

Instructions for Background Check

Create a Merrit Account & Apply for STARS – (For volunteer and Parent lead Programs only)

1. Visit MERIT at merit.dcyf.wa.gov
2. Click on 'Sign In or Register'
3. Fill out the required fields and create a password
4. Activate your account by clicking on the email sent to you. Check your spam folder if you don't see it in your inbox.
5. Return to 'Sign In' page
6. Sign in. Your username is your email address
7. Once signed in, go to the 'My Applications' tab
8. Click on the application 'STARS ID Number'
9. Follow the steps to apply for your STARS ID

Portable Background Check Instructions

1. Login to MERIT at merit.dcyf.wa.gov
2. Click on the "My Applications" tab.
3. Click on the blue link labeled "Portable Background Check".
4. Complete and submit the application.

If you have any questions or concerns on the following process please reach out to use via email at Support@atccenter.org and A specialist will help assists in the completion of this process.