



## BACKGROUND CHECK DOCUMENT UPLOAD INSTRUCTIONS

This document will help you prepare for the uploads needed when you click on the Washington Home Care LLC Pro-Link located at the end of the last page to start the background check process.

**DO NOT BEGIN THE UPLOADS UNTIL YOU HAVE COLLECTED ALL THE REQUIRED DOCUMENTS.**

Upload the documents exactly as instructed. DO NOT click "NEXT" until you have uploaded ALL the documents.

**WARNING:** If you do not upload or email the correct, unexpired documents, you will not be able to move forward to a potential client assignment.

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1. **IDENTIFICATION**- Photocopy of your Driver's License (if you don't have one, a photocopy of your valid Passport or State-issued ID).

2. **WORK PERMIT**- A photocopy of ONLY ONE (1) of the following unexpired documents:

- U.S. Social Security Card
- Permanent Resident Green Card
- Work Visa
- Employment Authorization Document (EAD card) issued by the Department of Homeland Security (DHS)
- Other Employment Authorization Document (Work Permit)

3. **PHYSICAL EXAMINATION**- Document must be dated OVER THE LAST 12 MONTHS to include:

- Tuberculosis (PPD) skin test
- MMR vaccine (Measles, Mumps, and Rubella)
- Seasonal Influenza Vaccine

4. **LIABILITY INSURANCE**- Copy of Certificate of Liability Insurance.

- If none, go to this link: <https://access.cmfgroup.com>
- Choose coverage limits \$1M per occurrence, \$6M aggregate)

5. **VEHICLE INSURANCE**- Copy of Vehicle Insurance Policy (if planning to transport your client).

6. **CERTIFICATIONS**- Copy of relevant Service Provider certification(s) (CNA, PCA, HHA).

7. **RESUME**- Copy of a professional resume.

8. **SEND** an email to [info@backgrounds360.com](mailto:info@backgrounds360.com)

1. **SUBJECT** line enter: YOUR NAME- WHC.

2. **ATTACH** the following documents to the email:

- **LETTERS**- Five (5) Professional letters of recommendation.
- **NDA**- “Non-Disclosure Agreement” form, completed, and signed. You may download it from Washington Home Care Website’s “Service Providers” section.  
  
([Washington Home Care Non-Disclosure Agreement Link](#))
- **OTHER DOCUMENTS**- Attach ALL documents that you were not able to upload.

Any questions regarding these instructions please contact

[Backgrounds 360 @ 415-595-0876.](#)

Once you have collected all the required **UNEXPIRED DOCUMENTS**, click on this link to begin the Background Check!

[Washington Home Care LLC Applicant Pro-Link](#)