**CRIMINAL HISTORY DO’S AND DON’TS**

**DO run criminal history for the following criminal justice reasons:**
- Theft
- Homicide
- Arson
- Criminal justice employees, applicants and ride-a-longs
- Probation
- Booking
- Case numbers
- Validations

**DON’T run criminal history for the following reasons:**
- Pawn Dealers
- Handgun Transfers
- Defense Attorneys/Public Defenders
- VISA Applications
- Adoption Applications
- Marijuana Licensing
- Concealed Pistol Licenses
- Guardian Ad Litems
- Investigation
- SID Verification

- NON-criminal justice agencies are entitled to the same information the public may obtain and may inquire through the WATCH Program at the following webpage: [https://fortress.wa.gov/wsp/watch/](https://fortress.wa.gov/wsp/watch/)
- Additional state and federal statutes may allow for fingerprinting. Call 360-534-2000 for additional information.

Criminal history records contain conviction and arrest data. The information contained within NCIC III is available to criminal justice agencies only and is for criminal justice purposes only.

Criminal justice information (CJI) to include criminal history, may only be disseminated to an agency with a Federal Bureau of Investigation (FBI) issued originating agency identifier (ORI) and for criminal justice purposes only. Secondary dissemination is when criminal history is run for your agency and then disseminated to another criminal justice agency. Secondary dissemination of criminal history must be logged, to include:
- Name of the person requesting the information (First and last name)
- Full agency name
- Date of dissemination
- Case number or specific criminal justice reason

**Examples of criminal justice agencies:**
- Prosecutor’s Office
- Courts
- Corrections Facilities
- Police Departments & Sheriff’s Offices

When in doubt...ask ACCESS.  
Send an email to [ACCESS@wsp.wa.gov](mailto:ACCESS@wsp.wa.gov)