



# CBC QUICK SETUP INDIVIDUAL

The Arizona Centralized Background Checks (CBC) is a web portal for Individuals, Employers, and Agencies to access background check results from the following sources:

- Arizona Department of Child Safety (DCS) Central Registry
- Arizona Adult Protective Services (APS) Registry
- Department of Public Safety (DPS) Fingerprint Clearance Card status (FCC)

## STEP 1: CREATE AN ACCOUNT

If your background check requires an FCC and:

- a. You already have a DPS Public Services Portal account: You do not need to create an account. Use your DPS PSP username and password to login to [cbc.az.gov](http://cbc.az.gov).
- b. You need to apply for an FCC: Create a DPS Public Services Portal account at [psp.azdps.gov](http://psp.azdps.gov) using your personal email address. You can then use your DPS PSP username and password to login to [cbc.az.gov](http://cbc.az.gov).

If you need to connect your FCC card or application to your DPS PSP account, go to [psp.azdps.gov](http://psp.azdps.gov) and complete the following:

- Click 'Services' in the header.
- Click the 'Fingerprint Clearance Card' tile.
- For 'What action do you need to take?', select 'Apply for a card / Request a replacement' and click 'Continue'.
- For 'Have you applied for a DPS Fingerprint Clearance Card in the past?', click 'Yes'.
- Enter your FCC Application Number or Card Number and click 'Continue'.

For additional assistance regarding your FCC card, visit: DPS PSP Contact Us page - Fingerprint Clearance Cards (<https://psp.azdps.gov/home/contactus>)

(Uncommon) If your background check does not require a fingerprint clearance card, create an account at [cbc.az.gov](http://cbc.az.gov). Use your personal email address to create an account.

## STEP 2: SUBMIT A BACKGROUND CHECK REQUEST

Login to [cbc.az.gov](http://cbc.az.gov) and click 'Services' in the upper right-hand corner of the page. Select the type of background check you need:

- Employment: To gain or retain employment, or volunteer
- Caregiver: To become a DCS caregiver (*foster care, adoption, or guardian*)
- Personal: Request a background check for personal reasons

For an employment background check, you will need the following information from your Employer (potential employer):

- The email address of your Employer's CBC account.
- If you are affiliated with Department of Economic Security (DES) as a contractor or service provider or prospective contractor or service provider, you will need:
  - The DES Division name
  - The Solicitation Number, Contract Number, or Provider ID.

For a Caregiver background check, you will need the email address of your Agency's CBC account. You will also need the following information for each adult (*age 18 or older*) who lives in your home: Name, Date of Birth, Social Security Number, Fingerprint Clearance Card Application Number, Other names used, and a Signed affidavit (*link below*) with signature from each adult.

For a Personal background check, you will need a signed and notarized affidavit ready to upload.

English: [https://dcs.az.gov/sites/default/files/DCS-Forms/CSO-3663\\_0.pdf](https://dcs.az.gov/sites/default/files/DCS-Forms/CSO-3663_0.pdf)

Spanish: [https://dcs.az.gov/sites/default/files/DCS-Forms/CSO-3663S\\_0.pdf](https://dcs.az.gov/sites/default/files/DCS-Forms/CSO-3663S_0.pdf)

## STEP 3: GET BACKGROUND CHECK RESULTS

When the background check results are available, the CBC sends an email indicating a notification is available. Login to the CBC and click 'Dashboard' in the upper right header. The 'Recent Notifications' sections lists all of your unread messages. For additional instructions, refer to the [CBC Individual User Guide](#).