

2012
Criminal Justice
Training Manual



Fourth Edition

Washington State Patrol
Identification and Criminal History Section
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Introduction

This manual is intended for criminal justice contributors and users of fingerprint based Criminal History Record Information (CHRI) maintained and provided by the Washington State Patrol (WSP) Identification and Criminal History Section (referred to as the Section). Overviews and procedures are provided in order to facilitate statutory compliance, improve reporting, and increase public safety through complete, accurate and accessible criminal history and expert technical services.

The Section is in the Criminal Records Division (CRD), of the Investigative Services Bureau (ISB) of the WSP. Established during the 1972 Legislative Session, the Section is the central repository for statewide CHRI. The CHRI is based on arrest fingerprint card submissions from sheriffs' offices, police departments, and adult correctional and juvenile detention facilities.

On May 2, 1992, the state of Washington became a "single-source" contributor to the Federal Bureau of Investigation (FBI), criminal and applicant fingerprint cards (except those submitted for federal purposes), final disposition reports, court orders of expungement, vacation, or sealing, and deceased notices must be sent to the Section for forwarding to the FBI. Prior to May 5, 2005, the FBI maintained only the criminal offenses which they classified as "serious" offenses. Now they retain all levels of offenses.

The Section retains CHRI for 99 years from the most recent date of birth; records in the Washington State Identification System (WASIS) are purged when the individual turns 99 years old. Once information is purged, deleted, or expunged from Section files, the documents are returned to the contributing agency. Local law enforcement agencies and courts are under no obligation to follow the Section's retention schedule or criteria for purging records. Local jurisdictions may establish their own retention schedules and criteria for purging records.

Positive identification is based upon fingerprint comparison. Fingerprints are processed through the Automated Fingerprint Identification System (AFIS). AFIS searches, compares, stores, and identifies the fingerprint images. A fingerprint technician may be required to review the fingerprints to determine whether or not it is a positive identification if the system is unable to make the identification. The CHRI is maintained in the WASIS database. As information is updated in WASIS, Notices of Arrests (NOA) are generated and either mailed, e-mailed, or sent through the telecommunications network to inform the contributing agency of the State Identification (SID) number.

Emergency fingerprint identifications can be made through the Section by the live scan search and return process, mailing, delivering, or faxing fingerprints. CHRI is used for many purposes including criminal justice investigations, public and private employment background checks, licensing background checks, proper sentencing of convicted felons, and pre-sentence and post-sentence evaluations.

Certified criminal justice agencies (CCJA) may receive both conviction and non conviction CHRI. According to Washington State law, conviction records may be disseminated without restriction. Per Revised Code of Washington (RCW) 10.97.030(3), a conviction record includes CHRI relating to an incident which has led to a conviction or other disposition adverse to the subject.

Although the Section continues to provide Washington State conviction CHRI through the mail, a request for criminal history is available on the internet using the Washington Access to Criminal History (WATCH) application. WATCH allows citizens, private employers, and public agencies to request, view, and print criminal history instantly. WATCH-Criminal Justice (WATCH-CJ) is available online for certified criminal justice agencies. A fingerprint search is the most thorough search, as it will identify individuals who have been arrested or convicted and who may be using alias identifiers.

Other aspects of the Section and further details concerning procedures of the above mentioned operations are included in this manual. In addition, a resource list with telephone and fax numbers is provided. The Section exists to provide assistance and services to the criminal justice community and the private sector.

For further information or request for services, please refer to the "Resources" tab of this manual.

Fingerprint Card Completion

Upon receipt of the first retainable fingerprint card (criminal arrest, criminal justice applicant, personal identification, sex/kidnapping offender registration, or Department of Corrections), a State Identification (SID) number is assigned. The SID number is a unique number assigned to the first set of retainable fingerprints received. If there is no existing SID number in the Automated Fingerprint Identification System (AFIS), a new SID number is assigned. All subsequent retainable fingerprint cards for the individual are assigned the same SID number based on fingerprint comparison. Once the SID number is assigned, the demographic information is entered into the Washington State Identification System (WASIS) criminal history database. If an individual is found to have more than one SID number, the records are consolidated into the lower SID number. The Section does not retain civil infractions or material witness fingerprints. Fingerprint cards may be submitted electronically using a live scan device or by mailing an inked fingerprint card to the Section.

Electronic Submissions

The demographic information and the fingerprints are entered into the live scan device and transmitted electronically to the Section. Once a SID number is assigned, WASIS is automatically updated with the retainable demographic information and AFIS retains the fingerprints. The electronic card is then transmitted electronically to the FBI. A response is returned from the FBI to the agency and either a notice of arrest or message is returned to the agency via e-mail and/or to the agency live scan device.

There are three different live scan vendors authorized to sell live scan devices in Washington State: Cross Match, L1, and Cogent. The mandatory fields are the same in each live scan; however, the entry screens may look different. Prior to transmitting a transaction to the Section, each agency must select a Type of Transaction (TOT), an Applicant Type, a Reason Fingerprinted, and collect the appropriate fee, if applicable.

A) Type of Transaction (TOT)

A TOT is selected from the menu on the live scan device. The TOT tells the live scan the type of transaction being completed, i.e. applicant background check vs. a criminal submission. The correct TOT must be selected from the menu on the live scan in order to have a successful live scan submission to the Section.

1. **AMN** - Amnesia Victim: This retainable, non-criminal submission pertains to persons known to have amnesia and is unaware of their own identity. The submission is retained by the State and FBI. The Identification Comments Field must state "Amnesia Victim". There is no fee for this submission.
2. **CAR** - Criminal, Answer Required: This retainable transaction is a criminal arrest fingerprint submission for which the requester desires a response to be returned from WSP and the FBI. There is no fee for this submission.
3. **CNA** - Criminal, No Answer Required: This retainable transaction is a criminal arrest fingerprint submission for which the requester desires no response be returned from the FBI. There is no fee for this submission.

4. **DOC** - Department of Corrections: This retainable transaction is a criminal incarceration fingerprint submission submitted from the Washington State Corrections Center. There is no fee for this submission.
5. **MAP** - Miscellaneous Applicant: This retainable transaction is used for non-federal law enforcement and criminal justice employment, i.e. law enforcement officer, criminal justice contractor, or volunteer. There may be a fee for this submission.
6. **NFUF** - Non Federal User Fee: This non-retainable transaction is for non-criminal justice and licensing purposes in which the contributor may or may not be charged a fee. The purpose is for an agency to determine if a person who is applying for a license or employment has a criminal history record.
7. **SOR** - Sex/Kidnapping Offender Registration: This retainable transaction pertains to an individual who is fingerprinted in connection with registration for a sex and/or kidnapping offense. A color photograph must be e-mailed to the WSP. The photograph must be saved in a jpeg format and attached to an e-mail sent to the SORLIVE SCANphotos@wsp.wa.gov. The e-mail must contain the following information: Name, Date of Birth (DOB), and SID (if applicable) in the subject line and the body of the e-mail must have the registration date.

B) Applicant Type

The applicant type is selected when the TOTs of MAP and NFUF are used. The applicant type specifies what type of message response is returned to the agency.

- 1) **State & FBI App User Fee** – Returns a conviction response from the State unless an agency is authorized to receive non-conviction State and FBI information.
- 2) **State App User Fee** - Returns a conviction response from the State.
- 3) **Criminal Justice** - Returns a non-conviction response from the State and FBI.
- 4) **Search and Return** - Returns a non-conviction response from the State.
- 5) **State App No Charge** - Returns a conviction response from the State.

C) Transaction Control Number (TCN)

A unique control number assigned to each live scan submission for tracking and archiving purposes. The TCN is two alpha characters and sixteen digits long. The two alpha letters indicate the state, the first two digits indicate the county number, the next two digits indicate the city, the next four digits are the live scan device number, the next seven digits are sequential numbers, and the last number is a check digit.

Example: TCN WA 4327 6543 2765 4321.

D) Process Control Number (PCN)

A number automatically assigned to each criminal arrest. The purpose of the PCN is to link the arrest to its disposition. The PCN is forwarded to the appropriate court or prosecutor and is entered into the Justice Information System (JIS). When an entry into JIS triggers an electronic disposition, the disposition is entered electronically into WASIS or is entered by staff using the PCN and court case number (CCN).

E) Using the PCN Packet

When a new live scan device is installed at an agency, a PCN packet is provided to the agency for use in case of a power outage, the individual has poor quality fingerprints, or manual processing of the fingerprint cards is required. The ink method is used to complete the fingerprint card and to place the flat impressions on the bottom of the disposition.

- 1) The PCN packet consists of three pre-stamped fingerprint cards, one disposition, and twelve additional PCN labels.

- 2) A PCN label is attached to each additional document and forwarded as appropriate.
 - The signature of the person fingerprinted is not required on an electronic submission.

Refer to the live scan manual provided by the vendor and WSP for data field completion and fingerprint rolling.

Mailed Submissions

When using the manual (ink) method of fingerprinting an individual, the agency will mail one fingerprint card to the Section. All manual fingerprint card submissions are converted to an electronic format by the Section and forwarded to the FBI electronically. If the record is transmitted electronically to the Section, there is no need to mail a hard copy of the card. In either method, the agency may retain a fingerprint card for their file. A disposition report form is also completed and sent to the appropriate county prosecutor or court. Refer to the Counties PCN Guidelines for instructions on how your agency sends the disposition to the court or prosecuting attorney.

- A) Use the PCN packet.
 - Each card and disposition is pre-stamped with the PCN.
 - A PCN label is attached to each additional document and the document(s) are forwarded as appropriate.
- B) Type or print legibly all information.
- C) Do not write in areas indicated "Leave blank".
- D) A TCN is assigned by the WSP.

Criminal Arrest Card Completion (CAR, CNA)

It is required by state statutes (Revised Code of Washington [RCW] 43.43.735 & .740) that law enforcement or correctional agencies submit fingerprint-based arrest information to the Section within 72 hours on all adults and juveniles taken into custody for the commission of any criminal offense constituting a felony or gross misdemeanor. The exceptions are:

- 1) When a juvenile is taken directly to a juvenile detention facility, the juvenile court administrator is also authorized, but not required, to cause fingerprinting.
- 2) When the arrest is for a gross misdemeanor and the arrested person is not taken into custody.

While it is not mandated to fingerprint in these exceptions or for misdemeanors, it is recommended fingerprints be taken on all arrests to ensure the most complete criminal history records possible.

The required arrest details and fingerprints are the same regardless of how the information is submitted – electronically or manually. Each live scan site has a manual with directions for entering information into their particular live scan device. The majority of arrest information is submitted electronically to the Section from local law enforcement and correctional agencies through-out the state. Only a small percentage of agencies continue to submit fingerprint cards manually.

Note: The mandatory fields are the same for completing a card electronically or manually.

Criminal Card Completion

- 1) TCN - a unique number assigned to each live scan submission for tracking and archiving purposes. When a submission is received manually, the Section assigns the TCN.
- 2) Subject's name at the time of arrest: last name, first name, middle name, and suffix, if applicable (i.e., SR., JR., III, etc.). Refer to Appendix A.

Note: If no prior state record exists, the name submitted on the first retainable fingerprinting event becomes the "Master" name. All other names on subsequent submissions are considered "other names used" or "alias names".

- 3) Signature of person fingerprinted, not mandatory.
- 4) Social security number - leave blank if unknown.
- 5) Aliases/maiden - enter alias names, dates of birth, and social security numbers in the alias block. Refer to Appendix A.
- 6) FBI number - leave blank if unknown.
- 7) SID number - leave blank if unknown.
- 8) Date of Birth - enter as month, day, and year. Example: 07-31-1970.
- 9) Physical descriptors - sex, race, eye color, hair color, height in feet and inches, and weight in pounds. Use standard National Crime Information Center (NCIC) abbreviations. Refer to Appendix B.
- 10) Juvenile - if the subject is under the age of 18, indicate if he/she is being treated as an adult by placing an "X" in the box provided.
- 11) Date of Arrest - enter as month, day, and year. Example: 07-10-2011
- 12) ORI/contributing agency and address - the unique NCIC identifier assigned by the FBI. This is the agency submitting/contributing the arrest. This may or may not be the same as the arresting agency.
- 13) Reply desired - Check the "REPLY DESIRED" box for a response from the FBI; otherwise, the FBI will not respond. The Section will respond automatically to the contributing ORI listed.
- 14) Send copy to - a Notice of Arrest (NOA) is automatically sent to the contributor of the fingerprints. If additional responses are desired for other agencies list those agencies ORI in the box. Do not select a court, as they are unable to receive a NOA unless mailed to them.
- 15) Date of offense - enter the date of offense for each arrest listed. If the date is unknown, leave blank and the date of offense will default in WASIS to the date of arrest.
- 16) Place of birth (state or country) - 2 letter abbreviation of the state within the United States or the country if outside of the United States. Refer to Appendix C.
- 17) Country of citizenship - list the subject's country of citizenship using standard NCIC abbreviations.
- 18) Miscellaneous numbers - subject's other identifying numbers, such as military service numbers, U.S. passports, etc. Do not enter a driver's license number. Refer to Appendix D.
- 19) Scars, marks, tattoos, and amputations - be specific about the location of the scar, mark, tattoo, or amputation. Refer to NCIC Code Manual.

Example: TAT UL ARM-CARTOON CHARACTER; TAT LF ARM ANIMAL; TAT L WRS-INSIGNIA

- 20) Residence/complete address – enter the complete address of the subject.

- 21) Official taking fingerprints - enter the name or personnel number of the official taking the fingerprints. Live scan automatically enters the date and the name of the official who is taking the fingerprints.
- 22) Local Identification (LID)/reference - number used to identify the fingerprinting event. It is the agency's choice of case, booking, citation, incident, local identification number, or other identifying number.
- 23) Photo available/palm print taken - place an "X" in the appropriate box(es), if a photo is available or if palm prints were taken.
- 24) Employer - enter the subject's employer name and address.
- 25) Occupation - enter the subject's occupation.
- 26) Charge/citation -
 - (a) RCW-based crime code: Seven-digit crime codes are used for arrests occurring on or after July 1, 2004. Prior to July 1, 2004, five digit crime codes were used. Refer to Appendix F.
 - (b) Offense literal.
 - (c) Enhancement indicator, for examples: attempt, solicit, conspiracy, weapons, domestic violence. Refer to Appendix F.
 - (d) Offense comments, for example: counts, drug name, etc.
 - (e) Originating law enforcement agency that initiated the case (generally the arresting agency).
 - (f) Other Identifying Number (OIN): Recommend using the incident or citation number - this number is also referred to as a "unique number" and is required pursuant to RCW 10.98.060(1).
 - (g) ORI of court responsible for the disposition.
 - (h) Warrant number, if applicable.
 - (i) Court case number, if known.

Example: Charge field completion

a)	b)	c)	d)	e)	f)	g)	h)	i)		
0230200	BURGLARY	1	ATT	2	CTS	WA0340100	075468	WA034025J	W4563219	101000250

- 27) A pre-court disposition is recorded on the fingerprint arrest card when a disposition report form will not be generated. The two types of pre-court dispositions accepted on the fingerprint card are "OUT OF COUNTY WRNT" or "RELEASED NO CHARGE."
- 28) The additional information area is to be used to give details for which there is not enough space in the designated areas (i.e., additional offenses, aliases, or tattoos, etc.).
- 29) PCN: Links the arrest to its disposition. All fingerprinting events with the same court case number are linked in the state CHRI. Each time an individual is fingerprinted for a criminal event, a new PCN is generated and forwarded to the appropriate court(s).

**Example 1 Completed Criminal Fingerprint Card
Reference RCW 43.43.735 and .740**

Example 1 - Completed Criminal Fingerprint Card

Note: Shaded fields are mandatory fields

LEAVE BLANK		CRIMINAL		(STAPLE HERE)				LEAVE BLANK									
1) WA34000003200328024		STATE USAGE M/F SECOND		<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>									
STATE USAGE		SUBMISSION		APPROXIMATE CLASS		AMPUTATION		SCAR									
		LAST NAME, FIRST NAME, MIDDLE NAME, SUFFIX															
2) Training, Record M.		SOCIAL SECURITY NO.		4) 111-11-1111		LEAVE BLANK											
SIGNATURE OF PERSON FINGERPRINTED		3) <i>Record M. Training</i>															
FLARES/MAIDEN LAST NAME, FIRST NAME, MIDDLE NAME, SUFFIX		5) Feisty, Fighter; Seasoning-Pepper, Salt; 02/02/09; 222-22-2222															
FBI NO.		STATE IDENTIFICATION NO.		DATE OF BIRTH		SEX		FACE		HEIGHT		WEIGHT		EYES		HAIR	
6) 9007700		7) WA10000825		8) 05/05/1960		9) F		W		505		125		BLU		BRO	
1. R. THUMB		2. R. INDEX		3. R. MIDDLE		4. R. RING		5. R. LITTLE									
6. L. THUMB		7. L. INDEX		8. L. MIDDLE		9. L. RING		10. L. LITTLE									
LEFT FOUR FINGERS TAKEN SEPARATELY				L. THUMB		R. THUMB		RIGHT FOUR FINGERS TAKEN SIMULTANEOUSLY									

Completed Criminal Fingerprint Card Continued

Note: Shaded fields are mandatory fields

FEDERAL BUREAU OF INVESTIGATION, UNITED STATES DEPARTMENT OF JUSTICE CRIMINAL JUSTICE INFORMATION SERVICES DIVISION, CLARKSBURG, WV 26306			
PRIVACY ACT OF 1974 (P.L. 93-502) REQUIRES THAT FEDERAL, STATE, OR LOCAL AGENCIES INFORM INDIVIDUALS WHOSE SOCIAL SECURITY NUMBER IS REQUESTED WHETHER SUCH DISCLOSURE IS MANDATORY OR VOLUNTARY, BASIS OF AUTHORITY FOR SUCH SOLICITATION, AND USES WHICH WILL BE MADE OF IT.			
JUVENILE FINGERPRINT SUBMISSION YES <input checked="" type="checkbox"/> 10) TREAT AS ADULT YES <input type="checkbox"/>		DATE OF ARREST MM DD YY 11) 08/02/2008	ORI CONTRIBUTOR ADDRESS REPLY DESIRED? YES <input checked="" type="checkbox"/> 13) 12) WA0340000 Thurston County Sheriff's Office Olympia, WA 98501
SEND COPY TO (ENTER ORI) 14) WA0340100 WA0320000	DATE OF OFFENSE MM DD YY 15) 08/02/2008	PLACE OF BIRTH (STATE OR COUNTRY) 16) WA	COUNTRY OF CITIZENSHIP 17) US
MISCELLANEOUS NUMBERS 18) AF-111-11-1111 AR-12A123456	SCARS, MARKS, TATTOOS, AND AMPUTATIONS 19) SC CHEST; DISC LSHLD; TAT LHIP - SHAPES; BLND; NM LARM; GOLD TOOTH		
	RESIDENCE/COMPLETE ADDRESS 20) 1234 Sob Story Street	CITY Olympia	STATE WA
OFFICIAL TAKING FINGERPRINTS (NAME OR NUMBER) 21) 13 Unlucky	LOCAL IDENTIFICATION/REFERENCE 22) 98-56789	PHOTO AVAILABLE? YES <input checked="" type="checkbox"/> 23) PALM PRINTS TAKEN? YES <input checked="" type="checkbox"/>	
EMPLOYER: IF U.S. GOVERNMENT, INDICATE SPECIFIC AGENCY. IF MILITARY, LIST BRANCH OF SERVICE AND SERIAL NO. 24) Criminal Job Opportunities		OCCUPATION 25) Burglar	
CHARGE/CITATION 1. 26) a) b) c) d) e) f) g) h) i) 0230200 Burglary 1 ATT 2cts WA0340100 075468 WA034025J W4560812222		DISPOSITION 1.	
2. 0099300 FTA DWLS 3 WA0270100 123987		27) Out of County Wrnt	
3. 0764400 DUI WA0210000 CR145654		Released No Charge	
ADDITIONAL 28) 0764400 DUI WA0210000 CR145655		ADDITIONAL	
ADDITIONAL INFORMATION/BASIS FOR CAUTION		STATE BUREAU STAMP 29) 010083001 	
FD-209 (REV. 5-11-99) GPO U.S. GOVERNMENT PRINTING OFFICE: 2005-320-396/9000			

Applicant Fingerprint Card (NFUF or MAP)

The required demographic details and fingerprints are the same regardless of how the information is submitted – electronically or manually. Each live scan site has a manual with directions for entering information into their particular live scan device.

Applicant fingerprint cards submitted for criminal justice purposes, MAP, and non-federal user's fee, NFUF, transactions may require a fee for the submission. MAP submissions are retained at the Section and FBI files, but NFUF submissions are not retained.

State responses for applicant background checks are returned to the contributing agency via e-mail. The FBI responds with an automated response in lieu of returning a fingerprint card. Neither the Section nor the FBI retains non-criminal justice applicant fingerprints.

The Section converts mailed in fingerprint cards to an electronic format and transmits the information electronically to the FBI when appropriate. Submit one completed applicant fingerprint card to the Section, any additional fingerprint cards are discarded.

Applicant Grid

An applicant grid is used to assist in creating a live scan transaction. Each field on the applicant grid corresponds to a live scan entry field with the exception of the live scan fee field. The fee is collected by the agency and retained until the Section bills the agency.

The fees for background checks are available on the Washington Access to Criminal History (WATCH) website at <http://watch.wsp.wa.gov>.

Note: Fees are subject to change.

Applicant Grid

Applicant Background Check Submissions Electronically Transmit Only WSP via a live scan device					
TOT	Applicant Type	Reason Fingerprinted	ORI	RCW	Live Scan Fee
NFUF	State & FBI App User Fee	Alien Firearm License	ORI to Bill	9.41.170	32.50
NFUF	State & FBI App User Fee	Concealed Pistol License	ORI to Bill	9.41.070	16.50
NFUF	State & FBI App User Fee	Contract Employee	ORI to Bill		16.50
MAP	Criminal Justice	Criminal Justice Applicant	ORI to Bill		No Fee
NFUF	Search and Return	Criminal Justice Investigative Purpose	ORI to Bill		No Fee
NFUF	State App User Fee	Entertainers License	ORI to Bill		16.00
NFUF	State App No Charge	Firearm Dealer License	ORI to Bill	9.41.070	No Fee
NFUF	State App User Fee	Local Ordinance	ORI to Bill		16.00
NFUF	State & FBI App User Fee	NCPA VCA Private School Employment Volunteer	WA920310Z	28A.195	31.00
NFUF	State & FBI App User Fee	NCPA VCA Private School Employment	WA920310Z	28A.195	32.50
NFUF	State App User Fee	Public Information Applicant Address Required	ORI to Bill	10.97.050	16.00
NFUF	State & FBI App User Fee	School District Employee	WA920310Z	28A.400	32.50
NFUF	State App User Fee	Taxi License	ORI to Bill		16.00
NFUF	State & FBI App User Fee	VCA-CASA Paid Guardian Ad Litem	CASA Authorized ORI to Bill		32.50
NFUF	State & FBI App User Fee	VCA-CASA Volunteer	CASA Authorized ORI to Bill		31.00

Applicant Card Completion

- 1) Signature of person fingerprinted - optional.
- 2) Residence of person fingerprinted - the subject's mailing address.
- 3) Signature of official taking fingerprints - date printed and signature of the official taking the fingerprints.
- 4) Employer and address - enter subject's employer and employer address including city and state.
- 5) Reason for the fingerprinting event.
- 6) Individual's full name - last name, first name, middle name, and suffix, if applicable (i.e., SR., JR., III, etc.). Refer to Appendix A.

Note: The name used on the first retainable fingerprint card received at the Section becomes the "Master" name. All other names on subsequent submissions are considered "alias" names.

- 7) Alias (AKA) - enter alias names, dates of birth, and social security numbers. Refer to Appendix A.
- 8) Country of citizenship - list the subject's country of citizenship.
- 9) Social security number - optional.

Note: Cannot be entered as all zeros. If unknown, leave blank.

- 10) Contributing agency's ORI number - the unique NCIC identifier assigned by the FBI.
- 11) Date of birth - enter as month, day, and year. Example: 07-31-1970.
- 12) Physical Descriptors - sex, race, eye color, hair color; height in feet and inches, and weight in pounds. Refer to Appendix B.
- 13) Place of birth (state or country) - the state within the United States or country if outside of the United States. Refer to Appendix C.

Example 2 Completed Applicant Fingerprint Card

Personal Identification Fingerprint Card (NFUF)

A resident of this state may request their fingerprint impressions be retained by the Section for "personal identification." The fingerprint card must be submitted along with the required fee. Fee information is available on the Washington Access to Criminal History (WATCH) website at <http://watch.wsp.wa.gov>.

The voluntary submission may be for the purpose of easy identification in case of identity theft, death, injury, loss of memory, or other similar circumstances. The person submitting the fingerprint card may request to have their fingerprints removed from WSP files by notifying the Section in writing and requesting their fingerprints and demographic information be deleted from AFIS and WASIS.

Personal Identification Fingerprint Card Completion

- 1) Signature of person fingerprinted.
- 2) Residence of person fingerprinted - the subject's mailing address.
- 3) Person to be notified in case of emergency - name, address, and other contact information.
- 4) Fingerprinted by - name of person or agency taking the fingerprints.
- 5) Individual's full name - last name, first name, middle name, and suffix, if applicable (i.e., SR., JR., III, etc.). Refer to Appendix A.

Note: The name used on the first retainable fingerprint card received at the Section becomes the "Master" name. All other names on subsequent submissions are considered "alias" names.

- 6) Fingerprints submitted by - the unique NCIC agency identifier (ORI) assigned by the FBI.
- 7) Date fingerprinted - enter as month, day, and year. Example: 01-12-2007.
- 8) Subject's social security number - optional.
- 9) Scars and Marks - be specific regarding the location of the scar, mark, tattoo, or amputation. Refer to NCIC Code Manual.

Example: TAT UL ARM-CARTOON CHARACTER; TAT LF ARM-ANIMAL; TAT L WRS-INSIGNIA

- 10) Date of birth - enter as month, day, and year. Example: 11-20-1962.
- 11) Physical descriptors - sex, race, eye color, and hair color; height in feet and inches, and weight in pounds. Refer to Appendix B.
- 12) Place of birth (state or country) - the state within the United States or the country if outside of the United States.

