



STATE OF WASHINGTON
WASHINGTON STATE PATROL

PO Box 42633 • Olympia, Washington 98504-2633 • (360) 534-2000 • www.wsp.wa.gov

June 18, 2015

TO: Employers and Volunteer Organizations
FROM: Ms. Deborah Collinsworth, Identification and Criminal History Section
SUBJECT: Washington ACCESS to Criminal History

Thank you for your interest in the Washington Access to Criminal History (WATCH) program. WATCH was initiated in response to the large increase in requests for criminal history information. It provides immediate access to criminal history via the Internet, with payment options designed to meet a variety of organizational needs. Responses are limited to Washington State records only.

Credit Card Payment

Payment for criminal history background checks can now be made by using VISA, MasterCard, or American Express. This option was implemented for organizations and individuals performing a small volume of inquiries, and requires no prior registration or account setup. Procedures for choosing the credit card option are:

- Connect to the following website: <http://watch.wsp.wa.gov>.
- Carefully read and follow instructions.

Washington State Patrol (WSP) WATCH Billing Account

WSP WATCH billing accounts are used for criminal history background check requests made under RCW 10.97.030 or 43.43.830, for a fee of \$12 per each record search done by name and date of birth. This type of account is for agencies that perform a large number of inquiries.

The following procedures must be completed before using the WATCH system:

- Complete and return enclosed **New Account Application**.
- Upon receipt of the completed application and letter, the WSP will establish an account number and set up authorized users within 7 – 14 working days. Once the account has been



established, users will receive e-mail notifications including their log-in name and a link to create a password.

- Connect to the website: <http://watch.wsp.wa.gov>.
- Carefully read and follow instructions.

Non-Profit Organizations

Non-Profit organizations may apply for an account in which Child and Vulnerable Adult (RCW 43.43.830) inquiries may be performed at no charge. Proof of non-profit status must be provided with the application (copy of your organization's 501 (c) (3) letter from the Internal Revenue Service). Guidelines for creating a non-profit account are the same as those for a WSP WATCH billing account.

If you have any questions regarding criminal history information provided by WATCH, please contact the Identification and Criminal History Section at (360) 534-2000. For questions concerning technical issues, e-mail watch.help@wsp.wa.gov.

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