

(DCYF) Department of Children, Youth, and Families Portable Background Check (PBC) **RENEWAL INSTRUCTIONS**

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. *(if you do not remember one or both, contact Bonnie Thane at bhoover@oesd114.org and she will take the necessary steps to help you retrieve your login credentials-please be aware that this may delay the process up to 2-weeks).*

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”.

Let your supervisor know you have completed the PBC renewal process.

For help, ***email is the quickest*** MERIT@dcyf.wa.gov or you may call 1-866-482-4325.