**Example 3 - Completed Personal Identification Fingerprint Card
Reference RCW 43.43.760**

Example 3 - Completed Personal Identification Fingerprint Card

Note: Shaded fields are mandatory fields

TCN WA3400003200328024						
<p style="text-align: center;">PERSONAL IDENTIFICATION</p> <p style="text-align: center;">SEE REVERSE SIDE FOR FURTHER INSTRUCTIONS</p> <p><small>SIGNATURE OF PERSON FINGERPRINTED</small> 1) <i>Lost Pepper</i></p> <p><small>RESIDENCE OF PERSON FINGERPRINTED</small> 2) 911 Help Lane, Lost City, NV 78954</p> <p><small>PERSON TO BE NOTIFIED IN CASE OF EMERGENCY</small></p> <p><small>NAME</small> 3) Relieved Person 1753 Rio Drive <small>ADDRESS</small> Helpful, NV 78906</p> <p><small>FINGERPRINTED BY</small> 4) Happy to Help</p>			<p style="text-align: center;"><small>TYPE OR PRINT ALL INFORMATION IN BLACK</small></p> <p><small>LAST NAME</small> NAM <small>FIRST NAME</small> <small>MIDDLE NAME</small></p> <p>5) Lost, Soul Salt II</p> <p><small>FINGERPRINTS SUBMITTED BY</small></p> <p>6) WA0010000 Adams County Sheriff's Office</p> <p><small>DATE FINGERPRINTED</small> <small>SEX</small> <small>RACE</small> <small>HGT.</small> <small>WGT.</small> <small>EYES</small> <small>HAIR</small> <small>PLACE OF BIRTH</small> <small>POB</small></p> <p>7) 12/12/2009 11) F B 505 125 BRO BLK AL</p> <p><small>SOCIAL SECURITY NO.</small></p> <p>8) 123-45-6789</p> <p><small>MISCELLANEOUS NO.</small> <small>CLASS.</small></p> <p><small>SCARS AND MARKS</small> <small>REF.</small></p> <p>9) SC Chest</p>		<p><small>FBI</small> LEAVE BLANK</p> <p><small>DATE OF BIRTH</small> DOB</p> <p>10) 05 05 1960</p> <p style="text-align: center;"><small>LEAVE BLANK</small></p>	
<small>MB</small>	<small>2. R. INDEX</small>	<small>3. R. MIDDLE</small>	<small>4. R. RING</small>	<small>5. R. LITTLE</small>		
<small>IAB</small>	<small>7. L. INDEX</small>	<small>8. L. MIDDLE</small>	<small>9. L. RING</small>	<small>10. L. LITTLE</small>		
<small>LEFT FOUR FINGERS TAKEN SIMULTANEOUSLY</small> <small>THUMB</small> <small>THUMB</small> <small>RIGHT FOUR FINGERS TAKEN SIMULTANEOUSLY</small>						

Sex/Kidnapping Offender Registration Fingerprint Card (SOR)

RCW 9A.44.130(1) requires an individual to register who is convicted of any sex or kidnapping offense or an individual who has been found not guilty by reason of insanity of committing a sex or kidnapping offense who falls under one of the following:

- Adult - fixed residence or not.
- Juvenile - fixed residence or not.
- Student - an individual who is enrolled, on a full-time or part-time basis, in any public or private educational institution. An educational institution includes any secondary school, trade or professional institution, or institution of higher education.
- Employed or carries on a vocation - employment that is full-time or part-time for a period of time exceeding 14 days or a total of a minimum of 30 days during any calendar year. A person is employed or carries on a vocation whether the person's employment is financially compensated, volunteered, or for the purpose of government or educational benefit. This includes employment for or on the campus of a public or private institution of higher education.

At the time of registration, the county sheriff shall obtain and submit to the Section the fingerprints and a color photograph of the SOR offender within five days.

Criminal justice agencies can go online to <http://watchcj.wsp.wa.gov> to obtain a copy of the new Sex/Kidnapping Offender Registration Guideline Manual. If a criminal justice agency does not have WATCH-CJ and would like more information they may contact the Background Check Unit Supervisor. A copy of the manual may also be obtained by contacting the Section.

Sex/Kidnapping Offender Registration Fingerprint Card Completion

- 1) Types of registration - sex offender, kidnapping offender, or sex/kidnapping offender, check the box that applies.
- 2) Registrant's full name - last name, first name, middle name, and suffix, if applicable (i.e., SR., JR., III, etc.). Refer to Appendix A.
- 3) Signature of person fingerprinted - registrant's signature.
- 4) Social security number – registrant's social security number.
- 5) Aliases/Maiden - enter alias names, dates of birth, and social security numbers in the alias block. Refer to Appendix A.
- 6) Federal Bureau of Investigation (FBI) number - leave blank if unknown.
- 7) State Identification (SID) number - leave blank if unknown.
- 8) Date of birth - enter as month, day, and year. Example: 07-31-1970.
- 9) Physical descriptors - sex, race, eye color, hair color, height in feet and inches, and weight in pounds. Refer to Appendix B.
- 10) Reason for registration - check the appropriate box to indicate if the offender is a Washington resident or if he/she is a non-resident employed or attending school in Washington.
- 11) Registration date - enter as month, day, and year. Example: 07-10-2007.
- 12) Ending registration date - enter as month, day, and year or leave blank if unknown.
- 13) ORI/contributor and address - the unique NCIC identifier assigned by the FBI.
- 14) Risk level classification - check the box for the correct classification level, I, II, or III. If the classification level is unknown enter "U" in the box.

15) Date of conviction - enter as month, day, and year.

Example: 02-09-1990.

16) Place of birth (state or country) - the state within the United States or the country if outside of the United States.

17) Country of citizenship.

18) Place of conviction - enter the Washington State County or the state if the person was convicted in a state other than Washington State. Refer to Appendix C.

19) Scars, marks, tattoos, and amputations - be specific regarding the location of the scar, mark, tattoo, or amputation. Refer to NCIC Code Manual.

Example: TAT UL ARM-CARTOON CHARACTER; TAT LF ARM-ANIMAL; TAT L WRS-INSIGNIA

20) Conviction(s) resulting in registration - enter the offense or charge for which the subject is required to register.

21) Sexual predator indicator - is not used.

22) DNA available indicator - is not used.

23) Official taking fingerprints - the name or personnel number of the official taking the fingerprints.

24) Local Identification (LID) number - agency's choice of case, booking, citation, incident, or other identifying number.

25) Caution and medical conditions - indicate reasons for caution or medical conditions. Refer to Appendix E.

26) Current residence of person and employer information - enter the registrant's complete physical street address and telephone number including the area code. Enter the registrant's employer's complete address, and telephone number including the area code. Enter the employer's mailing address if it is different from the street address; the mailing address may be entered in box 27 (additional information) on the card.

27) Additional information - list information for which there is insufficient space in the designated areas (i.e., offenses, aliases, school information, or tattoos).

**Example 4 Completed SOR Fingerprint Card
Reference RCW 9A.44.130**

Example 4 - Completed Sex/Kidnapping Offender Registration Fingerprint Card

Note: Shaded fields are mandatory fields

TCN WA3400003200328024		SEX/KIDNAPPING OFFENDER REGISTRATION				(F) BY NAME	
LEAVE BLANK		<small>OFFICE OF REENTRY AND IMMIGRATION U.S. DEPARTMENT OF JUSTICE 1) <input checked="" type="checkbox"/> SEX/KIDNAPPING OFFENDER REGISTRATION</small>				(F) BY NAME	
SERIAL USAGE		<small>LAST NAME FIRST NAME MIDDLE NAME SUFFIX</small> 2) Sample-Example, Mary Q.					
SIGNATURE OF PERSON FINGERPRINTED		<small>SPECIAL SECURITY NUMBER</small> 4) 518005697				(F) BY NAME	
3) <i>Mary Example</i> <small>ALIAS NUMBER LAST NAME FIRST NAME MIDDLE NAME SUFFIX</small>		5) Snow, Queen, 05/15/1962, 518050678					
<small>INFORMATION PROVIDED ON THIS CARD MAY BE COMPROMISED IN LOCAL, STATE AND FEDERAL FILES</small>							
<small>TRF NO</small>	<small>STATE IDENTIFICATION NO</small>	<small>BIRTH DATE</small>	<small>SEX</small>	<small>RACE</small>	<small>HEIGHT</small>	<small>WEIGHT</small>	<small>HAIR</small>
6) 12356A	7) WA10000825	8) 05/05/1960	9) F	U	505	125	BLU BRO

Completed Sex/Kidnapping Offender Registration Fingerprint Card Continued

Note: Shaded fields are mandatory fields

WASHINGTON STATE FINGER, IDENTIFICATION AND CRIMINAL HISTORY SYSTEM
P.O. BOX 12923
OLYMPIA, WA 98504 2633

PROPERTY OF THE WA STATE RECORDS AND FEDERAL STATE OR LOCAL AGENCIES. BEFORE REPRODUCING, PLEASE WRITE TO THE WA STATE RECORDS AND FEDERAL STATE OR LOCAL AGENCIES. THIS INFORMATION IS TO BE USED FOR IDENTIFICATION PURPOSES ONLY. IT IS NOT TO BE USED FOR ANY OTHER PURPOSE. THIS INFORMATION IS TO BE USED FOR IDENTIFICATION PURPOSES ONLY. IT IS NOT TO BE USED FOR ANY OTHER PURPOSE.

RESTRICTIONS
 1. THIS CARD MUST BE KEPT IN THE ORIGINAL ENVELOPE AND NOT REPRODUCED OR COPIED IN ANY MANNER.
 2. SHERIFF'S OFFICE MUST SUBMIT REGISTRATION TO THE WA STATE RECORDS AND FEDERAL STATE OR LOCAL AGENCIES.
 3. ON BACK OF PHOTOGRAPH INCLUDE REGISTRANT'S NAME AND DOB

NO DUPLICATIONS
 A WA RESIDENT WHO HAS BEEN FOUND TO HAVE COMMITTED OR HAS BEEN CONVICTED OF ANY SEX OFFENSE OR ANY OTHER OFFENSE WHICH WOULD REQUIRE REGISTRATION TO THE WA STATE RECORDS AND FEDERAL STATE OR LOCAL AGENCIES MUST SUBMIT THIS CARD TO THE WA STATE RECORDS AND FEDERAL STATE OR LOCAL AGENCIES.

10) <input checked="" type="checkbox"/> REGISTERED WA <input type="checkbox"/> NON-REGISTERED WA <input type="checkbox"/> FUGITIVE	11) 01/15/2007 12) 01/15/2015	13) WA0340000 THURSTON COUNTY SHERIFF OFFICE	
14) <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO	15) 002/05/2007	16) UT	17) US
18) ADAMS COUNTY	19) TAT LHIP-ANIMAL, SCR CHK, GOLD TOOTH		
20) RAPE 1, KIDNAPPING 2, INDECENT EXP		<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO	25) ARMED DANGEROUS, ALLERGIES
23) LUCKY ME	24) 156789		
CURRENT RESIDENCE OF PERSON BEING FINGERPRINTED			
26) ROSIE APARTMENTS, 777 LUCKY ST			
ANYWHERE	WA	98501	
WAITER	I-5 CAFE	I-5 WEST	
OLYMPIA	WA	98501	
27) ADDITIONAL OFFENSES, MEDICAL CONDITIONS, SCHOOL ENROLLMENT INFORMATION, TERMINATION OF SCHOOL ENROLLMENT			

“Intentionally Left Blank”

Fingerprint Rolling Techniques

Fingerprints are formed on the friction ridge surfaces of the hands. These ridges form unique and permanent characteristics referred to as minutia. No two individuals have the same fingerprints - not even identical twins. A quality fingerprint has black ridges on a white background. The fingerprint must contain enough ridge characteristics (minutia) to determine positive identification (match) or non-identification (no match) to an existing set of fingerprints on file.

Ridge characteristics include, but are not limited to ending ridges and bifurcations within the fingerprint. They can deteriorate as a result of using harsh chemicals, individuals who work with abrasive compounds such as concrete, large amounts of paper, and age.

The pattern type of a fingerprint denotes its characteristics - arch, loop, or whorl. Within the pattern areas of loops and whorls are focal points which are used to classify them. These points are called delta and core.

Fingerprint Equipment

There are several methods or mediums for taking fingerprint impressions. Various methods are listed below:

- A) **Black printers ink and roller.**
 - 1) High quality prints.
 - 2) Dries quickly.
 - 3) Amount of ink controlled by the person taking the fingerprints.
 - 4) Captures reduced ridge characteristics.
 - 5) Decontaminate by cleaning and re-inking the slab and roller.
- B) **Ink strips.**
 - 1) Black printers ink, pre-inked onto plastic strips.
 - 2) Dries quickly.
 - 3) Decontaminate by replacing ink strip.
- C) **Porelon pad.**
 - 1) Pre-inked pad.
 - 2) Dries quickly.
 - 3) Decontaminate by replacing the Porelon pad.
- D) **PrintMatic pad.**
 - 1) Pre-inked ceramic pad.
 - 2) Capillary action brings ink to surface of ceramic pad.
 - 3) Decontaminate by replacing the PrintMatic pad.
- E) **Print master.**
 - 1) Special ink thinner and pillow requirements.
 - 2) Decontaminate by cleaning and re-inking the pillow.
- F) **Inkless systems** - such as Digit 10 or Identa-Print.
 - 1) Inkless.
 - 2) Requires developer unit and chemical sheets.
 - 3) Each unit will produce up to 1,000 cards.
 - 4) Decontaminate by replacing inkless pad.

G) **Live scan devices.**

- 1) Inkless.
- 2) Print card or submit electronically.
- 3) Decontaminate by cleaning platen.

Fingerprint Quality

Good quality fingerprints begin with clean, dry hands, free of oil-based lotions. Oil-based lotions, dirt, paint, glue, etc. interfere with ridge characteristics producing a poor quality fingerprint and may create false minutia.

Physical condition: If a physical condition exists making it impossible to obtain a high quality fingerprint, submit the best fingerprints possible. If mailing the fingerprint card, make a note in the “leave blank” space indicating the reason why the fingerprints are of poor quality, such as skin disease, worn ridge detail, best prints possible, etc. Re-tabs will improve the quality of dry or worn fingerprints that are obtained with printers ink.

Dry hands: If the hands are too dry, ridge definition is diminished. Applying an oil-free lotion or dishwashing liquid helps to replace moisture back into the fingers, allowing the ink to adhere better.

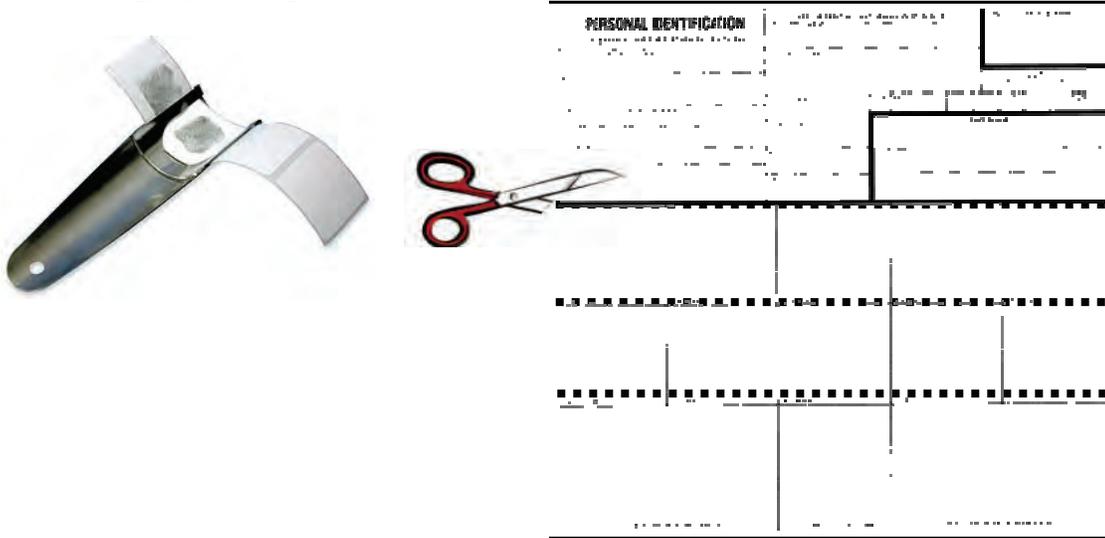
Moist hands: If the hands are too moist, the ink will not adhere to the fingerprint ridges. This moisture may be removed by using an alcohol wipe or holding the hand in front of a fan. In some cases, each finger may need to be wiped individually prior to fingerprinting.

Warm hands: If the hands are too warm, the fingerprint ridges may appear to have a shadow or halo around the fingerprint on electronic devices. Cooling the fingers eliminates the shadowing or halo effect. The fingers may be cooled by wiping the fingers with an alcohol wipe, asking the individual to hold ice or holding the hand in front of a fan prior to fingerprinting.

Stiff or deformed hands: A fingerprinting spoon, also referred to as a post-mortem spoon, may be used to obtain a quality fingerprint. Cut the fingerprint card into strips for each hand, insert the strip into the fingerprinting spoon, apply ink to the finger using an ink pad or roller, and press the finger (do not roll) onto the fingerprinting spoon. Remove the strip from the fingerprinting spoon and adhere (glue or tape) the strips to the front of another fingerprint card. Self-adhesive “re-tabs” may be used instead of cutting the fingerprint card into strips.

You may also have success by placing a re-tab (sticky side down) to your fore & middle fingers and gently using your fingers similar to the post mortem spoon, only you will be able to gently bring the re-tab up the sides of the finger. This does not create smearing and captures a full “roll”. Make sure to lift the finger straight up.

Example: Fingerprinting Spoon



Inking the Platen or Surface

- 1) Distribute the ink evenly on the inking slab to avoid over-inking; if using the Porelon pad or inkless system, ensure the pads and chemicals are intact.
Note: When inking each plain/slap or rolled impression, don't roll over the used area of the inking slab.
- 2) Take a test print of one finger to ensure the slab is properly inked.
- 3) Use re-tabs to retake a poor quality fingerprint.
 - a) Place a strip of re-tabs on your workstation or one re-tab on a hard surface. Roll the fingerprint impression on a re-tab until the best possible impression is obtained.
 - b) Place the re-tab in the correct fingerprint block. Use only one re-tab per fingerprint block. Re-tabs may not be stacked more than one high in each fingerprint block. Re-tabs may be used in the flat impression blocks.

Rolling Techniques

- 1) Due to the structure of the hand, wrist, and arm, it is recommended that thumbs be rolled toward the body of the person being fingerprinted and the fingers away from the body; also referred to as most resistant to least resistant or hard to easy. However, the thumbs or fingers may be rolled in the opposite direction to ensure a high quality fingerprint impression.
Note: Rolling from hard to easy relieves strain and stress on the shoulders, elbows, and wrists. The fingers are more relaxed and they can be lifted easily without smearing the fingerprint impression.
- 2) The operator may stand on one side of the subject to roll each hand or switch sides. This may be determined by the operator or the physical location of the fingerprint station.
- 3) Ask the subject to relax and refrain from "trying to help" as helping by the individual may cause poor fingerprint quality. Asking the person to look away or focus elsewhere may help to distract them so it is easier to fingerprint them.
- 4) The finger is rolled in one continuous motion from one side of the fingernail to the other side and should include a few ridges below the first joint. When the fingerprint is

placed on the fingerprint card or viewed on the live scan device, the fingerprint impression should appear square. When using ink, the weight of the hand is all the pressure needed to take a quality fingerprint impression. Added pressure may result in poor quality fingerprint impressions.

Example: Fully Rolled Fingerprint Impression



- 5) If a finger cannot be printed, indicate the reason in the appropriate fingerprint block:
 - “XX” - amputation or missing finger.
 - “UP” - unable to print finger due to arthritis, bandage, cast, deformity, etc.

Note: If XX or UP is used do not place the corresponding fingerprint in the fingerprint block as the card/submission will be rejected.

- 6) After rolling the fingerprint, examine the completed fingerprint impressions, for clear ridge characteristics, pattern type, core, and delta(s).
- 7) Clean the inking roller and slab or electronic platen regularly or when a bio-hazard may exist.

Fingerprint Rolling Sequence

When using ink to capture fingerprint impressions, follow the order of the fingerprint card. The card has segments for the right hand, left hand, and the flat impressions. Place the fingerprint impressions in the center of each block. When using a live scan to capture fingerprint images, follow placement of the fingers as prompted by your live scan.

- 1) Flat (also known as plain or slap) impressions are on the bottom of the fingerprint card. These impressions are taken simultaneously and used to verify the sequence of the rolled fingerprints and to confirm the ridge characteristics in the rolled fingerprints.
 - a) Inking - Place the index, middle, ring, and little fingers all at once on the inking surface and then on the fingerprint card. If the little finger is much shorter than the other finger, print the index, middle, and ring fingers all at once and then print the little finger in the proper sequence.

Note: Do not allow the flat impressions to cross the line into the rolled impression boxes.

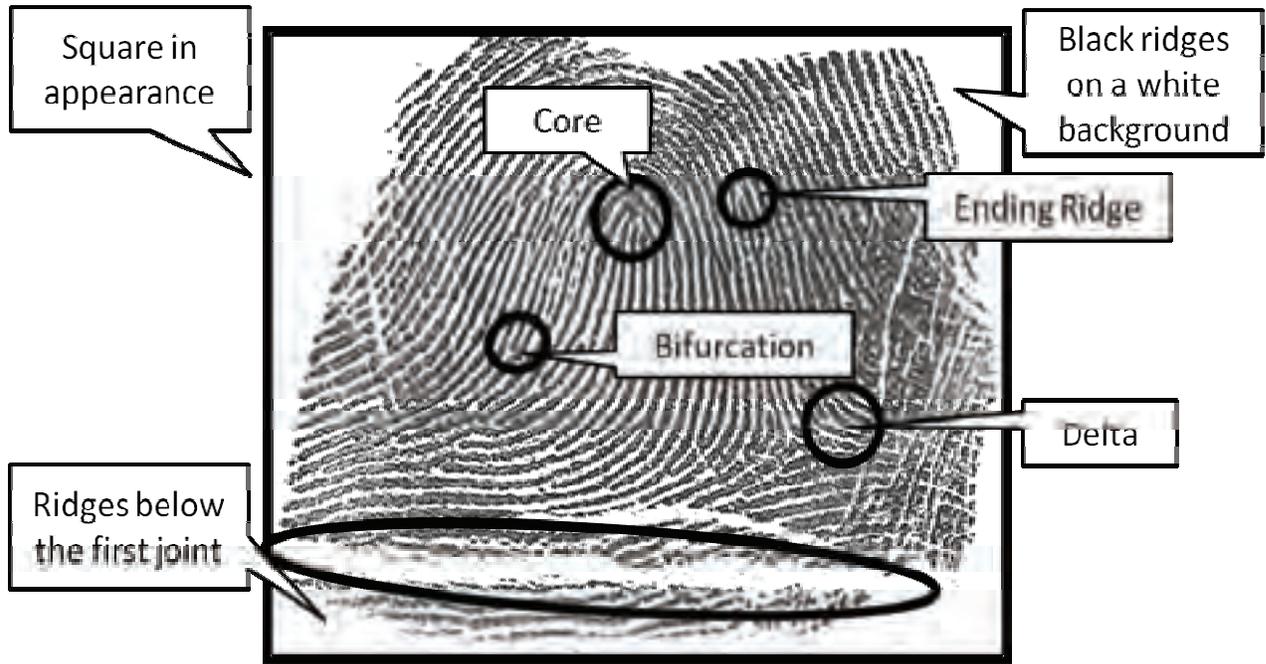
Take your time to obtain the best flat fingerprint impressions possible.

- b) Live scan - All flat impressions must be taken at the same time but can be angled to accommodate the length of the fingers.
- c) The flat thumb is printed separately for inking and on live scan devices.

2) Individual fingerprint rolled impressions.

- a) Grasp the individual's right hand and bend the four fingers inward, isolating the thumb.
- b) Roll the thumb from one side of the fingernail to the other side of the fingernail including a few ridges below the first finger joint. This records the top and bottom of the finger.
- c) The remaining fingers of the right hand are then rolled from nail to nail in sequential order following the order of the card or live scan device.
- d) Smearing can be avoided by rolling as smoothly as possible while exerting equal pressure on all portions of the thumb/finger and by lifting straight up.
- e) Extra fingers - roll the inner-most digit, closest to the rest of the fingers. Then annotate on the card extra digit. Fingerprint the extra digit on the back of the card.

Ridge Characteristics



CORE: The approximate center of a fingerprint pattern

DELTA: Area where ridges separate, like a river at an island

BIFURCATION: Is the forking or dividing of one ridge into two or more ridges

ENDING RIDGE: Ridge that ends in space



Fingerprint Pattern Types

Plain Arch



Arches have no "Delta's"

A plain arch is the type of pattern in which the ridges enter one side of the finger, make a rise or wave in the center, and flow out the opposite side. A plain arch does not have a looping ridge, an upthrust, or a recurve.

Tented Arch



A tented arch is the type of pattern which possesses an angle, an upthrust, or two of the three basic characteristics of the loop.

Left Slant Loop



Right Slant Loop



A loop is the type of pattern in which one or more ridges enter on either side of the finger, recurve or tend to recurve, touch or pass an imaginary line between delta and core, then flow or tend to flow out the side of the finger from which the ridges entered. The above patterns show the direction ridges flow from left or right.

Fingerprint Pattern Types

Plain Whorl



A plain whorl consists of one or more ridges which make or tend to make a complete circuit, with two deltas, between which, when an imaginary line is drawn, at least one recurving ridge within the inner pattern area is cut or touched.

Central Pocket Loop Whorl



A central pocket loop whorl has at least one ridge which makes or tends to make a complete circuit with two or more deltas. An imaginary line drawn between the two deltas does not cut or touch any recurving ridges within the inner pattern area.

Double Loop Whorl



A double loop whorl consists of two separate loop formations with two separate and distinct sets of shoulders and two deltas.

Accidental Whorl



An accidental whorl consists of a combination of two different types of patterns with the exception of the plain arch, with two or more deltas or patterns which possesses some of the requirements for two or more different types, or a pattern which conforms to none of the definitions.

Examples of Major Causes for Rejection

Excessive Pressure/Smeared



Over Inked/Uneven Pressure



Under Inked/Insufficient Pressure



Insufficiently Rolled



Ideal fingerprint



WSP Reject Slip (front)



IDENTIFICATION SECTION

WASHINGTON STATE PATROL PO BOX 42633 OLYMPIA, WA 98504-2633

The attached fingerprint submission will not be retained and/or processed by the Washington State Patrol Identification Section. Accurate ridge detail for AFIS (Automated Fingerprint Identification System) searching cannot be determined due to the reason(s) indicated by the circled number(s) in the upper portion of the finger block. Please refer to the number(s) indicated when checking the explanations listed below.

