



WASHINGTON STATE PATROL
Washington Access to Criminal History (WATCH)
New Account / User Application

**Criminal Records
 Division**

Mail to: WATCH
 Identification & Criminal History Section
 PO Box 42633
 Olympia, WA 98504-2633

Fax to: (360) 534-2073

Questions: Call (360) 534-2000 option #2
 or e-mail watch.help@wsp.wa.gov

The WSP will e-mail your assigned account number, user name, and password within 7-14 business days. Please retain a copy for your records. You may enter electronically or print.

AGENCY – REQUEST (select one)

- NEW ACCOUNT**
 NEW USER Existing WATCH Account Number _____ **Skip to User Information**

NEW ACCOUNT (select one)

- NON-PROFIT**–Child/Adult Abuse Information (free to qualified non-profit agencies pursuant to [RCW 43.43.830](#))
NOTE: Please provide proof of non-profit status by providing a copy of your 501(c)3 letter from the Internal Revenue Service. All users for a non-profit account must read, sign, and return the Child/Adult Abuse Record Search Guidelines with their application (see last page).
- PROFIT BUSINESS/ORG** (\$12.00 fee) General Criminal Conviction Information.
 STATE AGENCY – Background Check: Paid by Agency Collect Fee from Applicant
(Must check at least one box)

AGENCY INFORMATION

Organization _____ Federal Tax ID No. (EIN) _____

Address _____
 Street _____ Apt./Suite _____
 City _____ State _____ ZIP _____

Primary Administrator _____
 Printed Name _____ Signature _____

NEW USER #1 INFORMATION
(NOTE: Non-profit users must sign the Child/Adult Abuse Record Search Guidelines on last page).

User Name _____
 First _____ Middle Initial _____ Last _____

Organization Address _____
 Street _____ Apt./Suite _____
 City _____ State _____ ZIP _____

Phone No. () _____ Ext. _____ E-Mail Address _____

NEW USER #1 CERTIFICATION

I certify that the information I have provided on this form is true and complete. I understand I will be billed \$12 (twelve dollars) per background check initiated through WATCH, regardless of the results of the check, and the invoice for this service is payable upon receipt. I also understand that this background check fee will be waived for non-profit organizations licensed in Washington State, pursuant to the Child/Adult Abuse Information Act ([RCW 43.43.830 through 43.43.845](#)).

 User Signature _____ Date _____

 User Printed Name _____ Title _____

CHILD/ADULT ABUSE RECORD SEARCH GUIDELINES



Return completed form by e-mail to: WATCH.Help@wsp.wa.gov

Refer to Revised Code of Washington ([RCW 43.43.830-43.43.845](#)) for complete information. Child/Adult Abuse Information Act background checks may be conducted by Washington State businesses or organizations. Other states must conduct searches under the Criminal Records Privacy Act, [RCW 10.97](#).

- 1. Searches may be conducted only on prospective employees, volunteers, adoptive parents, prospective clients, or resident.** Background checks may be conducted on prospective employees, volunteers, or adoptive parents who will be or may have unsupervised access to children less than sixteen years of age, developmentally disabled persons, or vulnerable adults. The background check is for initial employment decisions only. A prospective client's or resident's conviction record—upon the request of a business or organization that qualifies for exemption under section 501(c)(3) of the internal revenue code of 1986 (26 U.S.C. Sec. 501(c)(3) and that provides emergency shelter or transitional housing for children, persons with developmental disabilities, or vulnerable adults.
- 2. Applicants must be notified an inquiry may be made.**
A business or organization shall not make an inquiry to the Washington State Patrol unless the business or organization has notified the applicant, who may be offered a position as an employee or volunteer, that an inquiry may be made.
- 3. A business or organization must prepare a disclosure statement to be signed by the applicant before a background check may be conducted. (See required disclosure items: [RCW 43.43.834](#))**
- 4. Applicants must be notified of the response.**
The requesting agency shall notify the applicant of the Washington State Patrol's response within ten days after receipt. The employer shall provide a copy of the response to the applicant and shall notify the applicant of such availability.

Notes:

- The business or organization shall use this record only in making the initial employment or engagement decision. Further dissemination or use of the record is prohibited. A business or organization violating this subsection is subject to civil action for damages.
- Responses are limited to **Washington State records only**.
- The requested record information is furnished solely on the basis of name and/or description similarity with the subject of your inquiry. Positive identification or non-identification can only be effected upon receipt of fingerprints.
- "Business or organization" means a person, business, or organization licensed in this state, any agency of the state, or other governmental entity, that educates, trains, treats, supervises, houses, or provides recreation to developmentally disabled persons, vulnerable adults, or children under sixteen years of age, or that provides child day care, early learning, or early learning childhood education services, including but not limited to public housing authorities, school districts, and educational service districts.
- "Client" or "resident" means a child, person with developmental disabilities, or vulnerable adult applying for housing assistance from a business or organization.

ALL USERS – SYSTEM SAFEGUARDS

- Passwords are a unique identifier and should NEVER be shared with unauthorized users/personnel.
- Record information received as a result of a WATCH inquiry should only be used for the purpose for which it was intended.
- I understand that audits will be conducted on each account every 2 years or as needed.
- Violations of these WATCH system safeguards could result in the user being inactivated or the agency being denied access until the violation has been corrected.

I have read and understand the above **CHILD/ADULT ABUSE RECORD SEARCH GUIDELINES** pursuant to Revised Code of Washington ([RCW 43.43.830-43.43.845](#)).

User Name _____ Account # _____

User Signature _____ Date _____