

# Portability Request For Record Checks



# Go to [www.decalkoala.com](http://www.decalkoala.com)

This is the same online site where you pay your annual licensing fee.

**DECAL**  
**KOALA**  
Kids Online Administrative Licensing Application



Bright from the Start is continuing its commitment to provide excellent customer service, increase communication and simplify administrative processes. DECAL KOALA is an online resource that is available to all licensed child care programs and registered support centers. When you activate your DECAL KOALA account, you can sign in online to view and update specific information about your program(s), enter additional email addresses, pay license fees (if applicable), print your license or registration certificate and more.

If you have questions, comments or need support, send an email to [decalkoala@decals.ga.gov](mailto:decalkoala@decals.ga.gov)

[Frequently Asked Questions](#)

[Legal Notice](#)

[Resources](#)

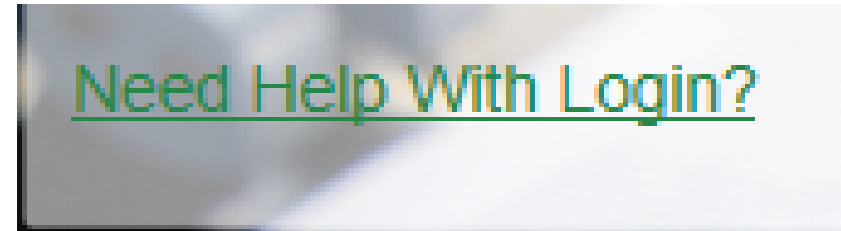
# Sign into [www.decalkoala.com](http://www.decalkoala.com)

Your user name is your license/provider number.

Your password has already been set by you unless you are new user or forgot your password. If this happens click “[Need Help With Login](#)”.



When you click “[Need Help With Login](#)” enter your license number again.



Koala will send an e-mail with a temporary password.

# Once you sign in click on “Background Check”

**DECAL KOALA**  
Kids Online Administrative Licensing Application

SUPP-39357 | Marcy Maioli ▾

Home Facility Update Registration **Background Check** Required Reporting

## Anything Child Care (DO NOT USE) SUPP-39357

Facility Address	Mailing Address	Approval Date
123 Daycare Lane Atlanta GA 30345 County: Fulton	123 Daycare Lane Testing Atlanta, GA 30345	Oct 26, 2016

### Contact Information

Director/Admin Name:  
Marcy Maioli

Website:  
[dec.al.ga.gov](http://dec.al.ga.gov)

Facility Phone: (404) 657-3317 x.123      Facility Fax: (404) 402-8313

### DECAL Contact Information

# Click on “+ Add Portability Request”

## Comprehensive Background Check

Anything Child Care (DO NOT USE)

SUPP-39357 ▼

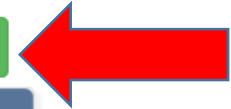
Comprehensive Background Check Unit Helpline:  
1 (855) 884-7444

Comprehensive Background Check Unit Email:  
[CRCHelpDesk@dec.al.ga.gov](mailto:CRCHelpDesk@dec.al.ga.gov)

+ Add Application

🔍 Search New Applications

+ Add Portability Request



### Facility Comprehensive Background Check Applications

▼ [Show Filters](#)

📁 View Application

✎ Edit Application

✉ Approve Application

🗑 Delete Application

🖨 Print Comprehensive Background Check Letter

⚠ Comprehensive Authorization Required

	View	Hide	Last Name	First Name	Application Status	Determination	Submission Date	Clearance Date	Expiration Date	Portability Deadline	Type	
1.	📁	<input type="checkbox"/>	Loven	Tammy	Consent submitted online	National CRC Satisfactory	06/17/2016	06/16/2016	06/16/2021	06/16/2017	Portability Request	🖨

# You will enter SSN, Date of Birth, and Date of Hire.

## Comprehensive Background Check Portability Request

Anything Child Care (DO NOT USE)

SUPP-39357 ▾

Comprehensive Background Check Unit Helpline:  
1 (855) 884-7444

Comprehensive Background Check Unit Email:  
[CRCHelpDesk@decals.ga.gov](mailto:CRCHelpDesk@decals.ga.gov)

Please enter employee SSN and Date of Birth to initiate Portability Request. Date of Hire is optional.

\*SSN:

\*Date of Birth:

Date of Hire:

Search

Cancel



# If a record is portable you will be asked to enter the applicant's email address. Then select Submit Portability Request.

## Comprehensive Background Check Portability Request

Anything Child Care (DO NOT USE)

SUPP-39357 ▼

Comprehensive Background Check Unit Helpline:  
1 (855) 884-7444

Comprehensive Background Check Unit Email:  
[CRCHelpDesk@dec.al.ga.gov](mailto:CRCHelpDesk@dec.al.ga.gov)

Please enter employee SSN and Date of Birth to initiate Portability Request. Date of Hire is optional.

\*SSN:

111-22-3333

\*Date of Birth:

01/01/1997

Date of Hire:

mm/dd/yyyy

Search

Cancel

First Name	Last Name	Portability Status
Molly May	Mosley	Portable

This Comprehensive Background Check determination is portable until May 31, 2019

Please enter email address to be used with this portability request for communication with the applicant.

\*Applicant Email Address:

Submit Portability Request



If portability request is successful the applicant will show in your list of employees.

The screenshot shows the DECAL KOALA web application interface. At the top left is the logo for DECAL KOALA (Kids Online Administrative Licensing Application). At the top right, the user is identified as SUPP-39357 | John Doe. A green navigation bar contains links for Facility Update, Registration, and Background Check. Below this is a section titled "Comprehensive Background Check" with a sub-header "Anything Child Care (DO NOT USE)" and a dropdown menu showing "SUPP-39357". A light blue box provides contact information for the Comprehensive Background Check Unit, including a helpline (1 (855) 884-7444) and an email (CRCHelpDesk@dec.al.ga.gov). Below this are three green buttons: "Add Application", "Search New Applications", and "Add Portability Request". The main section is titled "Facility Comprehensive Background Check Applications" with a "Show Filters" dropdown. A toolbar contains icons for "View Application", "Edit Application", "Approve Application", "Delete Application", and "Print Comprehensive Background Check Letter". A warning icon indicates "Comprehensive Authorization Required". A table lists two applications:

	View	Hide	Last Name	First Name	Application Status	Determination	Submission Date	Clearance Date	Expiration Date	Portability Deadline	Type	
1.		<input type="checkbox"/>	Loven	Tammy	Consent submitted online	National CRC Satisfactory	06/17/2016	06/16/2016	06/16/2021	06/16/2017	Portability Request	
2.		<input type="checkbox"/>	Mosley	Molly May	Completed	Comprehensive satisfactory	06/07/2017	05/31/2017	05/31/2022	05/31/2019	Portability Request	

Back





If you have any questions please contact  
DECAL's Criminal Records Unit at:

Phone: (855) 884-7444

e-mail: [CRCHelpdesk@decals.ga.gov](mailto:CRCHelpdesk@decals.ga.gov)