- | | |
|---|---|
| <ol style="list-style-type: none"> 1. Fingerprint is smudged or smeared, possibly due to slippage during roll or fingers not clean and dry. 2. Insufficient ink/pressure. Image too light. 3. Excessive ink/pressure. Image too dark. 4. Finger not fully inked or rolled. Insufficient pattern area(s) recorded for identification purposes. 5. Sequence Error: Fingerprint(s) not in correct sequence as spaces indicated, same finger or hand printed twice, or hands have been reversed. 6. Fingerprint is missing with no notation of injury or amputation. Note "UP" (for unable to print) or "XX" (for amputation) in finger block. 7. Each rolled fingerprint must have a corresponding plain or slap fingerprint. If slap fingerprints can be obtained, but due to injury or other reason a rolled fingerprint is not possible, note "UP" (unable to print) in the rolled finger block. | <ol style="list-style-type: none"> 8. Unable to determine sequence of rolled fingerprints due to quality of the slap fingerprints. 9. Fingerprints not black on standard white fingerprint card stock. 10. Finger not rolled in the center of the finger block. 11. Fingerprint(s) overlapping or extend into other finger block(s). 12. Fingerprint is obscured by typing or writing. 13. Electronically produced fingerprints are distorted or shadowed and interfere with AFIS search. 14. Other: _____

_____ |
|---|---|

Refer to the back of this form for more information on obtaining good quality fingerprints.

A name inquiry has been conducted with negative results. If a substitute card is available, please resubmit.

Send any previously rejected applicant fingerprint cards with the new submissions; if previous cards are not available, please indicate reason on card(s).

A rejected criminal card may be resubmitted for a manual comparison if the individual is later assigned a Washington SID number.

If you have questions or would like training in obtaining acceptable quality fingerprints, please contact the Washington State Patrol Identification Section at (360) 534-2000.

3000-240-401 (R 6/08)

WSP Reject Slip (back)

HELPFUL HINTS FOR OBTAINING GOOD QUALITY FINGERPRINTS

1) DRY HANDS

If the person being fingerprinted has dry hands, put a small amount of lotion on the middle of the fingertip and work the lotion into the fingers until absorbed, for approximately two minutes. This will help put moisture back into the fingers and the ink will adhere better. There are several different types of moisturizers to use:

1. Lotions (i.e., Cornhuskers, baby, Jergens, Nivea, etc.)
2. Dishwashing liquid (i.e., Palmolive, Joy, Dawn, Ivory Liquid, etc.)

2) MOIST HANDS

If the person has moist hands, wipe each finger individually with rubbing alcohol or an alcohol swab and let dry before beginning the printing process. This will take some of the moisture out of the fingers and will allow an appropriate amount of ink to adhere to the surface of the fingers.

If the fingers are excessively moist, also wipe each finger with a lint-free paper towel or cloth prior to printing.

3) STIFF/DEFORMED HANDS

The best method for stiff or deformed hands is the postmortem spoon. Insert a strip of five retabs or a strip cut from a fingerprint card for the appropriate hand into the spoon. Instead of rolling the finger on the ink slab, ink the finger directly using the roller. Press the finger (**do not roll**) onto the retab or card strip.

4) OTHER TIPS

If the person is trying to help you roll the prints, try the following:

1. Put up pictures around the room and ask them to focus on those rather than the fingerprinting process.
2. Ask the person to drop his/her shoulders to relax. This should relax the wrists and arms and make rolling easier.

**EXAMPLE:
WHAT A GOOD QUALITY
FULLY ROLLED FINGERPRINT
SHOULD LOOK LIKE →**



Reject Reasons

LEAVE BLANK	CRIMINAL	(STAPLE HERE)				LEAVE BLANK
		STATE (USE)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
		APPROXIMATE CLASS				
		LAST FINGER, FIRST FINGER, MIDDLE FINGER, RING				

When fingerprints are rejected by WSP for poor quality, there will be an annotation in the block of the poor quality fingerprint. The circled number written in the fingerprint block corresponds to the number on the fingerprint rejection slip which explains why the fingerprint is unacceptable. If a reason applies to more than one finger, a line may be drawn from that number through the other fingerprint blocks to which it applies.



State Reject

Effective December 28, 2011 an update was made to WASIS to improve efficiency and response time. Agencies submitting state civil applicant fingerprint cards will receive reject notifications electronically. The notification will include the contact information for the applicant.

Effective March 1, 2012, the Section will no longer mail rejected fingerprint cards back to the agency. An electronic reject notice will be sent to the agency. The agency must print out the reject notice, re-fingerprint the person, attach the reject notice to the back of the fingerprint card, and mail to the Section. If the reject notice is not attached to the new card, it will be entered as a new submission and a fee may be generated.

FBI Reject

The fingerprint card submitted to WSP may be accepted by the Section, but the FBI may still reject the fingerprint card due to poor quality fingerprints. When the FBI rejects an applicant card submission, the contributing agency will receive the reject response by mail. This response will be attached to the back of the rejected card.

If the FBI rejects a criminal arrest fingerprint card submission, the contributing agency will receive the reject response by designated e-mail address or ACCESS terminal. The Section no longer prints out the fingerprint card and attaches the FBI reject reason to the back of the card and mailing it to agency.

Returns the FBI reject slip to the official who took the fingerprints. The reject reason(s) on the response should be used to determine why each print was rejected and make needed corrections. After the subject is re-fingerprinted on a new fingerprint card, the Section will forward it to the FBI. A paper card must be mailed even if you normally submit electronically to the WSP.

Example of a FBI Reject Response

Type of Transaction: CAR
Date Transaction Initiated: 031720XX
Transaction Control Number: 1200000100012345
Transaction Control Reference: E1010012000000012345
Local ID: A0001234
State Identification Number: WA12345678

Status/Error Message: Fingerprint image printed in the plain impressions block but not the rolled fingerprint block. See finger(s) Images #4 & 10.

Status/Error Message: L0118 - Erroneous or incomplete fingerprint(s) on images: fingers or hands out of sequence; printed twice; or, missing and no reason are given.

This message is transmitted to the licensing agency. The message has the FBI response to a national fingerprint search with the FBI Identification number and other relevant information.

“Intentionally Left Blank”

Responses

WSP Notice of Arrest (NOA)

NOA. Txt

- 1) AFISC PTOCJ) WASHINGTON STATE PATROL / WASIS NOTICE OF ARREST
DATE 02/02/2010
- 2) ATTENTION: CONTRIBUTING ORI WA0180000
- 3) SID NUMBER
WA10000825
- 4) ARRESTEE NAME
FIESTY, FIGHTER
AKA *PIED, PIPER
*SEASONING,PEPPER
- 5) BIRTHDATE
06/05/1960
- 6) FBI NO. 9007700
- 7) PCN X37452182
- 8) TCN WA4000000100312683
- 9) OFFENSE
ORIGINATING ORI WA0180100
PD BREMERTON
- 10) DATE OF ARREST
02/01/2010
- 11) LID/OCS
X0227247
- 12) UNIQUE NO (OIN)
PD25477
- 13) COURT CASE NO.
101000049
- 14) WARRANT NO.
W52348971
- 15) CHARGE: 00110200 ASSAULT 3
RCW: 9A.36.031(2)
CLASS C FELONY
- 16) COMMENTS:
- 17) DISPOSITION RESPONSIBILITY: WA018015J
- 18) AGENCY: SUPERIOR COURT BREMERTON
- 19) THIS MESSAGE IS TRANSMITTED TO THE AGENCY TAKING FINGERPRINTS
AND OTHERS IDENTIFIED BY THAT ORGANIZATION. THE MESSAGE HAS THE
STATE IDENTIFICATION NUMBER (SID) AND OTHER RELEVANT INFORMATION.
- 20) A QUERY (QW) USING THE SID WAS DONE TO LOCATE WARRANTS,
PROTECTION ORDERS, AND OTHER RECORDS FROM WAGIC FILES.

QW.

*** MULTIPLE RECORDS ***21) ----- RECORD NUMBER 1 OF 5 -----
 SID/WA10000825 NAM/FIESTY, FIGHTER DOB/06/05/1960
 FBI/9007700

*** POSSIBLE CRIMINAL HISTORY RECORD ***
 *** DO NOT ARREST ON THIS INFORMATION ***

22) ----- RECORD NUMBER 2 OF 5 -----

FELONY WARRANT (BASED ON SID)
 MKE/EWF ORI/WA0340400 NAM/PIED, PIPER
 .M.W.WA.06/05/1960
 HGT/510 WGT/270 EYE/BRO HAI/BLK
 FBI/9007700 SID/WA10000825 SOC/11122333
 OLN/FIESTYF*140FF.WA.2000
 OFF/0001
 OFL/FTA/ASSAULT 3
 DOW/07/07/2009 ORC/WA034025J
 TOW/MS WAR/XXPC25279 AOB/000250
 MIS/THURSTON COUNTY ONLY CONFRIM LACEY PD 360 459 4333 WILL NOT
 ACCEPT VIA TRANSPORT
 EXL/LIMITED EXTRADITION SEE MIS FIELD EXD/07/02/2011
 SUPPLEMENTAL INFORMATION
 SMT/TAT UR ARM - SHAPES
 AKA/PIED, PIPER
 ENT: 07/09/2009 AT 1205 FROM OP43 BY/PD LACEY (OLYCC)
 WAC/XXW0129755

*** WASIS IDENTIFICATION INFORMATION BASED ON SID/PCN IN WARRANT ***
 *** POSSIBLE CRIMINAL HISTORY RECORD ***
 *** DO NOT ARREST ON THIS INFORMATION ***

NAM/FIESTY, FIGHTER DOB/06/05/1960 SEX/M RAC/B
 SID/WA10000825 PCN/ FBI/9007700
 HGT/600 WGT/250 EYE/BRO HAI/BLK POB/WA
 DOB/06/05/1960
 SOC/
 SMT/TAT UR ARM - TRIBAL /TAT ARM - SHAPES/TAT BACK - CARTOON
 CHARACTER/TAT R ARM - NUMBERS
 AKA/PIED, PIPER

23) ----- RECORD NUMBER 3 OF 5 -----

MISDEMEANOR WARRANT (BASED ON SID)
 MKE/EWW ORI/WA0340200 NAM/PIED, PIPER
 .M.U.WA.06/05/1960
 HGT/510 WGT/270 EYE/BRO HAI/BLK
 OCA/XX0001994 SMT/TAT UR ARM - SHAPES
 FBI/9007700 SID/WA10000825 SOC/
 OLN/ FIESTYF*140FF.WA.2000
 OFF/0001

OFL/FTA/DWLS 3
 DOW/07/16/2009 ORC/WA034021J
 TOW/MS WAR/C000142X4 AOB/001000
 MIS/EAST/WEST CONFIRM TUMWATER PD 360 754 4200/704 2740
 EXL/LIMITED EXTRADITION SEE MIS FIELD EXD/NONEXP
 SUPPLEMENTAL INFORMATION
 SMT/TAT ARM - SHAPES
 AKA/
 ENT: 07/16/2009 AT 1140 FROM OP63 BY/PD TUMWATER (OLYCC)
 WAC/09X0134442

*** WASIS IDENTIFICATION INFORMATION BASED ON SID/PCN IN WARRANT ***
 *** POSSIBLE CRIMINAL HISTORY RECORD ***
 *** DO NOT ARREST ON THIS INFORMATION ***

NAM/FIESTY, PIED DOB/06/05/1960 SEX/M RAC/I
 SID/WA1000825 PCN/ FBI/9007700
 HGT/600 WGT/250 EYE/BRO HAI/BLK POB/WA
 DOB/06/05/1960
 SOC/111223333
 SMT/TAT UR ARM - TRIBAL /TAT ARM - SHAPES/TAT BACK - CARTOON
 CHARACTER/TAT R ARM - NUMBERS

AKA/FIESTY, FIGHTER

24) ----- RECORD NUMBER 4 OF 5 -----
 PROTECTION ORDER (BASED ON SID)
 MKE/EPO ORI/WA0340001 NAM/SEASONING,PEPPER .M.A.WA.01/01/1950
 HGT/500 WGT/150 EYE/BRO HAI/BLK
 OCA/E42306695 SMT/SC CHEST
 FBI/000000A0 SID/WA10000825 SOC/000000000
 MNU/EI-DOC101292 OLN/EXAMPLM434PW.WA.2005
 RTP/PO ORDER NUMBER/E42306695 SERVED/YES
 CO/SEE THE MISCELLANEOUS FIELD FOR THE COMMENTS REGARDING THE
 SPECIFIC TERMS AND CONDITIONS OF THE ORDER.
 DOI/09/24/2004 EXD/NONEXP ORC/WA034025J BRADY/U
 MIS/PROTECTION ORD VERIFY 360 786 E534 OR E742/RESTRAINED FROM
 COMING 2/IN 1 MI OF PPNS/ RES/WORK/SCHOOL/DAYCARE OR SCHOOL OF
 MINORS/EXCLUDED FROM SCHOOL/WORK INFORMATION PROVIDED
 PROTECTED PERSON/
 PCO/SEE THE MISCELLANEOUS FIELD FOR THE COMMENTS REGARDING THE
 SPECIFIC TERMS AND CONDITIONS OF THE ORDER.
 ENT: 09/15/2004 AT 0700 FROM OLSO8 BY/SO OLYMPIA #2 (OLSO2)
 UPD: 10/17/2005 AT 1153 FROM OLS12
 WAC/04E0056672 NIC/E295605566

25) ---- RECORD NUMBER 5 OF 5 ----

***DOC CUSTODY STATUS RECORD ***

***** THIS IS NOT A WARRANT *****

DOC NUMBER/9007700 SID/WA10000825 NAM/TRAINER, FELLA

DOB/01/01/1950

ORI/WA0XXXXXXXXX LOCATION/PUYALLUP OFF CUSTODY STATUS/INACTIVE

SUVPERVISION/INACTIVE UPDATED/04/23/2006 ***VIOLENT OFFENDER***

NAM/PIED, PIPER DOB/06/05/1950 SEX/M RAC/B SID/WA10000825 PCN/

FBI/9007700 HGT/600 WGT/250 EYE/BRO HAI/BLK POB/WA DOB 06/05/1950

Note: For complete criminal history transcript, inquire by SID number.

IF ANY CHANGES NEED TO BE MADE ON THIS ARREST, PLEASE USE SYSTEM MEMO 820.

Washington State Response Informational Pages

Notice of Arrest (NOA)

Upon entry of a criminal arrest fingerprint card into the criminal history database, WASIS, the Section automatically responds with a NOA to the contributing agency. The contributing agency will receive the NOA either through their telecommunications system or through e-mail.

The NOA provides the agency with the SID number and basic information about the submitted arrest. A wants and warrants check is automatically performed to locate warrants, protection orders, and other records from the Washington Crime Information Center (WACIC) files if the SID is entered in the warrant or order.

An agency may request the NOA not be generated and sent to them. The request must be in writing and mailed to the Identification and Criminal History Section, PO Box 42633, Olympia WA 98504-2633.

NOA Description

- 1) Header
- 2) Type of Transaction: NFUF
 - a. Miscellaneous Applicant (MAP) - a retainable fingerprint transaction used for criminal justice employment, volunteers and criminal justice contractors.
 - b. Non Federal Applicant (NFUF), User Fee or No Charge - non-retainable submission is for non-criminal justice and licensing purposes in which the contributor may or may not be charged a fee. Examples of types of reason fingerprinted include: Concealed Pistol License, School District Employees, Public Information, Taxi License, etc.
- 3) Date Transaction Initiated: 01/04/2010.
- 4) Transaction Control Number - used as a unique identifier to identify this specific transaction. The Section uses the number as an archive number.
Example: WA4099100007011942.
- 5) Originating Case Agency number (OCA) - also known as the local identification number (LID).
- 6) Name - the name given at the time of the fingerprinting event.
- 7) Employer and Address - name and address of the employer.
- 8) Residence - address of the individual who is being fingerprinted.
- 9) Non Federal User Fee Electronic Response - type of response returned to the employer who requested the background check.
- 10) Search parameters - information used to conduct the background search.
 - a. Name - name of the individual who the background check is conducted on.
 - b. AKA - also known as, other names used.
 - c. SOC, Sex, RAC - social security number, sex, and race of the individual
 - d. Search Mode - Type of information returned to the requester.
- 11) Conviction, returns guilty, adverse findings, and open arrests less than one year old without a disposition.
- 12) Originating agency ORI and name.
- 13) Date Processed - date the background check was processed by the Section.

- 14) Message type received - No record found.
- 15) Date and the agency's name who conducted the background check.
- 16) ORI and agency name and address who requested the background check.

Civil Applicant Response (No Record Found)

- 1) From: IAFISER@wsp.wa.gov
- Sent: January 4, 2010 9:57 AM
- To: Agency Name@xxxxxxx.xxx.xxx
- Subject: FBI Fingerprint Search Response - TO: WAWSP0099 - TCN 4099100007011942; LAST NAME, FIRST NAME, MIDDLE NAME/INITIAL

Note: Please DO NOT respond to this e-mail address as this is not a mailbox that is checked for incoming messages.

- 2) Type of Transaction: NFUF
- 3) Date Transaction Initiated: 04/07/2010
- 4) Transaction Control Number: 40990000100012862

- 5) OCA: 10-224
- 6) Name: PIED, PIPER R
- 7) Employer and Address: 12345 PUBLIC SCHOOLS 520 4TH ST. Anywhere, WA 98004
- 8) Residence: 1546 LUCKY ST. ANYWHERE, WA 98004
- 9) NON FEDERAL USER FEE ELECTRONIC RESPONSE
SCHOOL DISTRICT EMPLOYEE APPLICANT

- 10) SEARCH PARAMETERS:
 - a. Name: PIED, PIPER R
 - b. AKA: TRAINING,RECORD
 - c. SOC: 111 22 1111 Sex M RAC W
 - d. Search Mode: Conviction
- 11) WA920310Z SUPERINTENDENT OF PUBLIC INSTRUCTION
- 12) Date Processed 04/07/2010
- 13) PROCESSED BY: 1179

- 14) PURSUANT TO PURPOSE OF INQUIRY, **NO RECORD FOUND**

- 15) 04/07/2010
CRIMINAL RECORDS DIVISION
WASHINGTON STATE PATROL

- 16) WA92031OZ
SUPERINTENDENT OF PUBLIC INSTRUCTION
PO BOX 47200
OLYMPIA, WA 98504

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FBI Civil Applicant Informational Pages (No Arrest Data)

- 1) FBI APPLICANT FINGERPRINT SEARCH RESPONSE Header - provides basic e-mail information.
- 2) Type of Transaction (TOT) - indicates the type of background submitted to WSP.
 - a. Miscellaneous Applicant (MAP) - a retainable fingerprint transaction used for criminal justice employment, volunteers and criminal justice contractors.
 - b. Non Federal Applicant (NFUF), User Fee or No Charge - non-retainable submission is for non-criminal justice and licensing purposes in which the contributor may or may not be charged a fee. Examples of types of reason fingerprinted include: Concealed Pistol License, School District Employees, Public Information, Taxi License, etc.
- 3) Date Transaction Initiated - the date the FBI received the background check.
- 4) Transaction Control Number (TCN) - a unique number assigned to the transaction at the time of the live scan fingerprinting event. When a fingerprint card is mailed to WSP a TCN is assigned. WSP uses this number as an archive number and requests this number from the agency.
- 5) Transaction Control Reference - Integrated Automatic Fingerprint Identification System (IAFIS) number assigned to this transaction by the FBI and is used as a tracking number.

Note: Some responses from the FBI will be received on paper due to manual processing of cards (manual fingerprint comparisons and problems with an electronic submission). The paper responses are not a duplicate to any electronic responses.

- 6) Name - Last, First, and Middle name or initial of the individual.
- 7) Employer and Address - name and address of the employer.
- 8) Electronic RAP sheet - provides the type of response returned by the FBI.
- 9) ICN (IAFIS control number) - same number as the transaction control reference number.
- 10) OCA - Originating Agency Case number, also known as the Local Identification (LID) number.
- 11) Name of the person the background was conducted on.
- 12) Physical descriptors: Refer to Appendix B.
 - a. Race - individual's race
 - b. Height - measured in feet and inches
 - c. Date of birth - birth date of the individual
- 13) Miscellaneous Number (MNU) - other form of government issued picture identification. i.e. US Passport, Military Number, etc.
- 14) SOC (Social Security) Number.
- 15) Sex - gender of the individual.
- 16) Fingerprint classification - what system was used to identify the fingerprints.
- 17) The ORI and name of agency requesting the background check.
- 18) Date FP - date the individual was fingerprinted for the background check.
- 19) Background check message - No Prior Arrest Data.
- 20) Date of the search and CJIS Division information.
- 21) Agency requesting the background name and address.

FBI Civil Applicant Response (Found Record)

- 1) Type of Transaction: NFUF
- 2) Date of Transaction Initiated: 05/26/2010
- 3) Transaction Control Number: WA34000000X00076161
- 4) Transaction Control Reference: E2010XXX000000168863
- 5) Local ID: EX61315
- 6) FBI Number: 9007700
- 7) Name: Training, Record Feisty
- 8) Electronic RAP sheet:

UNITED STATES DEPARTMENT OF JUSTICE
FEDERAL BUREAU OF INVESTIGATION
CRIMINAL JUSTICE INFORMATION SERVICES DIVISION
CLARKSBURG, WV 26306

- 9) WA0340000
- 10) ICN E2010XXX000000168863
- 11) TCN WA34000000X00076161
- 12) AGENCY CASE EX61315

THE FBI IDENTIFIED YOUR TEN-PRINT SUBMISSION WHICH CONTAINED THE FOLLOWING DESCRIPTORS:

- 13) NAME TRAINING, RECORD FEISTY
DATE ARRESTED 2010/01/02

SEX	RACE	BIRTH DATE	HEIGHT	WEIGHT	EYES	HAIR
M	W	1965/05/05	509	175	BLU	BLK

STATE ID	BIRTH PLACE
	WASHINGTON

OTHER BIRTH DATES	SCARS-MARKS-TATTOOS	SOCIAL SECURITY	MISC NUMBERS
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ALIAS NAME(S)
*TRAINER, PEPPER

END OF COVER SHEET

UNITED STATES DEPARTMENT OF JUSTICE
FEDERAL BUREAU OF INVESTIGATION
CRIMINAL JUSTICE INFORMATION SERVICES DIVISION
CLARKSBURG, WV 26306

WA0340000

ICN E2010XXX000000168863

BECAUSE ADDITIONS OR DELETIONS MAY BE MADE AT ANY TIME, A NEW COPY SHOULD BE REQUESTED WHEN NEEDED FOR SUBSEQUENT USE.

- 14) THIS RECORD IS SUBJECT TO THE
FOLLOWING USE AND DISSEMINATION RESTRICTIONS

UNDER PROVISIONS SET FORTH IN TITLE 28, CODE OF FEDERAL REGULATIONS (CFR), SECTION 50.12, BOTH GOVERNMENTAL AND NONGOVERMENTAL ENTITIES AUTHORIZED TO SUBMIT FINGERPRINT AND RECEIVE FBI IDENTIFICATION RECORDS MUST NOTIFY THE INDIVIDUALS FINGERPRINTED THAT THE FINGERPRINTS WILL BE USED TO CHECK THE CRIMINAL HISTORY RECORDS OF THE FBI.

IDENTIFICATION RECORDS OBTAINED FROM THE FBI MAY BE USED SOLELY FOR THE PURPOSE REQUESTED AND MAY NOT BE DISSEMINATED OUTSIDE THE RECEIVING DEPARTMENT, RELATED AGENCY OR OTHER AUTHORIZED ENTITY. IF THE INFORMATION ON THE RECORD IS USED TO DISQUALIFY AN APPLICANT, THE OFFICIAL MAKING THE DETERMINATION OF SUITABILITY FOR LICENSING OR EMPLOYMENT SHALL PROVIDE THE INFORMATION CONTAINED IN THE FBI IDENTIFICATION RECORD. THE DECIDING OFFICIAL SHOULD NOT DENY THE LICENSE OR EMPLOYMENT BASED ON THE INFORMATION IN THE RECORD UNTIL THE APPLICANT HAS BEEN AFFORDED A REASONABLE TIME TO CORRECT OR COMPLETE THE INFORMATION, OR HAS DECLINED TO DO SO. AN INDIVIDUAL SHOULD BE PRESUMED NOT GUILTY OF ANY CHARGE/ARREST FOR WHICH THERE IS NO FINAL DISPOSITION STATED ON THE RECORD OR OTHERWISE DETERMINED. IF THE APPLICANT WISHES TO CORRECT THE RECORD AS IT APPEARS IN THE FBI'S DJIS DIVISION RECORDS SYSTEM, THE APPLICANT SHOULD BE ADVISED THAT THE PROCEDURES TO, CORRECT OR UPDATE THE RECORD ARE SET FORTH IN TITLE 28, CFR, SECTIONS 16.34.

15) - FBI IDENTIFICATION RECORD -

WHEN EXPLANATION OF A CHARGE OR DISPOSITION IS NEEDED, COMMUNICATE DIRECTLY WITH THE AGENCY THAT FURNISHED THE DATA TO THE FBI.

PAGE 2 of 3

NAME	FBI NO.	DATE REQUESTED
TRAINING, RECORD FEISTY	9007700	2010/05/26

END OF PART 1 - PART 2 TO FOLLOW

UNITED STATES DEPARTMENT OF JUSTICE
FEDERAL BUREAU OF INVESTIGATION
CRIMINAL JUSTICE INFORMATION SERVICE DIVISION
CLARKSBURG, WV 26306

SEX	RACE	BIRTH DATE	HEIGHT	WEIGHT	EYES	HAIR
M	W	1965/05/05	509	175	BLU	BLK

BIRTH PLACE
WASHINGTON

16) FINGERPRINT CLASS	PATTERN CLASS
09 09 10 16 14	RS RS RS RS RS LS LS LS LS LS
08 11 05 12 13	WU WU

WA0340000
PART 2

ICN E2010XXX000000168863

FBI IDENTIFICATION RECORD - FBI NO 9007700

- 17) 1-ARRESTED OR RECEIVED 2010/01/02
 - a. AGENCY-THURSTON COUNTY SHERIFF'S OFFICE (WA0340000)
 - b. CHARGE 1 - BURGLARY 1

- 18) COURT-
 - a. CHARGE- BURGLARY 1
 - b. SENTENCE-
PRISON-36 MOS, SUPV-12 MOS

RECORD UPDATED 2010/05/26

ALL ARREST ENTRIES CONTAINED IN THIS FBI RECORD ARE BASED ON FINGERPRINT COMPARISONS AND PERTAIN TO THE SAME INDIVIDUAL.

THE USE OF THIS RECORD IS REGULATED BY LAW. IT IS PROVIDED FOR OFFICIAL USE ONLY AND MAY BE USED ONLY FOR THE PURPOSE REQUESTED.

