

# 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](#)

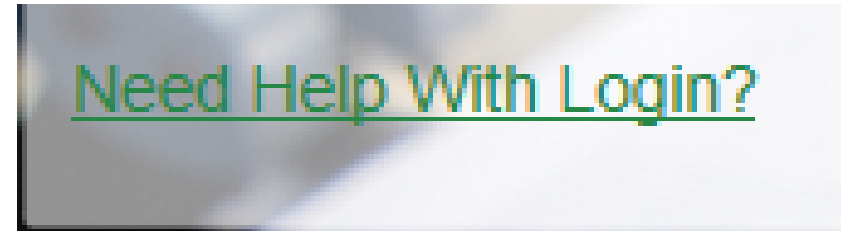
# Sign into [www.decalkoala.com](http://www.decalkoala.com)

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](#)”.

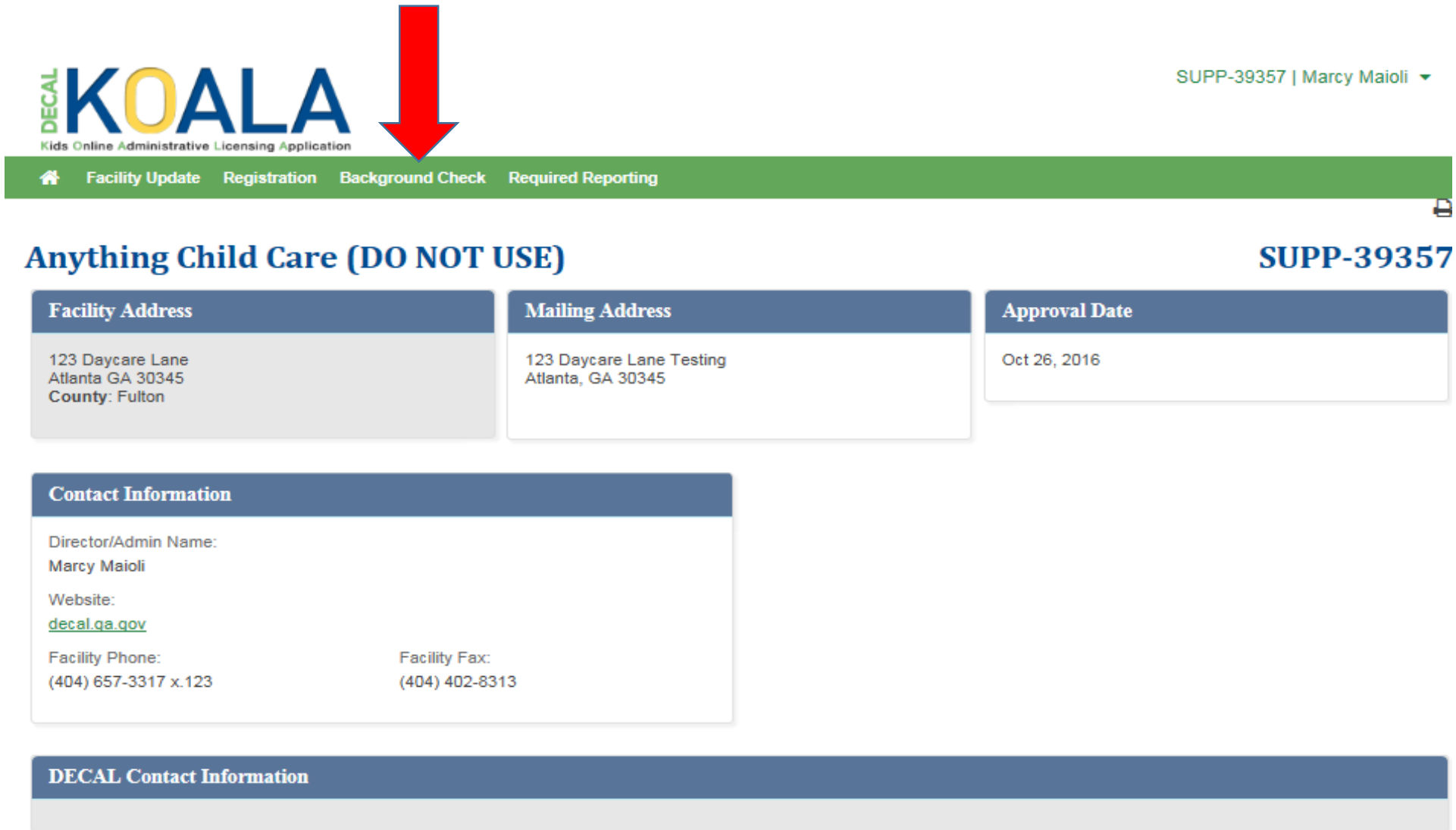


When you click “[Need Help With Login](#)” enter your license number again.



