



## Completing a Background Check

You must have an approved background check every 2 years.



**Contact the local office (CME) to start your background check at least 70 days before it's due.** Make sure your email is up to date with your CME.



You'll get an email from ORCHARDS once the local office starts the background check. **If you don't get an email within two days**, check your spam and junk folders or contact the local office.

**Add this email address to your safe list:** [bcu.orchards@orchards.odhsoha.oregon.gov](mailto:bcu.orchards@orchards.odhsoha.oregon.gov)



In the email, you'll get a link to do your **authorization and disclosures** in ORCHARDS. **Make sure you do this within 7 days of the date on the email.**



You'll have to start your background check over if you don't complete your authorization and disclosures within **7 calendar days** from the date of the email.



**If you need to submit fingerprints**, you'll get a letter with instructions from the local office by mail or email. Follow the instructions in the letter about where to go and how to submit your fingerprints.

**Make sure you do this within 21 days of the date on the letter.**



You'll have to start your background check over if you don't submit your fingerprints within **21 calendar days** from the date on the letter.



The Background Check Unit makes a final fitness determination and notifies the local office.

**If you are denied, found ineligible, or have a restricted approval:** The Background Check Unit will send you a letter by postal mail with details. The letter will tell you if you have hearing rights.

**If you are approved:** The local office will send you a clearance letter by mail or email. Check your spam and junk mail folders.

## Background Check Unit contact information

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**Website:** <https://www.oregon.gov/odhs/background-checks>

**Phone:** 503-378-5470

**Toll-free:** 888-272-5545

**TTY:** 503-373-7800

**Email:** [bcu.info@odhsoha.oregon.gov](mailto:bcu.info@odhsoha.oregon.gov)

## How-to videos

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**How to do the applicant authorization and disclosure questions:**

<https://www.youtube.com/embed/24fGLdEpS4E>

**Details about what to include when you make disclosures:**

<https://www.youtube.com/embed/dBnFmLEPwos>

## Resources

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**Frequently asked questions:**

<https://sharedsystems.dhsoha.state.or.us/DHSForms/Served/de4277.pdf>

**Potentially disqualifying conviction list:**

<https://www.oregon.gov/odhs/background-checks/Documents/pdq-criminal-tier-3.pdf>

## Common reasons fingerprints may be needed

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- A provider has lived outside of Oregon for 60 or more consecutive days during the past five years.
- The Background Check Unit gets any information that indicates there may be criminal history.
- There is not enough information available to confirm there are no criminal records outside of Oregon.
- The provider has an out-of-state license or out-of-state identification card.
- There is a reason to question the identity of the provider or the criminal records found in the State of Oregon Law Enforcement Data System (LEDS).