



Background Check Amended Application Process During COVID-19 Health Emergency

The following amended background check process applies to only those individuals who intend to associate with or become employed by a healthcare provider or in a specified Department of Health and Social Services position. If you are unsure if this is the correct background check for you, please contact your facility.

STEP 1: Complete and submit a background check application at [Alaska Background Check Program \(dhss.alaska.gov/dhcs/Pages/cl/bgcheck/\)](https://dhss.alaska.gov/dhcs/Pages/cl/bgcheck/)

- The application must be submitted by the facility/employer or applicant.
- During the online application process you will be notified if payment and fingerprints are required, depending on any previous status you may have with the Background Check Program.

STEP 2: Payment may be made by:

- Credit card (Visa, MasterCard), online, by the person submitting the background check application;
- Credit card (Visa, MasterCard) by telephone 907.334.2400
- Cash or check by mail or drop off to **4501 Business Park Blvd., Bldg. L, Anchorage, AK 99503.**

STEP 3 Fingerprint cards:

- Applications will be worked prior to the arrival of the fingerprint card if payment has been made. Provisional clearances are issued in 10-30 days, unless additional research is required.
- Fingerprints are still required. Go to any fingerprint vendor in your area. There may be an additional cost to be printed which is paid directly to the fingerprint vendor. If there are no open fingerprint vendors due to the COVID-19 health emergency, please email bcunit@alaska.gov if your deadline is approaching.
- The fingerprint card due date is listed on the Fingerprint Authorization Form when entering the application. Fingerprint cards must be mailed or dropped off **4501 Business Park Bldg L, Anchorage, AK, 99503.**

STEP 4: Once fingerprints are received:

- The fingerprint card is scanned to the Department of Public Safety for review. Application status updates can be found at my.alaska.gov or directly with your facility.
- Facilities are notified by email when applications has been completed.

STEP 5: If you are determined to be *Not Eligible* for employment:

- A notice, via certified mail, is issued explaining why and what appeal rights you have.
- The most common appeal process is through a variance, which is a request for an exception.
- Either you or your current or proposed employer may submit a variance request.
- To apply for a variance online, visit [Alaska Background Check Program \(dhss.alaska.gov/dhcs/Pages/cl/bgcheck/\)](https://dhss.alaska.gov/dhcs/Pages/cl/bgcheck/).
- If a variance is approved, your application status will be changed to *Appeal Granted* and you will receive a clearance to work or be associated.