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

# Once you sign in click on “Background Check”



The screenshot shows the DECAL KOALA website interface. At the top left is the logo for DECAL KOALA, with the tagline 'Kids Online Administrative Licensing Application'. A large red arrow points down to the 'Background Check' menu item in the green navigation bar. The user's session information 'SUPP-39357 | Marcy Maioli' is visible in the top right. Below the navigation bar, the page title is 'Anything Child Care (DO NOT USE)' and the application number 'SUPP-39357' is displayed on the right. The main content area contains three summary boxes: 'Facility Address' (123 Daycare Lane, Atlanta GA 30345, County: Fulton), 'Mailing Address' (123 Daycare Lane Testing, Atlanta, GA 30345), and 'Approval Date' (Oct 26, 2016). Below these is a 'Contact Information' box with details for Marcy Maioli, including her website (decal.ga.gov), facility phone (404) 657-3317 x.123, and facility fax (404) 402-8313. At the bottom, there is a 'DECAL Contact Information' section.

**DECAL KOALA**  
Kids Online Administrative Licensing Application

SUPP-39357 | Marcy Maioli

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:  
[decal.ga.gov](http://decal.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

🕒 Application is expiring within 90 days

	View	Hide	Last Name	First Name	Application Status	Determination	Submission Date	Clearance Date	Expiration Date	Portability Deadline	Type	
1.	⚠	<input type="checkbox"/>	Jackson	Paulette	Completed	National CRC Satisfactory	10/15/2015	10/12/2015	10/12/2020	10/11/2016	Portability Request	🖨
2.	📄	<input type="checkbox"/>	Love	TaLeah	Completed	Comprehensive satisfactory	06/17/2016	06/16/2016	06/16/2021	06/16/2017	Portability Request	🖨
3.	📄	<input type="checkbox"/>	White	Bryneisha	Completed	Comprehensive satisfactory	01/05/2017	01/05/2017	01/05/2022	01/05/2018	Portability Request	🖨

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You will enter SSN, Date of Birth, Date of Hire, and Last date person worked in Child Care Industry (provided by applicant).

## 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 all the fields below to initiate the Portability Request.

\*SSN:

\*Date of Birth:

Date of Hire:

Last date person worked in Child Care Industry:

Search

Cancel

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

DECAL **KOALA**  
Kids Online Administrative Licensing Application

SUPP-39357 | Marcy Maioli

Facility Update Registration Background Check Required Reporting

### 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 all the fields below to initiate the Portability Request.

\*SSN:  \*Date of Birth:



Date of Hire:  Last date person worked in Child Care Industry:

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:



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

## 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.qa.gov](mailto:CRCHelpDesk@dec.al.qa.gov)

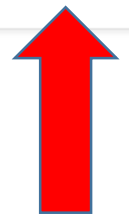
[+ Add Application](#) [🔍 Search New Applications](#) [+ Add Portability Request](#)

### Facility Comprehensive Background Check Applications [Show Filters](#)

[View Application](#) [Edit Application](#) [Approve Application](#) [Delete Application](#)  
[Print Comprehensive Background Check Letter](#) [Comprehensive Authorization Required](#) [Application is expiring within 90 days](#)

	View	Hide	Last Name	First Name	Application Status	Determination	Submission Date	Clearance Date	Expiration Date	Portability Deadline	Type	
1.		<input type="checkbox"/>	Jackson	Paulette	Completed	National CRC Satisfactory	10/15/2015	10/12/2015	10/12/2020	10/11/2018	Portability Request	
2.		<input type="checkbox"/>	Love	TsLeah	Completed	Comprehensive satisfactory	08/17/2016	06/16/2016	06/16/2021	06/16/2017	Portability Request	
3.		<input type="checkbox"/>	White	Bryneisha	Completed	Comprehensive satisfactory	01/05/2017	01/05/2017	01/05/2022	01/05/2018	Portability Request	

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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)