PAGE 3 of 3

Record Found Civil Applicant Informational Pages

- 1) Type of Transaction (TOT) - indicates the type of background check submitted to WSP.
 - a. Miscellaneous Applicant (MAP) - a retainable fingerprint transaction used for criminal justice employment, volunteers and criminal justice contractors.
 - b. Non Federal Applicant (NFUF), User Fee or No Charge - non-retainable submission is for non-criminal justice and licensing purposes in which the contributor may or may not be charged a fee. Examples of types of reason fingerprinted include: Concealed Pistol License, School District Employees, Public Information, Taxi License, etc.
- 2) Date Transaction Initiated - the date the FBI received the background check
- 3) Transaction Control Number (TCN) - a unique number assigned to the transaction at the time of the live scan fingerprinting event. When a fingerprint card is mailed to WSP a TCN is assigned. WSP uses this number as an archive number and requests this number from the agency.
- 4) Transaction Control Reference - Integrated Automatic Fingerprint Identification System (IAFIS) number assigned to this transaction by the FBI and is used as a tracking number.

Note: Some responses from the FBI will be received on paper due to: manual processing of cards (manual fingerprint comparisons and problems with an electronic submission). The paper responses are not a duplicate to any electronic responses.

- 5) Local ID - number assigned by the contributing agency to identify this arrest.
- 6) FBI Number - number assigned by the FBI
- 7) Name - Last, First, and Middle name or initial of the individual.
- 8) Electronic RAP sheet - provides the type of response returned by the FBI.
- 9) WA0340000 - Contributing agency ORI
- 10) ICN (IAFIS control number) - same number as the transaction control reference number.
- 11) TCN - transaction control number is a unique number assigned to each fingerprint card. The Section uses this number as an archive number.
- 12) Agency Case - number assigned to this case.
- 13) Name and physical descriptors.
- 14) FBI Disclaimer
- 15) FBI Identification Record - beginning of the FBI record.
- 16) Fingerprint Class and Pattern Class - system used by the FBI to identify this person based on fingerprint comparison.
- 17) Arrest Information - date of arrest or fingerprinting event.
 - a. Agency who submitted this information to the FBI.
 - b. Charge - description of the charge the person was arrested for.
- 18) Court Information -
 - a. Charge - literal the charge the person was convicted of.
 - b. Sentence - sanctions received by the person, includes jail, prison, fine, supervision and updates to the record, etc.

Note: The state response is located behind the RAP sheet tab.

Correction Notices

A correction notice is a form used by local law enforcement agencies to change or correct incorrect information submitted on a fingerprint arrest event. The contributing agency or the originating agency on a fingerprint arrest card can change or modify records they submitted. For Department of Corrections' submissions, any Department of Corrections' facility can change DOC information on a record, even if they are not the contributor of the fingerprints. Disposition data may be corrected only by the county prosecutor or appropriate court. Reasons for submitting a correction notice to the Section include a typographical or omission error; deceased notification; to add or delete information.

The following types of corrections should be submitted to the Section:

- Addition or change of an arrest charge
- Correction of a name or alias name (only if an error was made on the arrest card submission)
- Incorrect date of birth
- Incorrect gender
- Incorrect date of offense
- Incorrect date of arrest
- Incorrect LID number
- Incorrect OIN number

Correction notices should NOT be sent for the following updates/changes:

- Disposition responsibility ORI. When the disposition information is received from the court, the disposition responsibility ORI will be updated.
- INV – all arrests are considered to be investigatory until charges are filed by the prosecutor. There is no need to submit a correction notice to either add or remove the INV notation.
- Alias name(s) if already listed in WASIS.
- Amended charges - Do not change the original arrest charge to the conviction charge. It is important the arrest show what the subject was arrested for. It is very common for charges to be reduced or amended to another charge. This information will be captured at the time the disposition is entered into WASIS.

The correction notice should be typed or legibly hand written. The correction notice form can be mailed, faxed, e-mailed, or submitted via ACCESS to the Section. When using ACCESS, please use telecommunications memo 820. When e-mailing the correction notice in, please send it to correctionnotice@wsp.wa.gov. Faxed correction notices should be sent to 360-534-2072. Mailed correction notices should be sent to Washington State Patrol Identification and Criminal History Section, PO Box 42633, Olympia, WA 98504-2633.

Completing Correction Notices

- 1) Complete the top portion of the correction notice.
 - Date
 - SID
 - TCN
 - FBI
 - PCN
- 2) Complete Section A with all the previously submitted information.
- 3) Check the appropriate box, correct to read, add, deceased, or delete.

- 4) Complete Section B with only the information which needs to be corrected, added, or deleted:
- Correct to Read
Enter only the information to be corrected.
 - Add
Enter only the information to be added to the existing record.
 - Deceased
Enter the date of death.
Don't enter information in Section B.
 - Delete
Reason for deletion - for example, "Sent in error".

Note: The Section will expunge, seal, or destroy records only by court order.

- Example 5 - Completed Correction Notice "Correct to Read"**
- Example 6 - Completed Correction Notice "Adding" Information**
- Example 7 - Completed Correction Notice "Adding" Multiple Offenses**
- Example 8 - Completed Correction Notice "Deceased"**
- Example 9 - Completed Correction Notice "Deleting" One Offense**
- Example 10 - Completed Correction Notice "Deleting" Date of Arrest**

Example 5 - Completed Correction Notice "Correct to Read"

 CORRECTION NOTICE Date: <u>01/02/2012</u> Attention: <input checked="" type="checkbox"/> Washington State Patrol SID No.: <u>WA10000825</u> <input checked="" type="checkbox"/> FBI Ident.-FBI No.: <u>9007700</u> TCN: <u>WA4000003500187312</u> PCN: <u>004503525</u>	WSP USE: MICROFILM SID No. _____ DOA _____ Key Stamp _____ Master Card <input type="checkbox"/> RAP <input type="checkbox"/>
--	--

A - INFORMATION PREVIOUSLY SUBMITTED			
PERSON DETAILS:			
Subject Fingerprinted:	<u>Trainer</u> <small>(Last Name)</small>	<u>Record</u> <small>(First Name)</small>	<u>Seasoning</u> <small>(Middle Name) (Suffix)</small>
Date of Birth:	<u>03/01/1970</u>	Social Security No.	<u>111-55-6666</u>
Sex:	<u>M</u>	Race:	<u>W</u>
Hgt:	<u>509</u>	Wgt:	<u>140</u>
Hair:	<u>BLK</u>	Eye:	<u>GRN</u>
Alias: _____			
ARREST DETAILS:			
Contributing Agency:	<u>WA040013C</u>	Date of Arrest:	<u>07/04/2011</u>
Date of Offense:	<u>07/04/2011</u>		
PCN:	<u>004503525</u>	LID:	<u>4239519</u>
OIN:	<u>18975614</u>		
Offense:	<u>0215000 MALICIOUS MISCHIEF</u>		
Originating Agency:	<u>WA0400000</u>	RCC:	_____
Disposition Responsibility:	<u>WA040025J</u>		
Comments: _____ <small>(Be specific: other case #, warrant #, agency, and citation #, etc.)</small>			

Correct to Read
 Add
 Deceased
 Delete
 Reason for deletion or date of death: _____

B - CORRECT INFORMATION TO READ			
PERSON DETAILS:			
Subject Fingerprinted:	_____ <small>(Last Name)</small>	_____ <small>(First Name)</small>	_____ <small>(Middle Name) (Suffix)</small>
Date of Birth:	_____	Social Security No.	_____
Sex:	_____	Race:	_____
Hgt:	_____	Wgt:	_____
Hair:	_____	Eye:	_____
Alias: _____			
ARREST DETAILS:			
Contributing Agency:	_____	Date of Arrest:	_____
Date of Offense:	_____		
PCN:	_____	LID:	_____
OIN:	_____		
Offense:	<u>0237000 VEHICLE PROWLING</u>		
Originating Agency:	_____	RCC:	_____
Disposition Responsibility:	_____		
Comments: _____ <small>(Be specific: other case #, warrant #, agency, and citation #, etc.)</small>			

Correction Submitted By:
Name: <u>Submitting Name</u>
Telephone No. <u>(010) 111-2233</u>

Submitting Agency and Address:
<u>Submitting Agency Name</u>
<u>12546 Anywhere St.</u>
<u>Somewhere, WA 98501</u>

Example 6 - Completed Correction Notice "Adding" Information

 CORRECTION NOTICE Date: <u>01/02/2012</u> Attention: <input checked="" type="checkbox"/> Washington State Patrol SID No.: <u>WA10000825</u> <input checked="" type="checkbox"/> FBI Ident.-FBI No.: <u>9007700</u> TCN: <u>WA4000003500187591</u> PCN: <u>004503825</u>	WSP USE: MICROFILM SID No. _____ DOA _____ Key Stamp _____ Master Card <input type="checkbox"/> RAP <input type="checkbox"/>
--	--

A - INFORMATION PREVIOUSLY SUBMITTED			
PERSON DETAILS:			
Subject Fingerprinted:	Trainer	Record	Seasoning
	<small>(Last Name)</small>	<small>(First Name)</small>	<small>(Middle Name) (Suffix)</small>
Date of Birth: <u>03/01/1970</u>	Social Security No. <u>111-55-6666</u>		
Sex: <u>M</u> Race: <u>W</u> Hgt: <u>509</u> Wgt: <u>140</u> Hair: <u>BLK</u> Eye: <u>GRN</u>	Alias: _____		
ARREST DETAILS:			
Contributing Agency: <u>WA040013C</u>		Date of Arrest: <u>07/04/2011</u>	Date of Offense: <u>07/04/2011</u>
PCN: <u>004503825</u>		LID: <u>4239519</u>	OIN: <u>18975614</u>
Offense: <u>0057200 Endangerment With A Cont Sub</u>			
Originating Agency: <u>WA0400000</u>		RCC: _____	Disposition Responsibility: <u>WA040025J</u>
Comments: _____ <small>(Be specific: other case #, warrant #, agency, and citation #, etc.)</small>			

Correct to Read
 Add
 Deceased
 Delete
 Reason for deletion or date of death: _____

B - CORRECT INFORMATION TO READ			
PERSON DETAILS:			
Subject Fingerprinted:	Trainer	Record	Seasoning
	<small>(Last Name)</small>	<small>(First Name)</small>	<small>(Middle Name) (Suffix)</small>
Date of Birth: _____	Social Security No. _____		
Sex: _____ Race: _____ Hgt: _____ Wgt: _____ Hair: _____ Eye: _____	Alias: _____		
ARREST DETAILS:			
Contributing Agency: _____		Date of Arrest: _____	Date of Offense: _____
PCN: _____		LID: _____	OIN: _____
Offense: <u>0052000 Firearms/Dangerous Weapon Viol</u>			
Originating Agency: _____		RCC: _____	Disposition Responsibility: _____
Comments: _____ <small>(Be specific: other case #, warrant #, agency, and citation #, etc.)</small>			

Correction Submitted By: Name: <u>Submitting Name</u> Telephone No. <u>(010) 111-2233</u>
--

Submitting Agency and Address: <u>Submitting Agency Name</u> <u>12546 Anywhere St.</u> <u>Somewhere, WA 98501</u>

Example 7 - Completed Correction Notice "Adding" Multiple Offenses

 CORRECTION NOTICE Date: <u>01/02/2012</u> Attention: <input checked="" type="checkbox"/> Washington State Patrol SID No.: <u>WA10000825</u> <input checked="" type="checkbox"/> FBI Ident.-FBI No.: <u>9007700</u> TCN: <u>WA4000003500187597</u> PCN: <u>004503821</u>	WSP USE: MICROFILM SID No. _____ DOA _____ Key Stamp _____ Master Card <input type="checkbox"/> RAP <input type="checkbox"/>
--	--

A - INFORMATION PREVIOUSLY SUBMITTED				
PERSON DETAILS:				
Subject Fingerprinted:	<u>Trainer</u> <small>(Last Name)</small>	<u>Record</u> <small>(First Name)</small>	<u>Seasoning</u> <small>(Middle Name)</small>	<u>II</u> <small>(Suffix)</small>
Date of Birth:	<u>03/01/1970</u>	Social Security No.	<u>111-55-6666</u>	
Sex:	<u>M</u>	Race:	<u>W</u>	Hgt: <u>509</u> Wgt: <u>140</u> Hair: <u>BLK</u> Eye: <u>GRN</u>
Alias: <u>Seasoning, Salt</u>				
ARREST DETAILS:				
Contributing Agency:	<u>WA040013C</u>	Date of Arrest:	<u>10/14/2011</u>	Date of Offense: <u>10/14/2011</u>
PCN:	<u>004503821</u>	LID:	<u>4239519</u>	OIN: <u>18975614</u>
Offense: <u>0044000 DOM VIOL COURT ORDER</u>				
Originating Agency:	<u>WA0400000</u>	RCC:	<u>WA040033J</u>	
Comments _____ <small>(Be specific: other case #, warrant #, agency, and citation #, etc.)</small>				

Correct to Read
 Add
 Deceased
 Delete
 Reason for deletion or date of death: _____

B - CORRECT INFORMATION TO READ				
PERSON DETAILS:				
Subject Fingerprinted:	_____ <small>(Last Name)</small>	_____ <small>(First Name)</small>	_____ <small>(Middle Name)</small>	_____ <small>(Suffix)</small>
Date of Birth:	_____	Social Security No.	_____	
Sex:	_____	Race:	_____	Hgt: _____ Wgt: _____ Hair: _____ Eye: _____
Alias: _____				
ARREST DETAILS:				
Contributing Agency:	_____	Date of Arrest:	_____	Date of Offense: _____
PCN:	_____	LID:	_____	OIN: _____
Offense: <u>*0230200 BURG-1 0054300-POSS FIREARM 0052000-POSS DANG WEAPON</u>				
Originating Agency:	<u>WA0400000</u>	RCC:	<u>111002358</u>	Disposition Responsibility: <u>WA040015J</u>
Comments: <u>*BURG-1 HAS 3 COUNTS</u> <small>(Be specific: other case #, warrant #, agency, and citation #, etc.)</small>				

Correction Submitted By: Name: <u>Submitting Name</u> Telephone No. <u>(010) 111-2233</u>
--

Submitting Agency and Address: <u>Submitting Agency Name</u> <u>12546 Anywhere St.</u> <u>Somewhere, WA 98501</u>

Example 8 - Completed Correction Notice "Deceased"

 CORRECTION NOTICE Date: <u>12/30/2011</u> Attention: <input checked="" type="checkbox"/> Washington State Patrol SID No.: <u>WA10000825</u> <input type="checkbox"/> FBI Ident.-FBI No.: _____ TCN: _____ PCN: _____	WSP USE: MICROFILM SID No. _____ DOA _____ Key Stamp _____ Master Card <input type="checkbox"/> RAP <input type="checkbox"/>
--	--

A - INFORMATION PREVIOUSLY SUBMITTED			
PERSON DETAILS:			
Subject Fingerprinted:	Trainer	Record	Seasoning
	<small>(Last Name)</small>	<small>(First Name)</small>	<small>(Middle Name) (Suffix)</small>
Date of Birth: <u>03/01/1970</u>	Social Security No. <u>111-55-6666</u>		
Sex: <u>M</u> Race: <u>W</u> Hgt: <u>509</u> Wgt: <u>140</u> Hair: <u>BLK</u> Eye: <u>GRN</u>			
Alias: _____			
ARREST DETAILS:			
Contributing Agency: <u>WA0400000</u>		Date of Arrest: _____ Date of Offense: _____	
PCN: _____		LID: _____ OIN: _____	
Offense: _____			
Originating Agency: _____		RCC: _____ Disposition Responsibility: _____	
Comments: _____ <small>(Be specific: other case #, warrant #, agency, and citation #, etc.)</small>			

<input type="checkbox"/> Correct to Read	<input type="checkbox"/> Add	<input checked="" type="checkbox"/> Deceased	<input type="checkbox"/> Delete	Reason for deletion or date of death: <u>02/24/2009</u>
--	------------------------------	--	---------------------------------	---

B - CORRECT INFORMATION TO READ			
PERSON DETAILS:			
Subject Fingerprinted:	Trainer	Record	Seasoning
	<small>(Last Name)</small>	<small>(First Name)</small>	<small>(Middle Name) (Suffix)</small>
Date of Birth: _____	Social Security No. _____		
Sex: _____ Race: _____ Hgt: _____ Wgt: _____ Hair: _____ Eye: _____			
Alias: _____			
ARREST DETAILS:			
Contributing Agency: _____		Date of Arrest: _____ Date of Offense: _____	
PCN: _____		LID: _____ OIN: _____	
Offense: _____			
Originating Agency: _____		RCC: _____ Disposition Responsibility: _____	
Comments: _____ <small>(Be specific: other case #, warrant #, agency, and citation #, etc.)</small>			

Correction Submitted By:
Name: <u>Submitting Name</u>
Telephone No. <u>(010) 111-2233</u>

Submitting Agency and Address:
<u>Submitting Agency Name</u>
<u>12546 Anywhere St.</u>
<u>Somewhere, WA 98501</u>

Example 9 - Completed Correction Notice "Deleting" One Charge

CORRECTION NOTICE		WSP USE: MICROFILM
Date: <u>01/02/2012</u>	Attention: <input checked="" type="checkbox"/> Washington State Patrol	SID No.: _____ DOA: _____ Key Stamp: _____
SID No.: <u>WA10000825</u>	<input checked="" type="checkbox"/> FBI Ident. FBI No.: <u>9007700</u>	Master Card <input type="checkbox"/> RAP <input type="checkbox"/>
TCN: <u>WA4000003500187785</u> PCN: <u>0045038777</u>		

A - INFORMATION PREVIOUSLY SUBMITTED				
PERSON DETAILS:				
Subject Fingerprinted:	Trainer <small>(Last Name)</small>	Record <small>(First Name)</small>	Seasoning <small>(Middle Name)</small>	II <small>(Suffix)</small>
Date of Birth: <u>03/01/1970</u>	Social Security No. <u>111-55-6666</u>			
Sex: <u>M</u> Race: <u>W</u> Hgt: <u>509</u> Wgt: <u>140</u> Hair: <u>BLK</u> Eye: <u>GRN</u>	Alias: <u>Seasoning, Salt</u>			
ARREST DETAILS:				
Contributing Agency: <u>WA040013C</u>		Date of Arrest: <u>09/04/2011</u>		Date of Offense: <u>09/04/2011</u>
PCN: <u>0045038777</u>		LID: <u>4239519</u>		OIN: <u>CR7567</u>
Offense: <u>0237000 VEHICLE PROWLING 0258600 THEFT-2 TAKING MOTOR VEHICLE</u>				
Originating Agency: <u>WA0400000</u>		RCC: _____		Disposition Responsibility: <u>WA040033J</u>
Comments: _____				
<small>(Be specific: other case #, warrant #, agency, and citation #, etc.)</small>				
<input type="checkbox"/> Correct to Read		<input type="checkbox"/> Add		<input type="checkbox"/> Deceased
<input checked="" type="checkbox"/> Delete		Reason for deletion or date of death: <u>Sent in Error</u>		

B - CORRECT INFORMATION TO READ				
PERSON DETAILS:				
Subject Fingerprinted:	(Last Name)	(First Name)	(Middle Name)	(Suffix)
Date of Birth: _____	Social Security No. _____			
Sex: _____ Race: _____ Hgt: _____ Wgt: _____ Hair: _____ Eye: _____	Alias: _____			
ARREST DETAILS:				
Contributing Agency: _____		Date of Arrest: _____		Date of Offense: _____
PCN: _____		LID: _____		OIN: _____
Offense: <u>0258600 THEFT-2 TAKING MOTOR VEHICLE</u>				
Originating Agency: _____		RCC: _____		Disposition Responsibility: _____
Comments: _____				
<small>(Be specific: other case #, warrant #, agency, and citation #, etc.)</small>				

Correction Submitted By: Name: <u>Submitting Name</u> Telephone No. <u>(010) 111-2233</u>	Submitting Agency and Address: <u>Submitting Agency Name</u> <u>12546 Anywhere St.</u> <u>Somewhere, WA 98501</u>
--	---

3090-240-107 (R. 01/09)

Example 10 - Completed Correction Notice "Deleting" Date of Arrest

<p>WSP CORRECTION NOTICE</p> <p>Date: <u>01/02/2012</u> Attention: <input checked="" type="checkbox"/> Washington State Patrol</p> <p>SID No.: <u>WA10000825</u> <input checked="" type="checkbox"/> FBI Ident.-FBI No.: <u>9007700</u></p> <p>TCN: <u>WA4000003500187785</u> PCN: <u>0045038777</u></p>	<p style="text-align: center;">WSP USE: MICROFILM</p> <p>SID No. _____</p> <p>DOA _____</p> <p>Key Stamp _____</p> <p>Master Card <input type="checkbox"/> RAP <input type="checkbox"/></p>
---	---

A - INFORMATION PREVIOUSLY SUBMITTED

PERSON DETAILS:

Subject Fingerprinted:	<u>Trainer</u> <small>(Last Name)</small>	<u>Record</u> <small>(First Name)</small>	<u>Seasoning</u> <small>(Middle Name)</small>	<u>II</u> <small>(Suffix)</small>							
Date of Birth:	<u>03/01/1970</u>	Social Security No.:	<u>111-55-6666</u>								
Sex:	<u>M</u>	Race:	<u>W</u>	Hgt:	<u>509</u>	Wgt:	<u>140</u>	Hair:	<u>BLK</u>	Eye:	<u>GRN</u>
Alias: <u>Seasoning, Salt</u>											

ARREST DETAILS:

Contributing Agency: WA040013C Date of Arrest: 09/04/2011 Date of Offense: 09/04/2011

PCN: 0045038777 LID: 4239519 OIN: CR7567

Offense: 0237000 VEHICLE PROWLING 0258600 THEFT-2 TAKING MOTOR VEHICLE

Originating Agency: WA0400000 RCC: _____ Disposition Responsibility: WA040033J

Comments: _____
(Be specific: other case #, warrant #, agency, and citation #, etc.)

Correct to Read
 Add
 Deceased
 Delete
 Reason for deletion or date of death: Sent in Error

B - CORRECT INFORMATION TO READ

PERSON DETAILS:

Subject Fingerprinted:	_____ <small>(Last Name)</small>	_____ <small>(First Name)</small>	_____ <small>(Middle Name)</small>	_____ <small>(Suffix)</small>							
Date of Birth:	_____	Social Security No.:	_____								
Sex:	_____	Race:	_____	Hgt:	_____	Wgt:	_____	Hair:	_____	Eye:	_____
Alias: _____											

ARREST DETAILS:

Contributing Agency: _____ Date of Arrest: _____ Date of Offense: _____

PCN: _____ LID: _____ OIN: _____

Offense: _____

Originating Agency: _____ RCC: _____ Disposition Responsibility: _____

Comments: _____
(Be specific: other case #, warrant #, agency, and citation #, etc.)

Correction Submitted By:

Name: Submitting Name

Telephone No. (010) 111-2233

Submitting Agency and Address:

Submitting Agency Name

12546 Anywhere St.

Somewhere, WA 98501

Disposition Reporting

State statute (RCW 10.98.090) requires that in the case of superior court or felony disposition, the county clerk or prosecuting attorney promptly submit the completed disposition information to the Section. In a county where the judicial information system (JIS) or other secure method of electronic transfer of information has been implemented between the court and the Section, the county clerk will provide the disposition information electronically to the Section. In the case of a felony conviction in a county without the JIS or other secure method of electronic transfer of information between the court and the Section, the prosecuting attorney must attach a copy of the judgment and sentence (J&S) form to the disposition form (from the contributing agency) and mail the disposition to the Section.

In the case of a lower court disposition, the district or municipal court administrator must either promptly submit the completed disposition form, or in a county where the JIS or other secure method of electronic transfer of information has been implemented between the court and the Section, electronically provide the disposition information to the Section. For all other dispositions, the originating law enforcement agency must submit the completed disposition form to the Section.

When a disposition report form has been forwarded to a prosecutor or court in error, or if the case receives a change of venue, the receiving agency must forward the disposition form to the appropriate entity. If the offense charged at arrest is a felony, but it is reduced to a gross misdemeanor, the prosecutor or superior court can either complete the disposition form or forward it to the appropriate limited jurisdiction court.

Between the years 1996 and 2002, the PCN project was implemented statewide. The PCN is a tracking number generated at the time of fingerprinting. The PCN is initially generated by a live scan fingerprinting system or fingerprint card PCN packets provided by the Section. Each packet contains fingerprint cards and a disposition sheet form all stamped with the same PCN. Use the PCN for all reportable arrests, administrative bookings, and commitments. The PCN is part of our state's ongoing effort to improve disposition reporting to the Section.

Following the arrest event, the fingerprints and related arrest data (including PCN) are submitted to the Section and the disposition form (including PCN) is forwarded to the appropriate court for entry into the Administrative Office of the Courts (AOC) systems: Superior Court Information Management System (SCOMIS) and Judicial Information System (JIS).

Until February 1993, when a disposition was necessary for both the state Section and the FBI, the fingerprinting agency would generate identical pink (for the state) and green (for the FBI) disposition forms, and forward them to the prosecutor or court for disposition information. In February 1993, it became necessary to generate the pink form only, as the state Section forwards all disposition information to the FBI through electronic tape transmission.

Electronic Disposition (E-Dispo) Project

The ground work for electronic disposition submission started with the implementation of the process control number (PCN) to link disposition information to offenses or charges reported to the Section from a fingerprinting event.

After the court enters the PCN to the corresponding court case and there is a case resolution, an electronic disposition transfer report (EDTR) is sent to the Section. This electronic transfer of information expedites disposition information and eliminates the need for court staff to mail a disposition report to the Section, with the exception where no court action is taken (no charges filed, not filed, etc.).

Between 2002-2004, E-Dispo was in the design and testing phases. Working with the Administrative Office of the Courts (AOC) an interface was developed to allow dispositions with a PCN to transmit to the Section for entry into WASIS. Courts who entered the PCN into the court system, either the JIS or the SCOMIS, could electronically submit the transfer reports.

In 2005, Benton County was enabled to send dispositions electronically to the Section. A disposition with one charge, one disposition, and one RCW were allowed to update WASIS automatically without human intervention; referred to as "lights out." After successful transmissions from Benton County, other counties were enabled to send disposition information electronically to the Section. Out of 35 counties, 21% of the transfer reports were sent electronically. Of these, the majority were not able to be processed electronically and had to be printed out for manual entry. At that time about 3% of electronic dispositions update WASIS lights out.

In 2008, King, Snohomish, Pierce, and Douglas counties were enabled to electronically transfer dispositions.

In December 2010, enhancements were made to WASIS permitting electronic submissions with multiple charges, dispositions, and RCWs to update WASIS electronically. These changes increased the amount of dispositions able to process "lights out" to over 6% and the number able to be processed electronically in the Criminal History Incident Processing Queue (CHIPS) by staff to over 80%.

Court Orders

It is the responsibility of the prosecutor or appropriate court to submit supplemental disposition information to the Section. The supplemental information may be in the form of an overturned conviction or sentence, amended sentence, or other court order. The "other" court orders will result in varying types of action on state CHRI. Types of orders regularly received by the Section include the dismissal, order to vacate, order to expunge, and order to seal or destroy. Each order results in a different action and process. The Section will notify the FBI, when applicable.

