

Instructions to request a CPI and complete the required background check.

1. Review the eligibility criteria in Section 1 to determine if you are eligible to submit a request for a CPI.
2. Complete the request for a CPI using one of the following options:
 - a. Online at <https://www.dcyf.wa.gov/safety/can-founded-findings/cpi/cpi-request-form>; or
 - b. Complete Section 2 below. This form is available in other languages at https://dcyf.wa.gov/forms?field_number_value=09-012&title.
3. Complete the required background application using one of the following options:
 - a. Online at <https://fortress.wa.gov/dshs/bcs> using Google Chrome web browser and retain the online confirmation code to include in Section 2 below or on the online CPI request form; or
 - b. Complete the [Background Check Authorization \(DSHS 09-653\)](#) form.
4. Email or mail any of these manually completed forms to dcyf.cpi@dcyf.wa.gov or PO Box 40993, Olympia, WA 98504.

Contact DCYF at dcyf.cpi@dcyf.wa.gov or 1-800-998-3898, option 8, if you have questions about this process or program.

SECTION 1. Eligibility Criteria

DCYF must adhere to the criteria outlined in [RCW 74.13.720\(4\)](#) to determine if you are eligible to request a CPI. You are not eligible for a CPI if any of the following apply:

- It has been fewer than five years since you had a founded finding of child abuse or neglect
- You were previously denied a CPI in the last two years
- You were the subject of a founded finding of child abuse or neglect after receiving a CPI
- You have a founded finding for sexual abuse, sexual exploitation, or physical abuse that involved cutting, burning, interfering with a child's breathing, shaking a child under age 3, or threatening a child with a deadly weapon
- You have a conviction or pending criminal investigation, or any out-of-state, federal or state conviction for a felony offense that is comparable to:
 - Any felony offense involving the physical neglect of a child under [Chapter 9A.42 RCW](#)
 - Any felony offense under [Chapter 9A.32 RCW](#) or [Chapter 9A.36 RCW](#) involving a physical injury or death of a child
 - Any felony domestic violence offense committed against a family or household member as defined in [Chapter 10.99 RCW](#)
 - A felony offense against a child under [Chapter 9.68A RCW](#)
 - Any of the following felony offenses:
 - Any felony defined under any law as a class A felony or an attempt to commit a class A felony
 - Criminal solicitation of or criminal conspiracy to commit a class A felony
 - Manslaughter in the first or second degree
 - Indecent liberties
 - Kidnapping in the second degree
 - Arson in the second degree
 - Extortion in the first degree
 - Robbery in the second degree
 - Drive-by shooting
 - Vehicular homicide

SECTION 2. CPI Request form

LAST NAME	FIRST NAME	MIDDLE NAME	DATE OF BIRTH
PHONE NUMBER	EMAIL ADDRESS	BACKGROUND CHECK CONFIRMATION CODE	

RACE (optional)

This information is not known when determining to grant you a CPI and will only be used to help DCYF develop meaningful data detailing efforts toward eliminating racial disparities and disproportionalities.

- American Indian or Alaska Native
- Asian
- Black or African American
- Hispanic/Latino
- Native Hawaiian or other Pacific Islander
- White
- Unknown

YOUR STATEMENT (optional):

DOCUMENTATION TO INCLUDE (optional):

Statements or any documentation that shows how your behavior has changed since the finding of child abuse or neglect will assist this assessment and may include, but not limited to:

- Recent assessments or evaluations
- Completion or progress toward completion of recommended court-ordered treatment, services, or programs
- References from employers, professionals, and agencies familiar with your current character
- Any education, volunteer work, employment history, or community involvement
- Other information that indicates changed behavior or rehabilitation