



DEPARTMENT OF ECONOMIC SECURITY

Your Partner For A Stronger Arizona

DIVISION OF DEVELOPMENTAL DISABILITIES

Sent on Behalf of DES/DDD

DEADLINE IS NOW

Set Up Your Account TODAY in CBC Portal to Receive Background Check Results

More than 80% of background check requests in the CBC Portal return results in a matter of minutes!

Target Audience - Qualified Vendors and Providers

Transmittal Date - 5/31/2024

Qualified Vendors contracted with the Department of Economic Security (DES) Division of Developmental Disabilities (DDD) are out of time to set up an Employer Account on the new Centralized Background Check (CBC) portal and connect it to DDD.

Vendors need to set up [an employer account in the CBC portal](#) and connect it to DES/DDD **by this Friday, May 31, 2024**, to receive background check results. The Department of Child Safety (DCS) **will not accept the CSO-1038C** (a.k.a. paper form) after May 31, 2024.

Take These Next Steps Now:

1. **Review these resources** to learn how to set up an employer account and connect it to DES/DDD:
 - [How to videos](#)
 - [DES User Guides](#)
 - [FAQs](#)
2. **Set up an employer account** in the new CBC portal by May 31, 2024.
3. **Go to “My Employee Requests” on the dashboard to add and connect DES/DDD to your employer account.** When prompted, use: dddcentralregistrysearchrequest@azdes.gov.
4. **Orient new hires, existing employees AND volunteers** to the CBC portal. Help them create individual accounts **for employment** and submit requests for a search on themselves. Job candidates and existing staff providing direct care services must:
 - Successfully create an individual account in the CBC Portal for **employment**
 - Identify the Qualified Vendor as their employer
 - Submit a request for a Central Registry Background check
 - Use **“DDDRFQVA”** only when asked to provide a contract number

* [Set Up an Employer Account in CBC Portal Now](#) *