Order to Dismiss

The order to dismiss after conviction is entered as an "update" to a specific arrest disposition. It does not change the status of conviction to non-conviction.

Information maintained as CHRI by criminal justice agencies, other than courts, is governed under the Criminal Records Privacy Act (Chapter 10.97 RCW). This chapter defines a conviction or other disposition adverse to the subject as any disposition of charges, except a decision not to prosecute, a dismissal, or acquittal, except when the acquittal is due to a finding of not guilty by reason of insanity. A dismissal entered after a period of probation, suspension, or deferral of sentence is considered adverse to the subject.

Reference RCW 10.97

Order to Vacate - Felony Offenses (Effective July 1, 2007)

Effective March 27, 2009, a court order is no longer required for vacates, the WSP will accept an electronic disposition.

Every offender who has received a certificate of discharge under RCW 9.94A.637 may apply to the sentencing court for a vacation of the offender's record of conviction. If the court finds the offender is eligible, the court may clear the record of conviction by permitting the offender to withdraw the offender's plea of guilty and to enter a plea of not guilty or setting aside the verdict of guilty and dismissing the information or indictment against the offender. The offender may state they have never been convicted of that crime.

After receipt of a court order to vacate or an electronic disposition is received from the court, the Section replaces the conviction status "Guilty" with the status "Vacated". A status reflecting "Vacated" is available only for criminal justice purposes. The Section will notify the FBI.

Reference RCW 9.95.240, 9.94A.637, 9.94A.640

Order to Vacate - Gross Misdemeanor and Misdemeanor Offenses

Every person convicted of a misdemeanor or gross misdemeanor offense that has completed all of the terms of the sentence may apply to the sentencing court for a vacation of the conviction.

After receipt of a court order to vacate or an electronic disposition is received from the court, the Section replaces the conviction status "Guilty" with the status "Vacated". A status reflecting "Vacated" is available only for criminal justice purposes. The Section will notify the FBI when applicable.

Reference RCW 9.96.060

Order to Expunge/Delete

CHRI consisting of non conviction information is available for expungement/deletion after two years or longer have elapsed. However, the criminal justice agency maintaining the data may, refuse to make the deletion:

- (1) The disposition was a deferred prosecution or similar diversion of the alleged offender;
- (2) The person who is the subject of the record has had a prior conviction for a felony or gross misdemeanor;
- (3) The individual who is the subject of the record has been arrested for or charged with another crime during the intervening period.

An individual may request to have their non-conviction data expunged/deleted using the WSP Expungement/Deletion of Non-Conviction Record form or file a motion with the court.

Upon receipt of the form or court order to expunge/delete, the Section will locate the corresponding arrest and disposition information and delete it. The deletion will result in removal of all references to the arrest incident and disposition named in the Expunge/Delete form or court order from all computer and hard-copy document files at the state and FBI. The associated documents are destroyed. Once a record is expunged, nothing is available to criminal justice agencies, business/organizations, or the public.

Note: The deletion of CHRI at the state or FBI level has no effect upon the Judicial Information System (JIS) obtained from the court.

Reference RCW 10.97.060

Order to Seal or Destroy a Juvenile Record

A person who is over the age of eighteen (18) may petition the court to seal their CHRI. A person who is over the age of 23 may petition the court to destroy their CHRI. All information regarding criminal activity, arrest, charging, diversion, conviction or other information about a person's treatment by the criminal justice system or about the person's behavior is sealed or destroyed. The Section is allowed to retain identifying information which, includes photographs, fingerprints, palm prints, soleprints, toe prints and any other data that identifies a person by physical characteristics, name, birth date or address. The FBI is notified of the seal or destroy and the record is removed from the FBI file.

In response to the order to seal, the documents relating to the arrest incident and disposition named in the court order are sealed. The fingerprints and demographic information is retained per state statute. When a court order is received to open a sealed record the record is re-instated into WASIS and electronically sent to the FBI.

In response to the order to destroy, the documents related to the arrest incident and disposition are physically destroyed. The fingerprints and demographic information are retained per state statute.

Reference RCW 13.50.050 and 43.43
Refer to Appendix H

Deferred Disposition

A juvenile may be eligible for a deferred disposition if the juvenile court believes the offender and the community will benefit. The offender must comply with all of the conditions required by the court. During the interim, the offender is considered guilty. Once the conditions are met, the record is vacated. The record is sealed no later than 30 days after the juvenile's 18th birthday and there are no pending charges. If the juvenile has already reached their 18th birthday before July 26, 2009, they may request that the court issue an order sealing the record(s) of the deferred disposition(s).

Reference RCW 13.40.127
Refer to Appendix H

“Intentionally Left Blank”

Sex/Kidnapping Offender Registration

Statutory Requirements

The Community Protection Act of 1990 required any adult or juvenile who has been found to have committed or is convicted of a sex offense after February 28, 1990, or who is on active supervision for a sex offense conviction, to register with the sheriff's office within that person's county of residence. The law further required the Section be the central repository for sex offender registration. Registration information consists of a fingerprint card and new photograph.

In July 1991, legislative amendments to the Community Protection Act included changes in time allowed for registration after the release of in-custody offenders, offenders under the Indeterminate Sentence Review Board, and those on active supervision with the state Department of Corrections, Department of Social and Health Services, or a local division of youth services. In addition, it made failure to register a per se violation. An arrest on charges of failure to register constitutes actual notice of failure to register.

In July 1995, legislative amendments included registration of sex offenders under federal jurisdiction, sex offenders who move to Washington from a foreign country, and sex offenders found not guilty by reason of insanity. The 1995 amendments also clarified the term "sex offense," which expanded the definition to include those gross misdemeanors that constitute attempts, conspiracies, and solicitations to commit class C felonies; included those who move without notifying the county sheriff as guilty of a class C or gross misdemeanor depending on the underlying offense; and required the county sheriff to make reasonable attempts to verify that a sex offender is residing at the registered address and to make reasonable attempts to locate the sex offender who cannot be located at the registered address.

In July 1997, legislative amendments required offenders who have kidnapped or unlawfully imprisoned a child to register with the county sheriff. The specific requirements for kidnapping offenders to register are the same as the requirements for sex offenders, except for the effective date of July 27, 1997.

As of June 11, 1998, legislative amendments ensured compliance with the federal law as well as the offenders to notify their county sheriff of their intent to attend a public or private school.

Effective June 6, 1999, legislative amendments required offenders whose history requires them to register to do so regardless of whether the person has a fixed residence. As of July 25, 1999, the responsibility for the annual address verification was changed to be shared between the sheriff's office for unincorporated areas of the county and the police, sheriff, or town marshal for the incorporated areas of the county.

In 1999, the Sex and Kidnapping Offender Registration (SOR) database was incorporated into the criminal history database to provide the capability to collect all SOR details in one information system, adds data elements, and allows for the transmission of the SOR information to the FBI's National Sex Offender Registry (NSOR) on a daily basis. The year

2000 brought more changes for registrants. Legislation amended several statutes for offenders who had not been previously designated sexually violent predators and for offenders who work, carry on a vocation, or attend school in another state. A person who knowingly fails to register or who moved within the state can be guilty of a class C felony if the original charge was a felony kidnapping charge. Also, a change was made so the court may not relieve a person of the duty to register if the person is a sexually violent predator.

The 2001 Legislature made changes to the definition of sex/kidnapping offenders under criminal and registration statutes. RCW 9A.44.130 (9)(b) includes requirements to register for (1) any person guilty of a criminal attempt, criminal solicitation, and criminal conspiracy to commit a sex or kidnapping offense and (2) federal and out-of-state convictions if they would be classified as a sex or kidnapping offense under Washington State laws and require registration.

The 2002 legislative session restored the requirement for individuals to register if they were in violation of communicating with a minor for immoral purposes under RCW 9.68A.090. This change applies to all persons convicted of communication with a minor either on, before, or after July 1, 2001, unless otherwise relieved of the duty to register under RCW 9A.44.140. Also, a condition was added to the sex offender registration statute that requires any person convicted of an aggravated offense or more than one sexually violent offense to register for life and a court may not relieve that person of such duty to register. The Legislature also gave authority, when funded, to the Washington Association of Sheriffs and Police Chiefs (WASPC) for a public website listing all level III offenders. The website is updated weekly using information from the registry in WASIS. It can be viewed at <http://ml.waspc.org>.

In 2003, the Legislature revised provisions relating to registration of sex and kidnapping offenders employed or enrolled at a public or private institution of higher education. Effective July 27, 2003, a person who gains employment at a public or private institution of higher education must provide notice of his/her employment to the sheriff for the county of the person's residence within ten days of accepting employment or by the first business day after commencing work at the institution, whichever is sooner. A person whose enrollment or employment at a public or private institution of higher education is terminated must provide notice of the termination to the sheriff's office within ten days of the termination. Level II offenders were added to the WASPC website.

During the 2005 legislative session, amendments made to the sex and kidnapping offender registration requirements and effective September 1, 2006, required any adult or juvenile who is required to register to provide the name and address of the public or private school (elementary, middle, high school or institution of higher learning) he or she is attending, or planning to attend, to the county sheriff where he or she is registering. The sheriff is required to promptly notify the school of the person's intent to attend the school. The school principal who receives notice of a student who is registered as a level II or III sex offender, attending or planning to attend the school, is required to further disclose the information to all teachers of the student, and those who the principal determines supervise the student or need to know for security purposes. If the student is a level I sex offender the principal may only disclose the information to personnel who need to know for security purposes. The Legislature also added kidnapping offenders to the WASPC website.

The 2006 legislative session brought many changes to the sex and kidnapping offender registration requirements relating to regulating the conduct of an offender and amending RCW 9A.44.130. Effective March 20, 2006, a complete residential address is required. If moving into Washington or returning to Washington, the offender must register within three (3) business days. The RCW requires written, signed notices be sent to the county sheriff when an offender moves or becomes homeless. The RCW also clarifies that any non-compliance with the statute for registration is a crime. Effective September 1, 2006, RCW 9A.44.130 applies to sex offenses committed before, on, or after February 28, 1990 and kidnapping offenses committed before, on, or after July 27, 1997.

Effective June 7, 2006, “possession of depiction of a minor engaged in sexually explicit conduct” changed from a class C felony to a class B felony. The crime is defined as a “sex offense” therefore requiring registration. Penalties were also increased for crimes of “possession of depictions,” “voyeurism,” and “communication with a minor.” Failure to comply with any requirements of RCW 9A.44.130 is a crime. All offenders who have a fixed residence and who are designated as a risk level II and risk level III must report, in person, every ninety (90) days to the sheriff of the county where registered. An offender who complies with the new requirement with no violations for at least five (5) years may petition the court to be relieved of the ninety-day reporting duty.

The 2008 legislative session added non-compliant level I offenders to the WASPC website. Penalties were increased for failure to register to a class B felony for offenders. Another change provided for broader DNA collection from any adult or juvenile convicted of a felony or certain other offenses; this included every adult or juvenile required to register under RCW 9A.44.130.

The 2010 legislative session signed two bills changing the sex and kidnapping offender registrations requirements; Substitute House Bill 2534 and Substitute Senate Bill 6414.

Substitute House Bill 2534

This bill changed the way level II and III sex offenders with a fixed residence report to the county sheriff’s office. The offender is not required to report to the county sheriff’s office every ninety (90) days. A sex offender who does not have a fixed residence must continue to report to the county sheriff’s office and keep an accurate record of where he or she stayed; upon request by the sheriff, he or she must provide the record for review.

Substitute Senate Bill 6414

This bill provides a list of criteria for the court to use as guidance in determining whether to release an adult or juvenile from registration requirements. The bill also specifies the length of time that the duty to register will continue based on the type of offenses and specifies offenses that will disqualify an offender from being automatically relieved of the duty to register.

The bill changed the offense classification designation for failure to register. The first two convictions for failure to register are designated as class C felonies and the third conviction is designated as a class B felony.

When an offender is admitted to or gains employment at a public or private institution of higher education the offender shall notify the county sheriff's office in the county of residence three (3) days prior to arriving at the school. The offender must notify the county sheriff's office three (3) days after having their employment terminated.

The time frame for reporting to the county sheriff changed to three (3) business days in most cases. When an offender moves within the same county, he or she is required to provide by certified mail, with return receipt requested or in person, signed written notice of the address change within three (3) days. If the offender moves to a new county, he or she must provide by certified mail with return receipt requested or in person, signed written notice of the change of address within three (3) business days to the county sheriff with whom the offender was previously registered. The bill also requires an offender who receives an order to change their name to provide a copy of the order to the sheriff of the county and the Washington State Patrol within three (3) business days.

An offender who would be required to register in his or her state of conviction must register in Washington, unless he or she has been relieved of the duty to register. The offender may petition to be relieved of the duty to register after 15 years in the community without committing a disqualifying offense. However, for offenders required to register for a federal or out-of state conviction, the duty to register shall continue indefinitely. If an offender believes their requirement to register has expired, they may request the county sheriff to review his or her record. If the sheriff determines that the offender's duty to register has ended by operation of law, the sheriff shall request the Washington State Patrol remove the offender from the registry. An offender should not assume the registration period has ended until they have received confirmation from the sheriff's office. An offender may be charged with failure to register if they stop registering and are still required to register.

Full texts of the bills are available online at: <http://www1.geg.wa.gov/legislature/> or <http://search.leg.wa.gov/> and clicking on "bill information."

RCWs are available at the library or at law libraries. They are also available online at <http://apps/leg.wa.gov/rce/> or <http://search.leg.wa.gov/>.

Section Process

When an SOR fingerprint card is received by the Section, a search is completed to determine whether or not a SID number exists for the subject. Once identified by fingerprints to an existing record or assigned a new SID number, the SOR information and photograph are entered into WASIS. A notation of "Registered Sex Offender" and/or "Registered Kidnapping Offender," along with the county in which the offender is registered, appears on the transcript of record.

The criminal history database is updated as new information or photographs are submitted. The system allows reports to be printed, including a photograph, based on the individuals and counties. Criminal justice agencies can download reports through the WATCH-CJ website at <http://watchcj.wsp.wa.gov/>.

When to Submit a Change of Address Form to WSP

When offender moves out of state

When offender is incarcerated

- 1) Notification of fail to verify address:
- 2) Update the address when new address received
- 3) New event of 'Address Verified' will be created
- 4) The event "Address Verified" automatically populates WASIS immediately following the entry of an address when the last event was "Fail to Verify Address" within the same county. This captures the history for the offender.
- 5) If "Fail to Verify Address" is listed as the last event and a new registration is received from a different county, the record will update with the new registration, NOT "Address Verified."
- 6) Notification of reported deceased
- 7) Updated local classification level information
- 8) Updated employment information
- 9) Failure to register upon release

**Example 11 -Registered Sex/Kidnapping Offender Change of Address Form
Reference RCW 9A.44.130**

Example 11 - Registered Sex/Kidnapping Offender Change of Address Form

WASHINGTON STATE PATROL IDENTIFICATION SECTION
REGISTERED SEX/KIDNAPPING OFFENDER

CHANGE OF ADDRESS FORM

For WSP Use Only
SID# _____
DOA _____

For Address/Level Classification/Fail to Verify Address

Reason for Change:

- LEVEL I _____
- MOVED
- MOVED OUT OF STATE
- HOMELESS

- FAILED TO REGISTER UPON RELEASE
- INCARCERATED – COUNTY _____
- INCARCERATED – DOC/JRA _____
- FAILED TO VERIFY ADDRESS

Full name of registrant:

Last Seasoning		First Pepper		Middle Salt			
SID Number WA10000825				Social Security Number 111-111-1111			
DOB	POB	SEX	RACE	HEIGHT	WEIGHT	HAIR	EYES
5/5/1960	WA	M	W	509	175	BLK	BLU
Convicted of: Rape of a Child 1				Date/Place of conviction: 07/20/2009 Thurston County			
Aliases used: Pied, Piper							

New address:

Street Homeless				Apt.			
City Mycity		State WA	Zip 98454	Phone #			

Last registered address:

Street 000 Nowhere Street				Apt. 12			
City Anywhere		State WA	Zip 98504				

Mailing address:

Street 000 Nowhere Street				Apt. 12			
City Mycity		State WA	Zip 98545				

Employer or School Name/Address Give-Em Change, Mycity, WA 98545	
Signature of Offender	Date 12/31/2011
Print or type name of Registering Officer Anysor Officer	Agency Name Any Sheriff Office
(Area Code) Telephone Number 360-555-5555	(Area Code) FAX Number 360-555-1111

Fill in only shaded areas for *Failed to Verify Address* and *Failed to Register Upon Release*; otherwise, fill out entire form.

**DO NOT USE THIS FORM FOR A NEW REGISTRATION OR
 WHEN A REGISTRANT MOVES OUT OF THE COUNTY.**

➤ **CHANGE OF ADDRESS INSTRUCTIONS** ◀

The change of address form is to be used to report changes in activity from the county sheriff with whom the offender is last registered.

To report a change of address: The sheriff shall submit a **Registered Sex/Kidnapping Offender Change of Address Form**.

1. Reason for change of address: Check the appropriate box.
 - LEVEL – Always include the offender’s risk level classification.
 - MOVED (within county) – Fill in the address.
 - MOVED OUT OF STATE – Under new address, list new city/county/state (street address, if available).
 - HOMELESS (within county) – If the person is homeless, fill in “HOMELESS” as the street address; city, if known; otherwise, use county; and WA as state. (Do NOT record as “transient.”)
 - INCARCERATED – County; fill in new address.
 - INCARCERATED – DOC/JRA: Fill in new address.
 - REPORTED DECEASED – Under new address, list the county where reported deceased. —
 - FAILED TO VERIFY ADDRESS – Fill in only the gray shaded areas.
 - FAILED TO REGISTER UPON RELEASE – Fill in only the gray shaded areas.

ALWAYS FILL IN THE OLD ADDRESS AND THE NEW ADDRESS

2. Indicate the registrant’s full name: Last name, first name, middle name.
3. State Identification number (SID), if known.
4. Registrant’s social security number.
5. Date of birth (DOB) is listed as month, day, year.
6. Place of birth (POB).
7. The NCIC standard abbreviations are to be used for sex, race, eye color, and hair color, height is feet and inches, and weight is pounds.
8. The offense for which the subject is required to register.
9. Date and place of conviction for which the subject is required to register.
10. List alias names, dates of birth, and social security number(s): Alias Names include birth (maiden) name, married names, and nicknames (i.e., Jerry for Gerald, Trish for Patricia).
11. Registrant’s complete, new physical address and telephone number for this change of address notification.
12. Registrant’s last address before moving.
(Do NOT use P.O. Box as the resident address.)
13. Give mailing address if different than physical address.
14. Employer name/address:
 - Registrant’s employer and employer’s address; or
 - County of the person’s school; or
 - Place of employment or vocation.
15. Signature of offender; if unavailable or refused, indicate that status in the signature block.
16. Date of signature.
17. Print or type name of official.
18. Name of agency submitting the change of address.
19. Agency telephone number (include area code).
20. Agency fax number (include area code).

This form can be e-mailed to the Section at SORSUBMISSIONS@WSP.WA.GOV or mailed to the following address:

WSP Identification and Criminal History Section
PO Box 42633
Olympia WA 98504-2633

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Background Checks

Washington State CHRI may be obtained from the Section and/or the FBI pursuant to various state laws or local ordinances. Depending on the statute, businesses, organizations, public agencies, or an individual may request either non-conviction or conviction CHRI and may be subject to a non-refundable fee. Fees must accompany mailed requests for information and be remitted by cashier's check, money order, or personal check made, payable to "Washington State Patrol." Fee information is available on the WATCH website at <http://watch.wsp.wa.gov/>.

Requests Pursuant to the Criminal Records Privacy Act

Any individual, business, organization, or non-criminal justice agency may submit a request for a CHRI background check pursuant to the Criminal Records Privacy Act (Chapter 10.97 RCW), which allows conviction CHRI to be disseminated without restriction. The response will include conviction data and any arrests less than one year old without a disposition.

A background check can be done by submitting a Section-prescribed form, an applicant fingerprint card, or by using the WATCH internet application.

Background checks may also be conducted on WATCH using a credit card or by using a pre-established account. The WATCH internet site provides an immediate online response to criminal history background check requests for name and date of birth for Washington State only.

Washington Access to Criminal History (WATCH)

When entering information into WATCH; the exact name and DOB must be entered for the person. If the name and DOB are not correct, CHRI may not be found. Within minutes, a response is returned via e-mail to the user. The user will receive one of the responses listed:

- No Record - no CHRI was found
- No Exact Match - no matching name/DOB was found
- Candidate List - returns a list of possible matches
- Duplicate Match - two or more people with the same name and DOB
- Criminal History Record

When a record is found, the requester receives a Washington State conviction record of arrests and prosecutions (RAP) sheet. The RAP sheet reflects all Washington State criminal history background convictions and any arrests less than one year old without a disposition. It also includes sex and kidnapping offender registration information. The search is based on name and DOB only and not by fingerprint comparison.

Non-profit agencies use WATCH to conduct name and date of birth (NDOB) searches. The results are returned to the user's inbox within a matter of minutes. If a fingerprint card is mailed to the Section, the fingerprint card is turned into an electronic image. The search is conducted, and the response is returned to the requester within 14 business days; the response is returned either by mail or e-mail.

Reference RCW 10.97.050 and RCW 43.43.830-845

Notary Letters

A notary letter certifying criminal history results may be requested using WATCH and a credit card. Upon completing the Bank Card Authorization form it must be faxed to (360) 534-2073. For notarization, fax the form and the Web Search Transcript to (360) 534-2073. Requests may take 7-14 business days to process. If special handling is required, provide the envelope and completed mailing label. Make the check or money order payable to the Washington State Patrol. Mail to: WSP, PO Box 42633, Olympia, WA 98504.

Personal Identification

Any individual may submit a request for personal identification for the purpose of securing a more certain and easy identification in case of identity theft, death, injury, loss of memory, or other similar circumstances. The Section accepts these fingerprints and provides a statement to the applicant showing that the victim's fingerprints have been accepted and filed with the Section.

Reference RCW 43.43.760

Child and Adult Abuse Information Act

A 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 persons with developmental disabilities, vulnerable adults, or children under sixteen years of age, may submit a request for a CHRI background check on a prospective employee, volunteer, or adoptive parent. The response will be conviction data of all crimes and pending arrests of crimes against persons as defined in RCW 9.94A.411. Pending arrests are those less than one year old without a disposition.

The request for CHRI may be on a fingerprint applicant card, a Section-prescribed form for a name and date of birth search, or by using the WATCH internet application. Profit organizations must provide a fee for a fingerprint search. There is no fee for non-profit organizations. A non-profit organization is a designation, 501 (c) (3), given by the Internal Revenue Service. The non-profit agencies purpose has to fall under one of the following: religious, educational, scientific, charitable, literary, testing for public safety, fostering national or international amateur sports competition, and preventing cruelty to children or animals.

Applicant Forms

Applicant Fingerprint Services Billing Account Application

Use this form to establish a billing account for applicant submissions of fingerprint cards. By establishing an applicant billing account with WSP your agency agrees to hold, collect and reconcile fees for billing from WSP. If an applicant transmission is sent in error, your agency is still responsible for paying all fees associated with the transmission. The FBI charges for applicant transmissions sent in error.

Agency Electronic Mail Address for State and FBI Responses

This form allows your agency to receive state and FBI responses electronically. The e-mail replaces the notification received by mail from the U.S. Postal Service.

Applicant Fingerprint Transaction Follow-up Request Form

This form is used to request the status of a previously submitted fingerprint-based background check when no response has been received. Allow two weeks from the date of electronic submission before completing the form or thirty days from the date of mailing on a mailed submission.

Applicant Submitting Agency Request to Change Form

Use this form when there is a change to an agency name, address, billing address, fax number, contact person/phone number, or e-mail address change for responses.

Inquiry Document Form-The Administration of Criminal Justice

A criminal justice agency may submit a request for a CHRI background check for criminal justice employment, record review and challenge, pre- and post-sentence evaluation, criminal investigation, fingerprint identification, or crime scene processing. The response will include both conviction and non-conviction information, unless otherwise requested.

The request for information may be submitted on a fingerprint applicant card with the requesting agency identifier number (NCIC ORI), on a Section-prescribed form for a name and date of birth search, or by using the WATCH-CJ internet application. There is no fee for information requested for criminal justice purposes. A criminal justice agency requesting CHRI submitted through the mail must use the Inquiry Document form.

Washington Access to Criminal History-Criminal Justice (WATCH-CJ)

The WATCH-CJ Website provides an immediate Washington state online response to a criminal history background check request using name, date of birth, sex, race, miscellaneous number, SID, or FBI number. Contact the Section to set up an account. Each user must have a SID prior to using WATCH-CJ. When the account is opened, background searches may be conducted. WATCH-CJ offers the capability to view sex/kidnapper offender registrants' photographs. Also, there is no logging requirement; logging is done automatically.

Various reports are also available through WATCH-CJ: Sex/Kidnapping Offender Report, My Transaction History, My Aggregate Query Report, Account Transaction Totals Report, Account Aggregate Query Report, and Account Membership. The Sex Offender Coordinator County Contact List and the newest Sex/Kidnapping Offender Guideline Manual is also available on the website. The website address is <http://watchcj.wsp.wa.gov/>. Also available on the WATCH-CJ website the Criminal Justice Information Act code manual.

Reference RCW 10.97.050(3)

Concealed Pistol License or Firearms Dealer License

A law enforcement agency may submit a request for CHRI for the purposes of issuing a concealed pistol license permit or a firearms dealer license. The response for the concealed pistol includes non-conviction information from the state and FBI. The response for a firearms dealer is from the state only.

One fingerprint card per applicant may be submitted through the mail to the Section using the requesting agency NCIC ORI. The state search is processed at no fee and the FBI requires a fee to search for concealed pistol license. Fingerprints may be submitted electronically to the Section if a billing account has been established by the law enforcement agency.

Reference Chapter 9.41 RCW

Private Criminal Justice Contractors

Beginning June 4, 2001, the FBI began charging a fee to process applicant card submissions on private contractors in the administration of criminal justice functions. Private contractors are non-criminal justice employees who provide contract services for a criminal justice agency for the administration of criminal justice functions, i.e., private jails, 911 Communication Centers, "Driving Under the Influence" (DUI) Camps, etc.

One fingerprint card per applicant should be mailed to the Section using the requesting agency NCIC ORI. The state search is processed at no fee and the FBI search requires a fee. The applicant card must have the notation "Contract Employee" in the "Reason Fingerprinted" block.

