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DIRECTOR

STATE OF CALIFORNIA—HEALTH AND HUMAN SERVICES AGENCY
DEPARTMENT OF SOCIAL SERVICES
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Applicant Instruction Form

This notice from the California Department of Social Services, is to inform you a background check is required to become associated to the agency below. Follow the instructions to submit your background check request.

Agency Name: British American Household Staffing - TLR0007475

Agency PIN Number: 5BUTN5

1. Access the Guardian Applicant Portal:

Please visit <https://guardian.dss.ca.gov/Applicant>

2. Create an Account

If you have not created an account before, please click “Register as a new user.”

3. Login

Your username is your email address. A temporary password was sent to the email account you used to register.

4. Enter Application Information

Complete the application and enter the Agency PIN 5BUTN5 when prompted. You will be required to pay a fee of \$43.00 to register, payment can be made by debit or credit card. If applicable, await Agency confirmation.

5. Retrieve the Live Scan Form

Print the pre-populated form and submit fingerprints with a Live Scan vendor.

For questions regarding this notice, please visit <https://www.guardian.ca.gov> or contact CBCB at 1-888-422-5669 or guardian@dss.ca.gov.