is for initial employment decisions only. A prospective client's or resident's conviction record—upon the request of a business or organization that qualifies for exemption under section 501(c)(3) of the internal revenue code of 1986 (26 U.S.C. Sec. 501(c)(3) and that provides emergency shelter or transitional housing for children, persons with developmental disabilities, or vulnerable adults.
- 2. Applicants must be notified an inquiry may be made.**
A business or organization shall not make an inquiry to the Washington State Patrol unless the business or organization has notified the applicant, who may be offered a position as an employee or volunteer, that an inquiry may be made.
- 3. A business or organization must prepare a disclosure statement to be signed by the applicant before a background check may be conducted.**
A business or organization shall require each applicant to disclose whether the applicant has been:
 - (a) Convicted of a crime;
 - (b) Had findings made against him or her in any civil adjudicative proceeding;
 - (c) Has both a conviction and findings made against him or her.
- 4. Applicants must be notified of the response.**
The requesting agency shall notify the applicant of the Washington State Patrol's response within ten days after receipt. The employer shall provide a copy of the response to the applicant and shall notify the applicant of such availability.

Notes:

- "Business or organization" means a person, business, or organization licensed in this state, any agency of the state, or other governmental entity, that educates, trains, treats, supervises, houses, or provides recreation to developmentally disabled persons, vulnerable adults, or children under sixteen years of age, or that provides child day care, early learning, or early learning childhood education services, including but not limited to public housing authorities, school districts, and educational service districts.
- "Client" or "resident" means a child, person with developmental disabilities, or vulnerable adult applying for housing assistance from a business or organization.
- The business or organization shall use this record only in making the initial employment or engagement decision. Further dissemination or use of the record is prohibited. A business or organization violating this subsection is subject to civil action for damages.
- Responses are limited to **Washington State records only**.