Reference Title 28 Code of Federal Regulations (C.F.R) §20.33 (a)(7)

Local Ordinance

In 2010, the legislature passed Senate Bill (SB) 6288 authorizing counties, cities, towns, or city code to request state and federal background checks. The county, city, town, code city must draft an ordinance allowing them to conduct state and federal background checks. The draft ordinance is forwarded to WSP; the ordinance is reviewed to determine if the language in the ordinance qualifies under FBI Public Law 92-544.

Once the draft ordinance is approved by WSP, it is forwarded to the FBI requesting approval for the county, city, town, or city to conduct fingerprint based background checks per the ordinance. The FBI assigns an Originating Agency (ORI) number to the county, city, town, or code city. WSP will notify the county, city, town, or code city of the FBI approval; providing them with their agency ORI, the approved "reason fingerprinted", and a supply of applicant fingerprint cards. They are also notified of the fees charged for conducting the background checks. The county, city, town, or code city must establish a billing account with WSP. The agency is required to collect and hold the fees until billed by WSP.

Each agency is responsible to determine whether the individual is suitable for employment or licensing purposes. The county, city, town, or city code is prohibited from disseminating the Criminal History Record Information (CHRI) outside of the county/municipality to private entities. If unauthorized dissemination or exchange of CHRI occurs, the agency is subject to cancellation. The county, city, town, or city code is subject to audits by WSP and FBI regarding the dissemination of CHRI and standard operating procedures.

Agencies conducting name and date of birth background check may do so using the WATCH internet application or on a Section prescribed form for name and date of birth background check. The state response will include state-level conviction data only, plus arrest information up to one year old without a disposition.

State Statute

Pursuant to a specific state statute, a non-criminal justice state agency may submit a request for a CHRI background check mandated for licensing or employment. The response will include state-level conviction data, plus arrest information up to one year old without a disposition.

The request for information may be on a fingerprint applicant card with the requesting agency NCIC ORI, on a Section-prescribed form for a name and date of birth search, or by using WATCH internet application.

If a state statute requires a fingerprint submission to the FBI, the statute must follow Public Law 92-544 criteria and be approved by the FBI. All civil fingerprints submitted to the FBI pursuant to state statute must be routed through the Section.

The Section converts nearly all paper submissions to an electronic format prior to forwarding to the FBI. Therefore, effective October 1, 2007, agencies submitting fingerprint-based background checks to the Section for FBI background checks will need to notify applicants of the fee.

Private Sector Employment

A private sector employer may submit a request for a CHRI background check on an employee for the purpose of securing a bond, where there may be access to information affecting national security, trade secrets, confidential or proprietary business information, money, or items of value (such as a delivery or courier service or a company under government contract), or in assisting in the investigation of suspected employee misconduct where such misconduct may also constitute a penal offense under the laws of the United States or any state. The response will be conviction data only, plus arrest information up to one year old without disposition.

The request for information may be submitted on a fingerprint applicant card supplied by the Section, a Section-prescribed form for a name and date of birth search, or by using the WATCH internet application.

FBI Identification Record

An individual may request a copy of his/her FBI record by submitting a written request via the U.S. mail to:

Federal Bureau of Investigation
Criminal Justice Information Services Division
Attention: SCU, Module D-2
1000 Custer Hollow Road
Clarksburg WV 26306-0171

Requests must be accompanied by satisfactory proof of identity, which shall consist of name, date and place of birth, and a set of rolled-inked fingerprint impressions placed upon fingerprint cards or forms commonly used for applicant or law enforcement purposes by law enforcement agencies. Each written request for production of an identification record must be accompanied by a fee of \$18.00 in the form of a certified check or money order payable to the Treasury of the United States.

Should an individual desire to challenge the accuracy or completeness of any of the information received from the FBI, he/she may direct application for correction or updating to the agency which contributed the questioned information or to the director of the FBI.

For additional information you may call the FBI at (304) 625-5590 or view their website at <http://www.fbi.gov/cjisd/fprequest.htm>.

- Example 12 - Criminal Records Privacy Act Name and DOB Search Form**
- Example 13 - Criminal Records Privacy Act Fingerprint Card**
- Example 14 - Personal Identification Fingerprint Card**
- Example 15 - Child/Adult Abuse Information Name Search Form**
- Example 16 - Child/Adult Abuse Information Act Fingerprint Card**
- Example 17 - Fingerprint Services Billing Account Applicant**
- Example 18 - Agency Electronic Mail Address For State and FBI Responses**
- Example 19 - Applicant Fingerprint Transaction Follow-Up Request Form**
- Example 20 - Applicant Submitting Agency Request to Change Form**
- Example 21 - Private Sector Act Fingerprint Card**
- Example 22 - Inquiry Document Form**

Example 13- Criminal Records Privacy Act Fingerprint Card

APPLICANT		LEAVE BLANK		TYPE OR PRINT ALL INFORMATION IN BLACK			LEAVE BLANK		
SIGNATURE OF PERSON FINGERPRINTED		LAST NAME <u>MAA</u>		FIRST NAME		MIDDLE NAME		FBI	
RESIDENCE OF PERSON FINGERPRINTED		ALIASES <u>AKA</u>		O R I		DATE OF BIRTH <u>DOB</u>		Month Day Year	
DATE		SIGNATURE OF OFFICIAL TAKING FINGERPRINTS		CITIZENSHIP <u>CTZ</u>		SEX		RACE	
EMPLOYER AND ADDRESS		YOUR NO. <u>QCA</u>		MGT.		MISC.		DOB	
REASON FINGERPRINTED		FBI NO. <u>FBI</u>		ARMED FORCES NO. <u>ANU</u>		SOCIAL SECURITY NO. <u>SOC</u>		MISCELLANEOUS NO. <u>ANU</u>	
Criminal Records Privacy Act RCW 10.97.050		CLASS		REF		LEAVE BLANK			
1 & 2 THUMB		3 & 2 INDEX		4 & 3 MIDDLE		5 & 4 RING		6 & 5 LITTLE	
7 & 6 THUMB		8 & 7 INDEX		9 & 8 MIDDLE		10 & 9 RING		11 & 10 LITTLE	

Example

Example 15 - Child/Adult Abuse Information Name Search Form

<p>WASHINGTON STATE PATROL Identification and Criminal History Section PO Box 42633, Olympia WA 98504-2633</p>		
<p>REQUEST FOR CRIMINAL HISTORY INFORMATION CHILD/ADULT ABUSE INFORMATION ACT RCW 43.43.830 THROUGH 43.43.845</p>		
<p>(A) REQUESTING AGENCY/ADDRESS ABC Business/Organization</p> <p>Agency <u>Ms. White Water</u></p> <p>Attn <u>1265 Somewhere St. Ste. 101</u></p> <p>Address <u>City, WA 98501</u></p> <p>City/State/Zip</p> <div style="border: 1px solid black; padding: 5px; margin-top: 5px;"> <p>I certify this request is made pursuant to and for the purpose indicated</p> <p style="text-align: center;"><i>White Water</i> 01/01/2012 Authorized Signature Date</p> <p style="text-align: center;">Trainer Coordinator (206) 589-0000 Title Area Code/Phone Number</p> </div>	<p>(B) PURPOSE Check appropriate box</p> <p><input type="checkbox"/> Educational School District (ESD)/School District Volunteer – no fee</p> <p><input checked="" type="checkbox"/> Non-Profit Business/Organization – no fee (Excluding Schools & ESD's)</p> <p><input type="checkbox"/> Profit Business/Organization - \$17</p> <p><input type="checkbox"/> Adoptive Parent - \$17</p> <p><input checked="" type="checkbox"/> Receive background results electronically</p> <p>Email address <u>hasajob@success.com</u></p> <p>Password <u>volunteer</u> (must be at least 8 characters)</p> <p>Fees: Make payable to Washington State Patrol by check, money order, or business account.</p> <p>Notary letters certifying the results are available upon request. There is an additional \$10.00 processing fee per notary seal.</p> <p style="text-align: center;">One Notarized Letter(s)</p>	
<p>(C) APPLICANT OF INQUIRY (Please provide as much information as possible; name and date of birth are mandatory.)</p> <p>Applicant's Name: <u>WANNA</u> <u>JOB</u> <u>VOLUNTEER</u> Last First Middle</p> <p>Alias/Maiden Name(s): <u>HADA, JOB V.</u></p> <p>Date of Birth: <u>03/01/1970</u> Sex: <u>M</u> Race: <u>UNKNOWN</u> Month/Day/Year</p> <p style="text-align: center; font-size: small;">Secondary dissemination of this criminal history record information response is prohibited unless in compliance with statute.</p>		
<p>(D) WASHINGTON STATE PATROL IDENTIFICATION & CRIMINAL HISTORY SECTION</p> <p>As of this date, the applicant named below has no record pursuant to RCW 43.43.830 through 43.43.845.</p> <p><u>ABC Business/Organization</u> Requesting Agency</p> <p><u>Job V. Wanna</u> Applicant's Signature</p> <p><u>Job V. Wanna</u> Applicant's Name</p> <p><u>1315 Jobless Street</u> Address</p> <p><u>Common, WA 98501</u> City/State/Zip</p>		

3000-240-430 (R 11/11)

CHILD/ADULT ABUSE RECORD SEARCH GUIDELINES



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, or adoptive parents.**
Background checks may be conducted on prospective employees, volunteers, or adoptive parents who will or may have unsupervised access to children under sixteen years of age, developmentally disabled persons, or vulnerable adults. The background check is for initial employment decisions only. **Background checks on current employees or volunteers should be done through the Criminal Records Privacy Act, RCW 10.97.**
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.**
A business or organization shall require each applicant to disclose whether the applicant has been:
 - (a) Convicted of a crime;
 - (b) Had findings made against him or her in any civil adjudicative proceeding;
 - (c) Has both a conviction and findings made against him or her.
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:

- "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.
- 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.**

NOTE: 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.

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 White Water Account # CAB4359

User Signature *White Water* Date 01/01/2012

Reset password? YES or NO

MUST BE SIGNED BY ALL NON-PROFIT ACCOUNT USERS
Fax to (360) 534-2073

3000-240-036 (7/11)

Example 16- Child/Adult Abuse Information Act Fingerprint Card

APPLICANT		LEAVE BLANK		TYPE OR PRINT ALL INFORMATION IN BLACK		LEAVE BLANK	
SIGNATURE OF PERSON FINGERPRINTED		LAST NAME <u>NAM</u>		FIRST NAME		MIDDLE NAME	
RESIDENCE OF PERSON FINGERPRINTED		ALIASES <u>AKA</u>		O R I		DATE OF BIRTH <u>DOB</u> Month Day Year	
DATE		CITIZENSHIP <u>CTE</u>		SEX		PLACE OF BIRTH <u>POB</u>	
SIGNATURE OF OFFICIAL TAKING FINGERPRINTS		YOUR NO. <u>QCA</u>		AGE		HEIGHT	
EMPLOYER AND ADDRESS		FBI NO. <u>FBJ</u>		WEIGHT		EYES	
REASON FINGERPRINTED		ARMED FORCES NO. <u>ANU</u>		CLASS		HAIR	
CHILD/ADULT ABUSE ACT RCW 43.43.832		SOCIAL SECURITY NO. <u>SOC</u>		CLASS		LEAVE BLANK	
		MISCELLANEOUS NO. <u>ANU</u>		SEP.			

Example

1. R. THUMB	2. R. INDEX	3. R. MIDDLE	4. R. RING	5. R. LITTLE	
6. L. THUMB	7. L. INDEX	8. L. MIDDLE	9. L. RING	10. L. LITTLE	
LEFT FOUR FINGERS TAKEN SIMULTANEOUSLY		11. THUMB	12. THUMB	RIGHT FOUR FINGERS TAKEN SIMULTANEOUSLY	

Example 17 - Fingerprint Services Billing Account Application

**Identification and Criminal History Section
PO Box 42633
Olympia WA 98504-2633**



FINGERPRINT SERVICES BILLING ACCOUNT APPLICATION

Thank you for your interest in submitting applicant fingerprints and establishing a billing account. Upon return of this form to the Washington State Patrol (WSP), a billing account for your agency will be established for all applicant submissions.

Please complete the information below for your agency:

AGENCY NAME	<u>Applicant Agency</u>
AGENCY ORI NUMBER	<u>WA0400000</u>
CONTACT PERSON	<u>Cash Bills</u>
TELEPHONE NUMBER	<u>(360) 000-0001</u>
E-MAIL ADDRESS	<u>cbills@youragency.wa</u>
FAX NUMBER	<u>(360) 000-0002</u>
AGENCY BILLING ADDRESS	<u>PO Box 111X, Anywhere, WA 98501</u>

IMPORTANT: By establishing a billing account for applicant live-scan submissions, your agency agrees to collect, hold, and reconcile fees for billing from the WSP for the type of applicant fingerprints. If a transmission is sent in error, your agency is responsible for all fees associated with the transaction type. The Federal Bureau of Investigation (FBI) charges a fee, regardless if it was submitted in error.

Mail or fax this form to:

WSP Identification and Criminal History Section
Attn: Background Check Unit
PO Box 42633
Olympia WA 98504-2633
Fax (360) 534-2073

If you have any questions, please contact Ms. Lynette Brown at (360) 534-2109 or lynette.brown@wsp.wa.gov.

DATE 01/02/2012 **SIGNATURE** Cash Bills

Example 18 - Agency Electronic Mail Address For State and FBI Responses

Identification and Criminal History Section
 PO Box 42633
 Olympia WA 98504-2633

**AGENCY ELECTRONIC MAIL ADDRESS FOR STATE AND FBI RESPONSES**

January 2, 2012

(current date)

TO: Washington State Agencies
RE: Agency Electronic Mail Address

Please complete the form below to indicate an electronic mail (e-mail) address to receive state responses electronically for your agency. This e-mail notification will replace the notification your agency receives by mail from the U.S. Postal Service.

AGENCY NAME Any Agency

AGENCY ORI NUMBER WA0400000

AGENCY CONTACT PERSON Some Person

ADDRESS 111 Someplace St.
Anywhere, WA 98501

TELEPHONE NUMBER (360) 555-5555

FAX NUMBER (360) 555-6666

E-MAIL ADDRESS anyone@your agency.wa

E-MAIL ADDRESS TO RECEIVE STATE RESPONSES anyone@youragency.wa

E-MAIL ADDRESS TO RECEIVE FBI RESPONSES Anyone@youragency.wa

PASSWORD fritters

Mail or fax this form to:
 WSP Identification and Criminal History Section
 Attn: Background Check Unit
 PO Box 42633
 Olympia WA 98504-2633
 Fax (360) 534-2073

3850-2A0402 (R 5/11)

Example 19- Applicant Fingerprint Transaction Follow-Up Request Form

**Identification and Criminal History Section
PO Box 42633
Olympia WA 98504-2633**



APPLICANT FINGERPRINT TRANSACTION FOLLOW-UP REQUEST

This form is only to be used to request the status of a previously submitted fingerprint-based background check when no response has been received.

PLEASE ALLOW 2 WEEKS FROM THE DATE OF ELECTRONIC SUBMISSION BEFORE COMPLETING THIS FORM; PLEASE ALLOW 30 DAYS FROM THE DATE OF MAILING ON A MAILED SUBMISSION BEFORE COMPLETING THIS FORM.

To: WSP Identification and Criminal History Section
PO Box 42633
Olympia WA 98504-2633
(360) 534-2000 Fax (360) 534-2073
E-mail: CRDApplicantFollowUp@wsp.wa.gov

Contributing Agency and Address Information:

Agency Name Your Agency Agency ORI WA0400000
Date 01/02/2012

FOLLOW-UP REQUEST FOR:

- Washington Fingerprint Clearance FBI Fingerprint Clearance Both

REQUESTOR INFORMATION	
Requestor Name	<u>Wantsto Know</u> Telephone Number <u>(360) 111-111x</u>
Type of Application	<u>Concealed Pistol License</u>
<input type="checkbox"/> Fingerprint Card (Mailed)	<input checked="" type="checkbox"/> Live Scan

APPLICANT INFORMATION			
Last Name	<u>Applicant</u>	First Name	<u>License</u> MI <u>Job</u>
Date of Birth (Mandatory)	<u>03/03/1983</u>	TCN Number (if known)	<u>WA4000100050755867</u>
Date Printed or Date Transaction Submitted	<u>12/15/2011</u>		

WSP REPLY

- Fingerprints have been processed: WSP results sent _____, FBI results sent _____. Results sent a second time _____ at _____.
- Fingerprints were rejected 12/20/2011. Please submit a new fingerprint card for processing.
- WSP results were processed _____. However, FBI prints were rejected _____. Please resubmit a fingerprint card for FBI processing.
- Fingerprints were mailed to the FBI as a resubmit on _____.
- This fingerprint card was stamped "No record based on a name and date of birth search because better fingerprints were unlikely." This card was mailed to the FBI for processing on _____.
- We have no record of receipt of this fingerprint transaction. Please resubmit a new card for processing.
- Other _____

3000-240-024 R 11/09

Example 20 - Applicant Submitting Agency Request to Change Form

**Identification and Criminal History Section
PO Box 42633
Olympia WA 98504-2633**



APPLICANT SUBMITTING AGENCY REQUEST TO CHANGE:

- Agency Name
- Agency Address
- Billing Address (if different from agency address)
- Fax Number
- Contact Person/Phone Number
- Electronic mail (e-mail) Address
- Password

Previous Information

Agency Name Your Agency
 Agency Address 111X Anywhere
Yakima, WA
 Fax Number ()
 Contact Person Old Person
 Contact Person Phone No. (360 111-111x
 E-Mail Address
 State Responses oldperson@youragency.wa
 E-Mail Address
 FBI Responses oldperson@youragency.wa
 Password cashier

New Information

Agency Name _____
 Agency Address _____
 Fax Number ()
 Contact Person New Person
 Contact Person Phone No. (360 111-11x1
 E-Mail Address
 State Responses newperson@youragency.wa
 E-Mail Address
 FBI Responses newperson@youragency.wa
 Password bills2

Requestor Information

Name Namely You
 Signature _____
 Date 01/02/2012

Agency Name Your Agency
 ORI # WA0400000
 Date 01/02/2012

Mail or fax this form to:
 WSP Identification and Criminal History Section
 PO Box 42633
 Olympia WA 98504-2633
 Fax (360) 534-2073

- WSP Use Only:**
- Update Authorized Agency List
 - Update ORI Tables
 - Notify Budget and Fiscal Services
 - Notify Fiscal Staff

Example 21 - Private Sector Act Fingerprint Card

APPLICANT		LEAVE BLANK		TYPE OR PRINT ALL INFORMATION IN BLACK				LEAVE BLANK	
		LAST NAME <u>MAM</u>		FIRST NAME		MIDDLE NAME			
SIGNATURE OF PERSON FINGERPRINTED		ALIASES <u>AMA</u>		O R I				DATE OF BIRTH <u>003</u>	
RESIDENCE OF PERSON FINGERPRINTED						Month		Day	
DATE		SIGNATURE OF OFFICIAL TAKING FINGERPRINTS		CITIZENSHIP <u>CTZ</u>		SEX		RACE	
EMPLOYER AND ADDRESS		YOUR NO. <u>QCA</u>		HGT.		WGT.		EYES	
REASON FINGERPRINTED		FBI NO. <u>EBI</u>		HAIR		PLACE OF BIRTH <u>POB</u>		LEAVE BLANK	
PRIVATE SECTOR ACT RCW 43.43.815		ARMED FORCES NO. <u>MNU</u>		CLASS					
		SOCIAL SECURITY NO. <u>SOC</u>		REF.					
		MISCELLANEOUS NO. <u>MNU</u>							
1. R. THUMB		2. R. INDEX		3. R. MIDDLE		4. R. RING		5. R. LITTLE	
6. L. THUMB		7. L. INDEX		8. L. MIDDLE		9. L. RING		10. L. LITTLE	
LEFT FOUR FINGERS TAKEN SIMULTANEOUSLY				L. THUMB		R. THUMB		RIGHT FOUR FINGERS TAKEN SIMULTANEOUSLY	

Example

Example 22- Inquiry Document

IDENTIFICATION AND CRIMINAL HISTORY SECTION
 PO BOX 42633
 OLYMPIA WA 98504-2633
 (360) 534-2000



CRIMINAL HISTORY RECORD REQUEST

USE THIS FORM WHEN REQUESTING CRIMINAL HISTORY RECORD INFORMATION FROM THE WASHINGTON STATE PATROL IDENTIFICATION AND CRIMINAL HISTORY SECTION.

Address to which the requested records should be sent:

Agency Law Enforcement Agency

Street Address 15987 Enforcement Street

City Los Town State WA ZIP Code 98501

Receive results electronically: Email address LEA@enforcment.gov

Password backgrnd1 (must be at least 8 characters)

MAIL YOUR REQUEST TO: WASHINGTON STATE PATROL
 IDENTIFICATION SECTION
 PO BOX 42633
 OLYMPIA WA 98504-2633

FOR OUR SEARCH PURPOSES, PLEASE PROVIDE AS MUCH INFORMATION AS POSSIBLE IN THE SPACE BELOW ("Name" and "Date of Birth" required):

WA STATE IDENTIFICATION NUMBER (SID) WA1000825

NAME Record Training Sample
Last First Middle

ALIAS/MAIDEN NAME Record, Pied Piper

DOB 05/05/1960 SEX M RACE U EYES BLU HAIR BLK

SOCIAL SECURITY NUMBER (optional) _____

FBI NUMBER _____

Ms. Agency - Records Clerk
NAME AND TITLE OF PERSON MAKING REQUEST

12/31/2011
DATE

Ms. Agency, Records Clerk
SIGNATURE OF ABOVE

(360) 555-5555
PHONE NUMBER

Washington State/NCIC RAP Sheet

The RAP sheet is an accumulation of the retainable fingerprint cards and dispositions received by the Section. This information received is from law enforcement agencies and courts. The information includes: criminal arrest cards, criminal justice applicants and contract employees, missing persons information, personal identification, sex/kidnapping offender registrations, and Department of Corrections incarcerations and supervisions.

A new copy of the RAP sheet should be requested when needed for subsequent use because additions or deletions may be made at any time. It is recommended to print out a new RAP sheet every ninety days.

A "conviction record" is a criminal history record relating to an incident which has led to a conviction or other disposition adverse to the subject. A conviction RAP sheet is disseminated without restriction based on RCW 10.97.050(1) and 43.43.830-845.

"Non-conviction data" is a criminal history record relating to an incident which has not led to a conviction or other disposition adverse to the subject, and for which proceedings are no longer actively pending. A non-conviction RAP sheet is disseminated to criminal justice agencies only based on RCW 10.97.050(2-7).

The numbers and letters coincide with the numbers and letters on the example RAP sheet for easy reference.

Note: Agencies receiving a conviction RAP sheet will only receive conviction information and pending arrests less than one year without a disposition. The information not available on a conviction RAP sheet is highlighted in gray.

Data is entered using the standard National Crime Information Center (NCIC) abbreviations. The Section retains five types of fingerprint cards; criminal, criminal justice applicant (including volunteer and contractor), Department of Corrections, Sex/Kidnapping Offender Registrations, and Personal Identifications. All other fingerprint cards are searched based on fingerprint comparison and the results of the background check are returned to the requestor of the background check.

State RAP Sheet Informational Pages

The numbers and letters coincide with the numbers and letters on the example RAP sheet for easy reference.

Note: Agencies receiving a conviction RAP sheet will only receive conviction information and pending arrests less than one year without a disposition. The information highlighted in gray is not available on a conviction RAP sheet is.

Data is entered using the standard National Crime Information Center (NCIC) abbreviations.

The Section retains five types of fingerprint cards; criminal, criminal justice applicant (including volunteer and contractor), Department of Corrections, Sex/Kidnapping Offender Registrations, and Personal Identifications. All other fingerprint cards are searched based on fingerprint comparison and the results of the background check are returned to the requestor of the background check.

1. ***CRIMINAL HISTORY INFORMATION AS OF*******

Date the criminal history background check was conducted.

2. ***MASTER INFORMATION*******

- A) Name: The name of the subject as it appears on the first retainable fingerprint card. This name becomes the "Master" name. The master name may not be the same name used during subsequent arrests. Different names received on subsequent arrests are entered as other names used (alias names).
- B) State Identification (SID) number: A unique number assigned to the subject of record by the automated fingerprint identification system (AFIS). All subsequent arrest information received is assigned the same SID number based on fingerprint comparison.
- C) Department of Corrections (DOC) number: A unique number assigned to the subject of record by the DOC.
- D) Date of Birth (DOB): Subject's date of birth.
- E) Federal Bureau of Investigation (FBI): A unique number assigned to the subject of record by the FBI.

3. ***PERSON INFORMATION*******

- A) Deceased.
 - Date Reported: The date the reporting agency submitted the deceased report.
 - Reporting agency: The agency reporting the deceased information.
 - Deceased Type:
 - Reported: Submitted on a death certificate, disposition, correction notice, or other written form.
 - Verified: Based on post-mortem fingerprint comparison or dental records.
- B) Physical descriptors: Sex, race, height, weight, eye color, and hair color.
- C) Place of Birth: Two letter state or country place of birth.
- D) Citizenship: Two letter country abbreviation; an individual may have dual citizenship.

- E) Other Names Used: Includes alias names (maiden/birth names, street or gang names, or nicknames).
- F) Other Dates of Births Used: Other date of births used by the subject.
- G) Social Security Number: Includes alias social security numbers.
- H) Miscellaneous Number: Military numbers, passport numbers, etc.
- I) DNA Taken: Indicates whether DNA was taken or not
- J) DNA Typed: Indicates a profile was created from the DNA.
- K) DLO: Indicates the location where the DNA is stored, the CODIS telephone number, the technology used STR (Short Tandem Repeat) to create the profile, and the DNA sample number.
- L) Comments: Allows entry of important information.

4) ***SEARCH PARAMETERS*******

Reference information, includes the system used to conduct the background check, (WATCH, ACCESS, WSP etc.).

5) ***SCARS, MARKS, AND AMPUTATIONS (SMTs)*******

- A) Location: Refer to the NCIC code for type of SMT and the location.
Example: Scar Left Arm = SC L ARM, Tattoo Right Leg = TAT R LEG
- B) Description: A generic description of the tattoo such as: Cartoon Characters, Bird, Insects, etc.

6) ***CONVICTION AND/OR ADVERSE FINDING SUMMARY*******

- A) Offense classifications:
 - Felonies - Felonies are divided by the seriousness of the offense ("A", "B", "C"). Class "A" felonies are the most serious offenses.
 - Gross Misdemeanor (s).
 - Misdemeanor (s).
 - Classification (s) Unknown.
 - The numbers on the left indicate the number of convictions or adverse findings the subject has received in each offense classification.
- B) Crime literal: Each offense is listed including any enhancements.
- C) Disposition Date: The date the disposition was signed by the judge.

7) ***DOC SUMMARY*******

- A) Charge literal: Name of the offense.
- B) Custody Status Types: Commitment, supervision, interstate unit, vacated, pardoned, etc.
- C) Date of the fingerprinting event.

