

Washington State Department of Early Learning (DEL) is now called **Department of Children, Youth, and Families (DCYF)**.

Go to this website: <https://apps.dcyf.wa.gov/MERIT/Home/Welcome?ReturnUrl=%2fmerit>



### **Renewing Your DCYF Portable Background Check**

Click on “Sign In or Register”.

Choose “Sign In” and enter your Username (usually your email address) and your password.

Click on the “My Applications” tab at the top.

Click on “Portable Background Check Application”.

Choose “Licensed Child Care Center” and then choose “Employee/Household Member” and click on “Next”.

Now enter “Applicant Information” and click on “Next”.

Now enter “Applicant Address”—NOTE—you must have a total of 5 consecutive years of addresses to continue onto the next screen.

Now enter “Background Information” (answer the questions) and click on “Next”.

Now “Review & Submit” (checkmark all the boxes).

Now checkmark the box that says “I have read and understand the reporting responsibilities”.

Now sign it electronically & indicate where the form was signed (name of city or county) and click “Submit”.

A small window will pop up letting you know there is a \$12 fee associated with this application renewal. Note—your background check renewal will not be processed until this fee is paid.

Click on “Submit”.

Next, you will be given some choices on how to pay the \$12 fee.

Pay the fee and save your receipt to turn into your supervisor with a completed “Non-travel Reimbursement” form.

For help, ***email is the fastest*** [MERIT@dcyf.wa.gov](mailto:MERIT@dcyf.wa.gov) or you may call 1-866-482-4325.