8) ***CRIMINAL HISTORY*******

Criminal History reflects the subject's arrests and dispositions in chronological date order with the newest arrest date appearing first. Each arrest is numbered, "Arrest 1", Arrest 2, etc.

ARREST 16

- A) Arrest 16: The newest date of arrest.
- B) Date of the arrest: Subject's date of arrest.

- C) Name Used: Name the subject used at the time of the booking event.
- D) Contributing Agency: The ORI (unique agency identifier assigned by the FBI) and name of the agency submitting the fingerprints and arrest information to the Section.
- E) Local ID: Number assigned by the contributing agency to identify this arrest; may be a name number, booking number, etc.
- F) Process Control Number (PCN): A unique number assigned at the time of the fingerprinting event linking the disposition(s) to arrest offense(s). The PCN will not appear on arrests prior to 1990.
- G) Transaction Control Number (TCN): A unique number generated from a device for each fingerprinting event. The TCN is used as a tracking and archive number by the Section and will appear on arrests after September 2001.

ARREST OFFENSES

Agencies receiving conviction information will not receive arrest information unless; the arrest is less than one year old and does not have a disposition.

- A) Crime Code and Offense Literal: The crime code is a five digit number assigned by the Section to each crime. The offense literal is the title of the crime code.
- B) Revised Code of Washington (RCW): The RCW describing the offense.
- C) Offense Classification: The offense classification provides the degree of the offense, - A/B/C, Gross Misdemeanor, Misdemeanor, or Classification Unknown.
- D) Originating Agency: The agency initiating the case. This may not be the same as the contributor of the fingerprint arrest event.
- E) Other Identifying Number (OIN): The incident number, citation number, case number, or other number assigned by an agency to identify this fingerprinting event.
- F) Dispo Responsibility: The disposition responsibility provides the ORI of the court or agency responsible for providing the disposition to the Section. This will default to the contributing agency in Washington State Identification System (WASIS) if an ORI is not indicated.
- G) Court Case Number: The court case number may be assigned at the time of the fingerprinting event if known at time of fingerprinting.
- H) Date of Offense: If the date of offense is unknown at the time of fingerprinting; this will default to the date of arrest.

DISPOSITION “A disposition is the formal conclusion of a criminal proceeding.”

- A) Contributor or Responsible Agency: The ORI and name of the court or agency responsible for submitting the disposition details.
- B) Court Case Number: A unique number assigned by the court.
- C) Status: The outcome of the case, non-conviction, conviction, or adverse finding.
- D) Crime Code and Offense Literal: The offense literal is the title of the crime code.
- E) RCW: The RCW describes the offense.
- F) Crime Classification: The crime classification provides the degree of the offense, - A/B/C, Gross Misdemeanor, Misdemeanor, or Classification Unknown.
 - When an individual is convicted of a felony they lose the following civil rights:
 - Right to vote.
 - Right to sit on a jury.
 - Right to hold public office.

- Right to possess firearms.
- G) Status Date: The date of the disposition finding or sentencing.
- H) Sentence: The Sent Desc. contains the fine, jail, prison, suspensions, and supervision information.

ARREST 15

Example of a non-conviction, the case was “**Dismissed**” from the start.

ARREST 14

Status reflects “**Disposition Not Received**” the Section has not received a disposition from the court for this case.

- If the arrest is less than one year old and does not have a disposition, the arrest information will appear on a conviction RAP sheet.

ARREST 13

Adverse Findings: An **adverse finding** is “Not Favorable” to the individual.

ARREST 12

Example of sentencing information entered per charge for gross misdemeanors and misdemeanors.

- Effective January 2004, the WSP began entering the District and Municipal court sentence detail information in specific data fields per charge to accommodate electronic submissions from the court Judicial Information System (JIS).

ARREST 11

Changes to the Superior Court sentencing information.

- Effective July 21, 2006, dispositions from superior court are entered as received. The information will continue to appear in the sentence detail, associating the sentence detail to the first conviction charge.

ARREST 10

Pre-Court disposition.

- Arrested for a Fail to Comply, probably due to non-compliance, and a warrant was issued. Another agency has arrested the subject on the warrant. In order to satisfy the disposition for this arrest, a pre-court disposition was entered. There are two pre-court dispositions, Out of County Warrant and Released No Charge.

ARREST 9

Example of a “**Refer to Arrest**”: A subsequent arrest (possibly due to an arrest for non-compliance) refers the reader to another date of arrest which contains the disposition information.

ARREST 8

- A) Counts:** The Counts field displays the number of counts when there is more than one count.
- B)** Example of a concurrent sentence, the sentence is served one right after the other without a break between. A consecutive sentence is served at the same and another sentence.

- C) Enhancement:** An enhancement is a special verdict increasing the standard sentencing range. Examples of enhancements include domestic violence, use of a weapon, school zone, etc. An enhancement may also be added when a person is convicted of an anticipatory offense (attempt, conspire, or solicit). In some cases the conviction charge may be amended to a lower offense classification.

ARREST 7

A Dismissal is ordered by the District or Municipal court after the subject has successfully completed all the sanctions given by the court. The sanctions are dismissed and the court case is closed. The date of the court order was signed is entered along with the word “**Dismissed**”; the guilty remains as the subject is still guilty.

- Example of a Lower Court Update to the record.
Comment: 01/13/2005 Dismissed.

ARREST 6

A) Superior Court, court order updates will appear in the Subsequent Disposition field. This field contains the Update (court order), the date and the court ORI. Any additional information will appear in the Comment field, (RCW's, contact information, etc.)

- Example of Superior Court Updates to the record.
 - A **Certificate of Discharge** is given by Superior Court when a subject has successfully completed all the sanctions ordered by the court. The court dismisses the sanctions and closes the court case. The status of Guilty remains as the subject is still guilty of the offense. The certificate of discharge restores the following civil rights: the right to sit on a jury, the right to hold public office, and the right to vote. It does NOT restore firearm right
 - Firearm Rights are restored by the court. The subject must apply to the court to have their firearms rights restored after they have been convicted of a felony.

ARREST 5

Example of a **Vacate**:

- The status of guilty is removed and the status of VACATED is entered. This record is no longer available on a public criminal history background check. The advantage to the subject is that per the state statutes they may now state...“they have never been convicted of this offense”.

ARREST 4

A **conditional commutation** or clemency allows the Governor to commute (reduce, forgive etc.) all or part of the sentencing. The Comment field provides information on who to contact for more information.

ARREST 3

The Governor signs a **pardon** to free a criminal from all or part of a conviction.

- Unconditional pardon frees the person and obliterates the legal offense and the guilt of the person.
- Conditional pardon allows a criminal to perform some specific act outlined in the pardon. If the act is not completed according to the pardon, it becomes void.

- The status of Guilty is removed and replaced with the new status of “Pardoned”. The Subsequent Disposition field reflects the following: what type of pardon was granted by the Governor, the date of the pardon, and the court’s ORI. The Comment field provides information on who to contact for more information.

ARREST 2

Example of an arrest over one year old without a disposition.

ARREST 1

- A) Example of the arrest offense and the conviction offense are different. The offense was reduced per an appeal, “Andress” which changed the law. A weapon was used during the commission of the offense.
- B) Example of **Appeal Information**
 - Appeal Date: Date sent to the Court of Appeals.
 - Division of the Court of Appeals hearing the court case.
 - Division I is King County
 - Division II is Pierce County
 - Division III is Spokane County

- 9) *******CUSTODY HISTORY******* Provided by the submission of a DOC fingerprint card.
- A) Type: Commitment, Supervision, Interstate Unit (out-of-state supervision), Pardoned, etc.
 - B) Date: Date of commitment, supervision, etc.
 - C) Name Used: Name listed in the commitment/supervision paperwork.
 - D) DOC Number: Unique number assigned by DOC.
 - E) Contributing Agency: ORI and name of the DOC facility or office contributing the fingerprints to the Section.
 - F) Transaction Control Number: A number assigned at the time of booking to identify this specific booking event.
 - G) Court Case Number: Number assigned by the court hearing the case.
 - H) County/State: Name of the Washington state county or state where the conviction occurred.
 - I) Charge: Crime code, offense literal, offense classification, and RCW.
 - J) DOO: The date of offense.
 - K) CDD: Court Disposition Date.
 - L) CPL: Other Court Sentence Provision Literal, sentencing information.
 - M) Example of “Supervision”: The subject is supervised by Washington DOC and is a Washington resident.
 - N) Example of a “Pardon”: The Governor is providing relief to a subject.
 - O) Example of “Interstate Unit”: The subject is supervised by Washington DOC but, is from another state.

- 10) *******CUSTODY STATUS INFORMATION (DOC)******* Information in this section is not supported by fingerprints and is furnished by an ongoing interface with the state DOC Offender Management Networking Information System (OMNI). Contact DOC with any questions.

- A) Name: Name of subject.
- B) Date: Date the record was last reviewed.
- C) DOC Number: Number assigned by the DOC.
- D) Custody Status: Released, escaped inmate, etc.

- E) Type: Inmate, supervised.
- F) Location: Facility or area where subject is in custody or under supervision.
- G) Comments: Pertinent information regarding the subject.

11) ***SEX/KIDNAPPING OFFENDER REGISTRATION (SOR)*******

Pertinent Information:

- Projected end registration date.
- DOC bulletin available.
- Caution and Medical Conditions.
- Original Registration Date.

- A) Event Column
- B) Type: Registration type.
- C) Name Used: Offender's name.
- D) Date of registration: Date subject registered as a SOR offender.
- E) Contributing Agency Identifier: Sheriff's office submitting the fingerprints.
- F) Local Classification: Risk classification.
 - Level I - least likely to reoffend. State Conviction and Non-Conviction.
 - Level II - moderate risk to reoffend.
 - Level III - most likely to reoffend.
- G) Conviction: Crime (s) requiring the offender to register, crime code and charge literal.
- H) Comment: A field for other pertinent information.
- I) RELEASE INFORMATION: Information received from the Department of Corrections furnished by an ongoing interface with the state DOC OMNI System. Contact DOC with any questions.
 - Date: Date released from prison for the sex/kidnapping offense.
 - ORI: The ORI will always be the DOC ORI.
 - County: The last reported county of residence.
- J) Residence Address: Lists the last three addresses listed for the offender in chronological date order with the most recent address listed first.
- K) Employment Address: Name and address of the business where the individual is employed.
 - Includes the likely start and end of employment.
- L) Photograph: The most current photograph is available when the rap sheet is requested from the WSP. The last three photographs are available by contacting the WSP.

12) ***APPLICANT INFORMATION***** Applicant types retained by the WSP.**

- A) Type.
 - Contract Employee – HC
 - Missing Person Information.
 - Personal Identification Information.
 - Criminal Justice (Applicant, Volunteer, Contractor) Information.
- B) Date: The date the person is fingerprinted.
- C) Fingerprint Reason: Reason for the background check.
 - Contract Employee – HC: A non criminal agency is contracting to provide services to a criminal justice agency. All non criminal individuals working for/at a criminal justice agency must be fingerprinted and a background check conducted. The HC is an acronym for hard card.

- D) Name Used: Name used at the time of fingerprinting event.
- E) Contributing agency: Agency submitting the fingerprints.
- F) Local Identification (LID) number: Last six digits of the subject's SID number.
- G) Missing Person: This information is based on fingerprint comparison or dental records. When fingerprints are received the fingerprints are identified by section staff and entered into AFIS and WASIS. A deontologist identifies the dental records and the Missing Unidentified Persons' Unit staff enters the information into WACIC.
- H) Personal Identification: A personal identification fingerprint card has been voluntarily placed on file at the request of the applicant. A personal identification record may be created as a result of the applicant reporting their identity has been stolen and/or compromised. A card bearing the photo, thumbprint, and state identification number of the applicant has been issued by the section. A personal identification record may also be established to secure positive identification in case of death, injury, loss of memory, or other similar circumstances.
- I) Criminal Justice: This information is retained when a person applies for or is working for a criminal justice agency (court, sheriff's office, police department, etc.)

13) ***GLOSSARY*******

Refer to the Glossary at the end of the Criminal Justice Training Manual or go to the Identification/Criminal History website:

http://www.wsp.wa.gov/_secured/ident/resource.htm

14) ***RESOURCES*******

Contact information.

Record of Arrests and Prosecutions (RAP) Sheet

This is a training RAP sheet, used for Training Purposes Only

- The information contained in this RAP sheet does not reflect an actual individual's criminal history, but is based on real criminal history submissions.

Dissemination

- Conviction information: May be disseminated without restriction per Revised Code of Washington (RCW) 10.97.050 (1-2). It is available to the public, businesses or organizations.

“Conviction Record” means criminal record information relating to an incident which has led to a conviction or other disposition adverse to the subject. RCW 10.97.030

- Non-conviction information: May only be disseminated to criminal justice agencies per RCW 10.97.050(3).

“Non-conviction Record” consists of all criminal history record information relating to an incident which has not led to a conviction or other disposition adverse to the subject, and for which proceedings are no longer actively pending. RCW 10.97.030

Other

- Records are purged from WASIS when the person reaches the age of 99 years old from the most recent date of birth.
- The dissemination log is now being retained for 1 year. A monthly purge deletes disseminations over a year old.

Example 22 - Conviction and Non-Conviction Training RAP Sheet

WASHINGTON STATE PATROL
IDENTIFICATION AND CRIMINAL HISTORY SECTION
P.O. BOX 42633
OLYMPIA, WASHINGTON 98504-2633

1. CRIMINAL HISTORY INFORMATION AS OF 01/14/2012

NOTICE

THE FOLLOWING TRANSCRIPT OF RECORD IS FURNISHED FOR OFFICIAL USE ONLY. SECONDARY DISSEMINATION OF THIS CRIMINAL HISTORY RECORD INFORMATION IS PROHIBITED UNLESS IN COMPLIANCE WITH THE WASHINGTON STATE CRIMINAL RECORDS PRIVACY ACT, CHAPER 10.97 RCW.

POSITIVE IDENTIFICATION CAN ONLY BE BASED UPON FINGERPRINT COMPARISON. BECAUSE ADDITIONS OR DELETIONS MAY BE MADE AT ANY TIME, A NEW COPY SHOULD BE REQUESTED FOR SUBSEQUENT USE. WHEN EXPLANATION OF A CHARGE OR DISPOSITION IS NEEDED, COMMUNICATE DIRECTLY WITH THE AGENCY THAT SUPPLIED THE INFORMATION TO THE WASHINGTON STATE PATROL.

2. MASTER INFORMATION

A) NAME: TRAINING, RECORD D) DOB 03/08/1966
B) SID NUMBER: WA10000825 E) FBI NUMBER: 999999
C) DOC NUMBER: 111111

3. PERSON INFORMATION

A) DECEASED DATE REPORTED: 02/24/2001
REPORTING AGENCY: WA0340000 THURSTON COUNTY SHERIFF
DECEASED TYPE: REPORTED or VERIFIED

B) SEX	RACE	HEIGHT	WEIGHT	EYES	HAIR	C) PLACE OF BIRTH	D) CITIZENSHIP
F	W	509	175	BLU	BLK	WA	US
M	B					CA	MX
U	I						
	U						
	A						

E) OTHER NAMES USED F) OTHER DATES OF G) SOC SEC H) MISC NUMBER
EXAMPLE, MARY Q BIRTH USED NUMBER AF-16859847
EXAMPLE, QUEEN 06/22/1964 531-11-2233 AR-1234569
FIESTY, FIGHTER 05/05/1965 536-22-3344

I) DNA TAKEN: Y J) DNA TYPED: Y
K) DLO: WSP CRIME LABORATORY-SEATTLE, CODIS UNIT (206) 262-6020, STR,
105-0326X

L) COMMENTS: TWIN, TRUE NAME UNKNOWN

4. SEARCH PARAMETERS

SEARCH PARAMETERS: WA10000825
REQUESTOR: WAWSP0099 - WSP-IDENTIFICATION REQUEST TYPE: INQUIRY RAP MODE: NC
PROCESSED BY: 49 01/14/2012

5. SCARS, MARKS, TATTOOS, AMPUTATIONS

A) LOCATION	B) DESCRIPTION	LOCATION	DESCRIPTION
BLND R EYE		DEAF L EAR	
TAT L HND	INSIGNIA	FRC RIBS	
DISC LSHLD		MC HEART	
GOLD TOOTH		TRANSSEXL	
MISS LRARM		SC L CHK	
NM LARM			

6. CONVICTION AND/OR ADVERSE FINDING SUMMARY

A)	B)	C)
		DISPOSITION DATE
7 FELONY(S)		
ARSON-1	CLASS A FELONY	06/15/2010
RAPE OF A CHILD-1	CLASS A FELONY	07/20/2008
THEFT-2	CLASS C FELONY	11/15/2004
RESIDENTIAL BURGLARY	CLASS B FELONY	06/30/2003
ASSAULT-2	CLASS B FELONY	12/31/2002
CONT SUB-POSS NO PRESCRIPTION	CLASS C FELONY	05/30/2002
5 GROSS MISDEMEANOR(S)		
ASSAULT-4		11/02/2011
DRIVING UNDER THE INFLUENCE		09/07/2009
RECKLESS DRIVING		09/07/2009
POSSESS STOLEN PROPERTY-2 ATTEMPT		11/15/2004
POSSESS BURGLARY TOOLS		08/15/2004
1 MISDEMEANOR(S)		
BAIL JUMPING		06/15/2010
1 CLASSIFICATION(S) UNKNOWN		
DRUG RELATED CHARGE		08/15/2004

7. DOC SUMMARY

A)	B)	C)
RAPE OF A CHILD-1	COMMITMENT	07/20/2009
BURGLARY-1	SUPERVISION	02/11/2009
BURGLARY-1	PARDONED	12/31/2008
ARSON-1	INTERSTATE UNIT	03/24/1990

SID NUMBER: WA10000825 NAME: TRAINING, RECORD

8. CRIMINAL HISTORY INFORMATION

THE ARRESTS LISTED MAY HAVE BEEN BASED ON PROBABLE CAUSE AT THE TIME OF ARREST OR ON A WARRANT. PROBABLE CAUSE ARRESTS MAY OR MAY NOT RESULT IN THE FILING OF CHARGES. CONTACT THE ARRESTING AGENCY FOR INFORMATION ON THE FORMAL CHARGES AND/OR DISPOSITIONS.

A) ARREST 16 **B) DATE OF ARREST: 10/01/2011**

C) NAME USED: SEASONING, PEPPER
D) CONTRIBUTING AGENCY: WA0340000 THURSTON COUNTY SHERIFF
E) LOCAL ID: B123123 **F) PCN:** 009987126 **H) TCN:** WA4000100050756052

ARREST OFFENSES	DISPOSITION
A) 0113400 ASSAULT-4	A) CONTRIBUTOR OR RESPONSIBLE AGENCY:
B) RCW: 9A.36.041	WA034025J THURSTON COUNTY
C) GROSS MISDEMEANOR	SUPERIOR COURT
D) ORIGINATING AGENCY: WA0340100	B) COURT CASE NO: 111061234
OLYMPIA POLICE DEPARTMENT	
E) OIN: 06038124	C) STATUS: GUILTY
F) DISPO RESPONSIBILITY: WA034025J	D) 0113400 ASSAULT-4
G) COURT CASE NO: 111061234	E) RCW: 9A.36.041(2)
H) DATE OF OFFENSE: 10/01/2011	F) DOMESTIC VIOLENCE
	G) GROSS MISDEMEANOR
	H) STATUS DATE: 11/02/2011
	I) SENTENCE: JAIL: 60 DS,
	JAIL SUS.: 15 DS

ARREST 15 **DATE OF ARREST: 09/05/2011**

NAME USED: SEASONING, PEPPER
CONTRIBUTING AGENCY: WA0340000 THURSTON COUNTY SHERIFF
LOCAL ID: A123456 **PCN:** 009987959 **TCN:** WA4000100050755891

ARREST OFFENSES	DISPOSITION
07638 RECKLESS DRIVING	CONTRIBUTOR OR RESPONSIBLE AGENCY:
RCW: 46.61.500	WA034013J THURSTON COUNTY
GROSS MISDEMEANOR	DISTRICT COURT
ORIGINATING AGENCY: WA0340000	COURT CASE NO: C123121
THURSTON COUNTY SHERIFF	
OIN: B554468	STATUS: DISMISSED
DISPO RESPONSIBILITY: WA034013J	07638 RECKLESS DRIVING
COURT CASE NO: C123121	RCW: 46.61.500
DATE OF OFFENSE: 09/05/2011	GROSS MISDEMEANOR
	STATUS DATE: 09/10/2011

SID NUMBER: WA10000825 NAME: TRAINING, RECORD

ARREST 14

DATE OF ARREST: 08/26/2011

NAME USED: TRAINER, FELLA
CONTRIBUTING AGENCY: WA0340000 THURSTON COUNTY SHERIFF
LOCAL ID: 125477 PCN: 007806388 TCN: WA4000100050755875

ARREST OFFENSES
0682900 EROTIC MAT-SELL/
DISTRIB TO MINOR:
RCW: 9.68.060(5)(A)
MISDEMEANOR
ORIGINATING AGENCY: WA0340000
THURSTON COUNTY SHERIFF
OIN: 554784
DISPO RESPONSIBILITY: WA034013J
COURT CASE NO: 2257877
A) DATE OF OFFENSE: 08/04/2011

DISPOSITION
CONTRIBUTOR OR RESPONSIBLE AGENCY
WA034013J THURSTON COUNTY
DISTRICT COURT
B) STATUS: DISPOSITION NOT RECEIVED

ARREST 13

DATE OF ARREST: 04/12/2010

NAME USED: SEASONING, PEPPER
CONTRIBUTING AGENCY: WA0340000 THURSTON COUNTY SHERIFF
LOCAL ID: B123123 PCN: 009987088 TCN: WA4000100050755818

ARREST OFFENSES
0200200 ARSON-1
RCW: 9A.48.020(2)
CLASS A FELONY
ORIGINATING AGENCY: WA0340000
THURSTON COUNTY SHERIFF
OIN: 901554466
DISPO RESPONSIBILITY: WA034025J
COURT CASE NO: 101554466
DATE OF OFFENSE: 03/19/2010
0516800 BAIL JUMPING
RCW: 9A.76.170(3)(D)
MISDEMEANOR
ORIGINATING AGENCY: WA0340000
THURSTON COUNTY SHERIFF
DISPO RESPONSIBILITY: WA034025J
COURT CASE NO: 101554466
DATE OF OFFENSE: 03/19/2010

DISPOSITION
CONTRIBUTOR OR RESPONSIBLE AGENCY
WA034025J THURSTON COUNTY
SUPERIOR COURT
COURT CASE NO: 101554466
STATUS: ACQUITTED BY REASON
OF INSANITY
0200200 ARSON-1
RCW: 9A.48.020(2)
CLASS A FELONY
STATUS DATE: 06/15/2010
STATUS: BAIL FORFEIT
0516800 BAIL JUMPING
RCW: 9A.76.170(3)(D)
MISDEMEANOR
STATUS DATE: 06/15/2010

SEARCH PARAMETERS: WA10000825
REQUESTOR: WAWSP0099 - WSP-IDENTIFICATION
PROCESSED BY: 49 01/14/2012

REQUEST TYPE: INQUIRY RAP MODE: NC

SID NUMBER: WA10000825 NAME: TRAINING, RECORD

ARREST 12

DATE OF ARREST: 08/12/2009

NAME USED: SEASONING, PEPPER
CONTRIBUTING AGENCY: WA0340000 THURSTON COUNTY SHERIFF
LOCAL ID: AB123123 PCN: 004503821 TCN: WA4000100050755859

ARREST OFFENSES
07644 DRIVING UNDER THE INFLUENCE
RCW: 46.61.502
GROSS MISDEMEANOR
ORIGINATING AGENCY: WA0340000
THURSTON COUNTY SHERIFF
OIN: B554468
DISPO RESPONSIBILITY: WA034013J
COURT CASE NO: B123123
DATE OF OFFENSE: 08/12/2009

DISPOSITION
CONTRIBUTOR OR RESPONSIBLE AGENCY:
WA034013J THURSTON COUNTY
DISTRICT COURT
COURT CASE NO: B123123
STATUS: GUILTY
07644 DRIVING UNDER THE INFLUENCE
RCW: 46.61.502
GROSS MISDEMEANOR
STATUS DATE: 09/07/2009

SENTENCE: JAIL: 364 DS
FINE: \$1000.00

STATUS: GUILTY
0763800 RECKLESS DRIVING
RCW: 46.61.500(1)
GROSS MISDEMEANOR
STATUS DATE: 09/07/2009

SENTENCE: FINE: \$500.00

ARREST 11

DATE OF ARREST: 05/29/2008

NAME USED: PIED, PIPER
CONTRIBUTING AGENCY: WA0340000 THURSTON COUNTY SHERIFF
LOCAL ID: OPD25477 PCN: 0004503635 TCN: WA4000100050755867

ARREST OFFENSES
0081600 RAPE OF A CHILD-1
RCW: 9A.44.073(2)
CLASS A FELONY
ORIGINATING AGENCY: WA0340100
OLYMPIA POLICE DEPARTMENT
OIN: B122122
DISPO RESPONSIBILITY: WA034025J
COURT CASE NO: 081000479

DISPOSITION
CONTRIBUTOR OR RESPONSIBLE AGENCY:
WA034025J THURSTON COUNTY
SUPERIOR COURT
COURT CASE NO: 081000479
STATUS: GUILTY
0081600 RAPE OF A CHILD-1
RCW: 9A.44.073(2)

SEARCH PARAMETERS: WA10000825
REQUESTOR: WAWSP0099 - WSP-IDENTIFICATION REQUEST TYPE: INQUIRY RAP MODE: NC
PROCESSED BY: 49 01/14/2012 Page 5 of 15

SID NUMBER: WA10000825

NAME: TRAINING, RECORD

DATE OF OFFENSE: 05/15/2008

CLASS A FELONY

STATUS DATE: 07/20/2008

SENTENCE: SENT. DESC.:
132 MOS FOR COUNT 1, 132 MOS
FOR COUNT IV, SUSPENDED &
DEFT IS CHARGE OF DOC FOR
LENGTH OF SUSPENDED
SENTENCE, LENGTH OF MAX TERM
OR 3 YRS, WHICHEVER IS
GREATER, UNDERGO 36 MOS
OUTPATIENT SEX PROG, SERVE 6
MOS W/CFTS, WRK RLS
OFFENDER TX

ARREST 10

DATE OF ARREST: 01/30/2007

NAME USED: TRAINER, FELLA
CONTRIBUTING AGENCY: WA0340000 THURSTON COUNTY SHERIFF
LOCAL ID: B152465 PCN: 007840519 TCN: WA4000100050755801

ARREST OFFENSES
099300 FAIL TO COMPLY
CLASS UNKNOWN
ORIGINATING AGENCY: WA0340000
THURSTON COUNTY SHERIFF
OIN: 325689TEST
DISPO RESPONSIBILITY: WA0340000
COURT CASE NO: OFCW123
DATE OF OFFENSE: 01/30/2007
COMMENT: RECKLESS DRIVING, ADAMS CO

DISPOSITION
CONTRIBUTOR OR RESPONSIBLE AGENCY:
WA0340000 THURSTON COUNTY SHERIFF
STATUS DATE: 02/26/2007
STATUS: **OUT OF COUNTY WRNT**

ARREST 9

DATE OF ARREST: 06/02/2005

NAME USED: SEASONING, SALT
CONTRIBUTING AGENCY: WA0010000 ADAMS CO SHERIFFS OFFICE
LOCAL ID: 0300150 PCN: 004503643 TCN: WA4000100050755765

ARREST OFFENSES
0993000 FAIL TO COMPLY
CLASS UNKNOWN
WARRANT NO: TEST23569
ORIGINATING AGENCY: WA0010000
ADAMS CO SHERIFFS OFFICE
OIN: 001012343
DISPO RESPONSIBILITY: WA001025J
COURT CASE NO: 0510123431
DATE OF OFFENSE: 06/02/2005

DISPOSITION
CONTRIBUTOR OR RESPONSIBLE AGENCY:
WA001025J ADAMS COUNTY SUPERIOR
COURT
COURT CASE NO: 0510123431
REFER TO 03/29/2004

SEARCH PARAMETERS: WA10000825
REQUESTOR: WAWSP0099 - WSP-IDENTIFICATION
PROCESSED BY: 49 01/14/2012

REQUEST TYPE: INQUIRY RAP MODE: NC

SID NUMBER: WA10000825 NAME: TRAINING, RECORD

ARREST 8

DATE OF ARREST: 03/29/2004

NAME USED: EXAMPLE, MARY Q
CONTRIBUTING AGENCY: WA0010000 ADAMS CO SHERIFFS OFFICE
LOCAL ID: 0300150 PCN: 004503643 TCN: WA4000100050755834

ARREST OFFENSES
02552 THEFT-2
RCW: 9A.56.040(1)
CLASS C FELONY
ORIGINATING AGENCY: WA0010000
ADAMS CO SHERIFFS OFFICE
OIN: 001012343
DISPO RESPONSIBILITY: WA001025J
COURT CASE NO: 041012343
DATE OF OFFENSE: 03/08/2004
02812 POSSESS STOLEN PROPERTY-2
RCW: 9A.56.160
CLASS C FELONY
ORIGINATING AGENCY: WA0010000
ADAMS CO SHERIFFS OFFICE
OIN: 0300150
DISPO RESPONSIBILITY: WA001025J
COURT CASE NO: 0410123433
DATE OF OFFENSE: 03/10/2004

DISPOSITION
CONTRIBUTOR OR RESPONSIBLE AGENCY:
WA001025J ADAMS COUNTY SUPERIOR
COURT
COURT CASE NO: 0410123431
STATUS: GUILTY
02552 THEFT-2
RCW: 9A.56.040(1)
CLASS C FELONY
STATUS DATE: 11/15/2004
A) COUNTS: 2
B) SENTENCE: SENT. DESC.:
CHG 01: 6 MOS PRISON, CHG 02:
6 MOS PRISON CONC, CHG 03: INCL
STATUS: GUILTY
12812 POSSESS STOLEN PROPERTY-2
RCW: 9A.56.160
C) ATTEMPT
GROSS MISDEMEANOR
STATUS DATE: 11/15/2004

ARREST 7

DATE OF ARREST: 07/02/2004

NAME USED: PIED, PIPER
CONTRIBUTING AGENCY: WA0340000 THURSTON COUNTY SHERIFF
LOCAL ID: 456789 PCN: 004503821 TCN: WA4000100050755842

ARREST OFFENSES
0231800 POSSESS BURGLARY TOOLS
RCW: 9A.52.060(2)
GROSS MISDEMEANOR
ORIGINATING AGENCY: WA0340000
THURSTON COUNTY SHERIFF
OIN: 1245689
DISPO RESPONSIBILITY: WA034013J
COURT CASE NO: CR123456
DATE OF OFFENSE: 07/02/2004

DISPOSITION
CONTRIBUTOR OR RESPONSIBLE AGENCY:
WA034013J THURSTON COUNTY
DISTRICT COURT
COURT CASE NO: CR123456
STATUS: GUILTY
0231800 POSSESS BURGLARY TOOLS
RCW: 9A.52.060(2)
GROSS MISDEMEANOR
STATUS DATE: 08/15/2004

SEARCH PARAMETERS: WA10000825
REQUESTOR: WAWSP0099 - WSP-IDENTIFICATION REQUEST TYPE: INQUIRY RAP MODE: NC
PROCESSED BY: 49 01/14/2012 Page 7 of 15

SID NUMBER: WA10000825 NAME: TRAINING, RECORD

0739900 DRUG RELATED CHARGE
RCW: 69.00.000
CLASS UNKNOWN
ORIGINATING AGENCY: WA0340000
THURSTON COUNTY SHERIFF
OIN: 125477
DISPO RESPONSIBILITY: WA034025J
COURT CASE NO: CR123456
DATE OF OFFENSE: 07/02/2004

SENTENCE:
JAIL 15 DS, 05
A) 01/13/20DISMISSED

STATUS: GUILTY
0739900 DRUG RELATED CHARGE
RCW: 69.00.000
CLASS UNKNOWN
STATUS DATE: 08/15/2004

SENTENCE:
JAIL: 10 DS **CONS,**
B) 01/13/2005 DISMISSED

ARREST 6

DATE OF ARREST: 04/01/2003

NAME USED: PIED, PIPER
CONTRIBUTING AGENCY: WA0340000 THURSTON COUNTY SHERIFF
LOCAL ID: 456789 PCN: 0456789 TCN: WA4000100050755826

ARREST OFFENSES

0231000 RESIDENTIAL BURGLARY
RCW: 9A.52.025(2)
CLASS B FELONY
ORIGINATING AGENCY: WA0340000
THURSTON COUNTY SHERIFF
OIN: 456789
DISPO RESPONSIBILITY: WA034025J
COURT CASE NO: 031899319
0231800 POSSESS BURGLARY TOOLS
RCW: 9A.52.060(2)
GROSS MISDEMEANOR
ORIGINATING AGENCY: WA0340000
THURSTON COUNTY SHERIFF
OIN: 456789
DISPO RESPONSIBILITY: WA034025J
COURT CASE NO: 031899319
DATE OF OFFENSE: 01/01/2003

DISPOSITION

CONTRIBUTOR OR RESPONSIBLE AGENCY:
WA034025J THURSTON COUNTY
SUPERIOR COURT
COURT CASE NO: 031899319
STATUS: GUILTY
0231000 RESIDENTIAL BURGLARY
RCW: 9A.52.025(2)
CLASS B FELONY
STATUS DATE: 06/30/2003
SENTENCE: SENT. DESC.:
PRISON 13 MOS
**A) SUBSEQUENT DISPOSITION: CERTIFICATE
AND ORDER OF DISCHARGE**
DATE: 10/31/2009
ORI: WA034025J

SID NUMBER: WA10000825

NAME: TRAINING, RECORD

B)SUBSEQUENT DISPOSITION: RIGHT TO POSSESS A FIREARM RESTORED

DATE: 10/31/2009

ORI: WA034025J

COMMENT: 9.41.047 (4)

ARREST 5

DATE OF ARREST: 05/02/2003

NAME USED: TRAINER, FELLA

CONTRIBUTING AGENCY: WA0340000 THURSTON COUNTY SHERIFF

LOCAL ID: 125477 PCN: 007806361 TCN: WA4000100050755819

ARREST OFFENSES

0230200 BURGLARY-1
RCW: 9A.52.020(2)
CLASS A FELONY
ORIGINATING AGENCY: WA0340000
THURSTON COUNTY SHERIFF
OIN: 2257877
DISPO RESPONSIBILITY: WA034025J
COURT CASE NO: 031000777
DATE OF OFFENSE: 05/02/2003

DISPOSITION

CONTRIBUTOR OR RESPONSIBLE AGENCY: WA034025J THURSTON COUNTY SUPERIOR COURT
COURT CASE NO: 031000777
A)STATUS: VACATED
0230200 BURGLARY-1
RCW: 9A.52.020(2)
CLASS A FELONY
STATUS DATE: 02/15/2011
SENTENCE: SENT. DESC.: CHG 01: PRISON 13 MOS

ARREST 4

DATE OF ARREST: 07/01/2002

NAME USED: PIED, PIPER

CONTRIBUTING AGENCY: WA0340000 THURSTON COUNTY SHERIFF

LOCAL ID: 456789 PCN: 007806396 TCN: WA4000100050755729

ARREST OFFENSES

0231000 RESIDENTIAL BURGLARY
RCW: 9A.52.025(2)
CLASS B FELONY
ORIGINATING AGENCY: WA0340000
THURSTON COUNTY SHERIFF
OIN: 1245689
DISPO RESPONSIBILITY: WA034025J
COURT CASE NO: 021256896
DATE OF OFFENSE: 03/11/2002

DISPOSITION

CONTRIBUTOR OR RESPONSIBLE AGENCY: WA034025J THURSTON COUNTY SUPERIOR COURT
COURT CASE NO: 021256898
STATUS: GUILTY
0736110 CONT SUB-POSS NO PRESCRIPTION
RCW: 69.50.4013(2)
CLASS C FELONY
STATUS DATE: 12/30/2002

SEARCH PARAMETERS: WA10000825
REQUESTOR: WAWSP0099 - WSP-IDENTIFICATION
PROCESSED BY: 49 01/14/2012

REQUEST TYPE: INQUIRY RAP MODE: NC

SID NUMBER: WA10000825

NAME: TRAINING, RECORD

SENTENCE: SENT. DESC.:
CHG 01: PRISON 12 MOS 1 DY

SUBSEQUENT DISPOSITION: **CONDITIONAL
COMMUTATION**

DATE: 12/31/2002

ORI: WA034025J

COMMENT: REFER TO CHRU FOR DETAILS

ARREST 3

DATE OF ARREST: 06/30/2001

NAME USED: TRAINING, RECORD
CONTRIBUTING AGENCY: WA0340000 THURSTON COUNTY SHERIFF
LOCAL ID: 123456 PCN: N/A TCN: N/A

ARREST OFFENSES
0230200 BURGLARY-1
RCW: 9A.52.020(2)
CLASS A FELONY
ORIGINATING AGENCY: WA0340000
THURSTON COUNTY SHERIFF
OIN: 011234568
DISPO RESPONSIBILITY: WA034025J
DATE OF OFFENSE: 06/30/2001

DISPOSITION
CONTRIBUTOR OR RESPONSIBLE AGENCY:
WA034025J THURSTON COUNTY
SUPERIOR COURT
COURT CASE NO: 011234568
STATUS: **PARDONED**
0231000 RESIDENTIAL BURGLARY
RCW: 9A.52.020(2)
CLASS B FELONY
STATUS DATE: 12/31/2008
SENTENCE: SENT. DESC.:
PRISON: 13 MOS,
REFER TO CHRU FOR DETAILS

ARREST 2

DATE OF ARREST: 05/01/2001

NAME USED: TRAINING, RECORD
CONTRIBUTING AGENCY: WA0340000 THURSTON COUNTY SHERIFF
LOCAL ID: 456789 PCN: 007840519 TCN: N/A

ARREST OFFENSES
0736110 CONT SUB-POSS NOPRESCRIPTION
RCW: 69.50.4013(2)
CLASS C FELONY
ORIGINATING AGENCY: WA0340000
THURSTON COUNTY SHERIFF
OIN: 456789

DISPOSITION
CONTRIBUTOR OR RESPONSIBLE AGENCY:
WA034025J THURSTON COUNTY
SUPERIOR COURT
STATUS: **DISPOSITION NOT RECEIVED**

SEARCH PARAMETERS: WA10000825
REQUESTOR: WAWSP0099 - WSP-IDENTIFICATION
PROCESSED BY: 49 01/14/2012

REQUEST TYPE: INQUIRY RAP MODE: NC

SID NUMBER: WA10000825 NAME: TRAINING, RECORD

DISPO RESPONSIBILITY: WA034025J
COURT CASE NO: 041256898
DATE OF OFFENSE: 02/07/2001

ARREST 1

DATE OF ARREST: 03/29/2001

NAME USED: EXAMPLE, MARY Q
CONTRIBUTING AGENCY: WA0340000 THURSTON CO SHERIFFS OFFICE
LOCAL ID: THSC99336 PCN: N/A TCN: N/A

ARREST OFFENSES	DISPOSITION
0014200 MURDER-2	CONTRIBUTOR OR RESPONSIBLE AGENCY:
RCW: 9A.32.050(2)	WA034025J THURSTON COUNTY
CLASS A FELONY	SUPERIOR COURT
ORIGINATING AGENCY: WA0340000	COURT CASE NO: 0112345689
THURSTON COUNTY SHERIFF	
OIN: 011234569	STATUS: GUILTY
DISPO RESPONSIBILITY: WA034025J	0102200 ASSAULT-2
DATE OF OFFENSE: 03/29/2001	RCW: 9A.36.021(2)(A)
	A) WEAPON
	CLASS B FELONY
	STATUS DATE: 12/31/2002
	SENTENCE: SENT. DESC.:
	PRISON: 20 YRS
	B) APPEALED DATE: 10/24/2002
	DIVISION I COURT OF APPEALS
	CASE NO: ADDRESS2002

STATE DEPARTMENT OF CORRECTIONS

9. CUSTODY HISTORY

A) *COMMITMENT*	B) DATE: 07/20/2009
C) NAME USED: PIED, PIPER	D) DOC NUMBER: 999999
E) CONTRIBUTING AGENCY: WA023025C WA DOC-SHELTON CORRECTIONS	
F) TCN: WA4000100050755972	
G) COURT CASE NO: 081000479	H) COUNTY/STATE: THURSTON
I) CHARGE: 0081600 RAPE OF A CHILD-1 CLASS A FELONY	
	9A.44.073(2)
J) DOO: 05/15/2008	
K) CDD: 07/20/2009	
L) CPL: 132 MOS CT I	

SEARCH PARAMETERS: WA10000825
REQUESTOR: WAWSP0099 - WSP-IDENTIFICATION REQUEST TYPE: INQUIRY RAP MODE: NC
PROCESSED BY: 49 01/14/2012 Page 11 of 15

SID NUMBER: WA10000825 NAME: TRAINING, RECORD

M) *SUPERVISION*

DATE: 02/11/2009

NAME USED: INSTATE, RECORD DOC NUMBER: 999999
CONTRIBUTING AGENCY: WA023025C WA DOC-SHELTON CORRECTIONS
TCN: WA4000100050755907
COURT CASE NO: 101000777 COUNTY/STATE: THURSTON
CHARGE: 0230200 BURGLARY-1 CLASS A FELONY
9A.52.020(2)

DOO: 01/04/2008
CDD: 02/11/2009
CPL: 13 MOS

N) *PARDONED*

DATE: 12/31/2008

NAME USED: PIED, PIPER DOC NUMBER: 999999
CONTRIBUTING AGENCY: WA023025C WA DOC-SHELTON CORRECTIONS
TCN: WA4000100050755915
COURT CASE NO: 011234568 COUNTY/STATE: THURSTON
CHARGE: 0230200 BURGLARY-1 CLASS A FELONY
9A.52.020(2)

DOO: 06/30/2001
CDD: 12/31/2008
CPL: 13 MOS

O) *INTERSTATE UNIT*

DATE: 03/24/1990

NAME USED: OUTASTATE, RECORD DOC NUMBER: 999999
CONTRIBUTING AGENCY: WA023025C WA DOC-SHELTON CORRECTIONS
TCN: WA4000100050755891
COURT CASE NO: 901448468 **P)** COUNTY/STATE: **ID**
CHARGE: 0200200 ARSON-1 CLASS A FELONY
9A.48.020(2)

DOO: 03/24/1990

10. CUSTODY STATUS INFORMATION

NAME: TESTREC, POOSHY
DATE: 11/01/2011
DOC NUMBER: 999999
CUSTODY STATUS: ABSCOND
TYPE: DOC OFFENDER
LOCATION: HOGWARTS
VIOLENT OFFENDER **SEX/KIDNAPPING OFFENDER**

(NON-VERIFIED CUSTODY STATUS INFORMATION-PROVIDED BY DEPARTMENT OF CORRECTIONS)

SEARCH PARAMETERS: WA10000825
REQUESTOR: WAWSP0099 - WSP-IDENTIFICATION
PROCESSED BY: 49 01/14/2012

REQUEST TYPE: INQUIRY RAP MODE: NC

SID NUMBER: WA10000825 NAME: TRAINING, RECORD

11. SEX/KIDNAPPING OFFENDER REGISTRATION

PROJECTED END REG DATE: 01/01/2009 DOC BULLETIN AVAILABLE: Y
CAUTION AND MEDICAL CONDITIONS: EPILEPSY
ORIGINAL REGISTRATION DATE: 08/08/1999
RECORD IS INACTIVE: 07/22/2001

EVENTS

ADDRESSES

A) TYPE: RELIEVED OF THE DUTY TO REGISTER
B) NAME USED: TRAINING,RECORD
C) DATE: 07/22/2011
CONTRIBUTING AGENCY: WA034000
D) THURSTON COUNTY SHERIFF OFFICE
E) LOCAL CLASSIFICATION: II
F) LOCAL ID:

J) RESIDENCE ADDRESSES:
STREET #: 000
ST NAME: OREGON ST
CITY: LACEY
COUNTY: THURSTON
STATE: WA
COUNTRY: US
ZIP CODE: 00000
DATE SUBMITTED: 07/22/2011
LIKELY START DATE: 07/22/2011

TYPE: SEX/KIDNAPPING OFFENDER REGISTRATION
NAME USED: SEASONING,PEPPER
DATE: 08/08/1999
CONTRIBUTING AGENCY: WA0130000
GRANT COUNTY SHERIFF

CONTACT NAME: O ONE
HOMELESS: YES
STREET #: 000
ST NAME: HOMELESS
CITY: MOSES LAKE
STATE: WA
COUNTRY: US
ZIP CODE: 99859
DATE SUBMITTED: 08/09/1999
PHONE: 509 555-6666
LIKELY START DATE: 08/09/1999

LOCAL CLASSIFICATION: II
G) CONVICTION: 0081600 - RAPE OF A CHILD 1
LOCAL ID: 000825
COMMENT: DOES NOT NEED TO REPORT EVERY
90DS TO THE SHERIFFS OFFICE
RELIEVED OF REQUIREMENTS TO REPORT EVERY
90 DAYS

**TYPE: FAIL TO REGISTER W/ SHERIFF UPON
RELEASE**

K) EMPLOYMENT ADDRESSES:
ORGANIZATION NAME: MACHINES
LTD
CONTACT NAME: HIGH HOPES
STREET #: 1414
ST NAME: SPOOKY LANE
CITY: MOSES LAKE
COUNTY: GRANT
STATE: WA
COUNTRY: US
ZIP CODE: 99859
DATE SUBMITTED: 07/25/2011
PHONE: 509 555-6676
LIKELY START DATE: 07/25/2011

NAME USED: FIESTY,FIGHTER
DATE: 05/26/1998
CONTRIBUTING AGENCY: WA0010000
ADAMS CO SHERIFFS OFFICE
LOCAL CLASSIFICATION: II
LOCAL ID: 00825

H) RELEASE INFORMATION

DATE: 02/28/2011
ORI: WA023025C
LOCAL ID:
COUNTY: MASON

SEARCH PARAMETERS: WA10000825
REQUESTOR: WAWSP0099 - WSP-IDENTIFICATION
PROCESSED BY: 49 01/14/2012

REQUEST TYPE: INQUIRY RAP MODE: NC

I)



12. APPLICANT INFORMATION

A) TYPE: CRIMINAL JUSTICE **B) DATE: 04/20/2010**
C) FINGERPRINT REASON: CONTRACT EMPLOYEE - HC
D) NAME USED: EXAMPLE, QUEEN
E) CONTRIBUTING AGENCY: WA0340000 THURSTON COUNTY SHERIFF
F) LOCAL ID: 000825

G) TYPE: *MISSING PERSON***** **DATE: 05/22/2001**
NAME USED: TRAINER, PEPPER
CONTRIBUTING AGENCY: WA0340000 THURSTON COUNTY SHERIFF
LOCAL ID: 000825

H) TYPE: CRIMINAL JUSTICE **DATE: 05/01/2000**
FINGERPRINT REASON: CRIMINAL JUSTICE APPLICANT
NAME USED: SEASONING, SALT
CONTRIBUTING AGENCY: WAWSP0000 WSP-ACCESS OPERATIONS
LOCAL ID: 000825

I) TYPE: PERSONAL IDENTIFICATION **DATE: 01/03/2000**
FINGERPRINT REASON: PERSONAL IDENTIFICATION
NAME USED: SEASONING, PEPPER
CONTRIBUTING AGENCY: WA0340000 THURSTON COUNTY SHERIFF
LOCAL ID: 000825

SEARCH PARAMETERS: WA10000825
 REQUESTOR: WAWSP0099 - WSP-IDENTIFICATION
 PROCESSED BY: 49 01/14/2012

REQUEST TYPE: INQUIRY RAP MODE: NC

SID NUMBER: WA10000825 NAME: TRAINING, RECORD

13. GLOSSARY

Refer to the Glossary at the end of the Criminal Justice Training Manual or go to the Identification/Criminal History website:

http://www.wsp.wa.gov/_secured/ident/resource.htm

14. RESOURCES

ADMINISTRATIVE OFFICE OF THE COURTS (AOC)-----WWW.COURTS.WA.GOV
WSP CHRU -----CRIMHIS@WSP.WA.GOV OR (360) 534-2000
IDENTIFICATION/CRIMINAL HISTORY WEBSITE-----
-----http://www.wsp.wa.gov/_secured/ident/resource.htm
DEPARTMENT OF CORRECTIONS (DOC)-----WWW.DOC.WA.GOV
WSP SOR UNIT----- (360) 534-2000
WSP CRIME LAB CODIS----- (206) 262-6020
RCW-----HTTP://APPS.LEG.WA.GOV/RCW/
LEGISLATION-----HTTP://APPS.LEG.WA.GOV

SEARCH PARAMETERS: WA10000825
REQUESTOR: WAWSP0099 - WSP-IDENTIFICATION
PROCESSED BY: 49 01/14/2012

REQUEST TYPE: INQUIRY RAP MODE: NC

FBI Information

- All states are required to use the National Crime Information Codes (NCIC) when entering data appearing on a federal RAP sheet. The design of the RAP sheet is determined by each state.
- Offenses and sex/kidnapping offender classifications of other States may differ from Washington state. For information regarding an offense or classification from another state contact the submitting agency.
- A background check based on fingerprints submitted to the FBI may return different descriptors than submitted. The returned information is accurate even though the descriptors are different. The search is based on fingerprint comparison, not name and date of birth.

National Fingerprint File

A number of states have become National Fingerprint File (NFF) states. These states submit the first arrest fingerprint card and disposition to the FBI. After the initial submission to the FBI, the NFF state is responsible to compile their state's criminal history. When an Interstate Identification Index (III) request is made the FBI and the state will respond. The FBI response will reflect the first arrest and disposition; while the state response will reflect subsequent criminal history.

NFF States Disclaimer

Since this response contains NFF regulated data, the response may not be complete. If the response is incomplete, please contact the criminal justice information services section or the state bureau(s) to request a complete record.

NFF States

Colorado	Montana
Florida	New Jersey
Georgia	North Carolina
Idaho	Oklahoma
Hawaii	Oregon
Kansas	Tennessee
Maryland	Wyoming

Criminal History Information Exchange Format (CHIEF)

Currently RAP sheets are received by the requestor in State specific formats rather than a uniform format. The purpose of CHIEF is to provide a uniform FBI RAP sheet format. The new format would make the RAP sheet easier to read, allowing criminal justice agencies to make more informed decisions.

General Information

If an ORI ends in the following:

7C = Federal Institutions

5C = State Corrections (DOC)

3C= County Correctional Facility (jails)

- Each State has its own terminology for offenses. In Washington State, “Driving Without Permission” equates to “Joy Riding” in Idaho State.
- When multiple offenses are submitted with only one disposition; the sentencing will reflect “Unable to Associate Disposition with Charge”. The disposition is entered on the last charge, but may apply to any or all of the listed offenses.
- Other States may use acronyms to indicate the name of the offense:
 - A & B = Assault and Battery
 - ABWIK = Assault & Battery with Intent to Kill
 - CRSP = Criminal Receiving Stolen Property
 - KUPFBC = Knowingly Uttering & Publishing Forged Bank Check
- Other States may use acronyms to define the sentencing information:
 - G F & C = Guilty, Fine, and Court Costs
 - 3 moscs = 3 months consecutive
 - Bail/ROR = Released on Own Recognizance
 - Charge 3-DC = Disorderly Conduct
- When an individual receives two FBI numbers, one number is cancelled. A message is returned with the following:
 - “Special Information” Revised Record-Note FBI Number Cancelled.
- When the FBI receives a request for a background check where the incorrect FBI number was used in the request, the following message is returned to the requestor:
 - “Special Information” FBI Number Quoted on incoming request is incorrect.
 - Please note correct FBI number on response.
- Sex/Kidnapping Offender Registrations and Warrant information may appear on the FBI RAP sheet.

For questions regarding information on the FBI RAP sheet please contact the submitting agency.

“Intentionally Left Blank”

Record Review and Challenge

Request for Inspection of Record

An individual has the right to inspect his/her criminal history record information (CHRI) on file with the Section by appearing at the Section during normal business hours and completing the request. WSP requires fingerprints to be taken for a record review. The Section, in its discretion, may accept other identification in lieu of fingerprints.

If the individual desiring to inspect CHRI appears at a local criminal justice agency, the agency may forward the request to the Section for processing. The request is to be submitted on a fingerprint applicant card, with the local agency's NCIC ORI, indicating the reason fingerprinted as "Record Review/Challenge". There is no fee for this request. The Section will provide a RAP sheet relating to the individual to the criminal justice agency submitting the request. Upon receipt, the agency shall notify the individual requester that the CHRI is available for inspection during normal business hours.

A reasonable period of time, not to exceed 30 minutes, shall be allowed each individual to examine his/her state CHRI. Retention or reproduction of the CHRI is not allowed, unless for the purpose of challenge or correction of entries submitted by criminal justice agencies of the state of Washington. Visual examination only shall be permitted of the CHRI, unless the individual asserts their belief that the information is inaccurate, incomplete, or in violation of the law and he/she requests correction or completion of the information, or an expungement of the information.

If any person who desires to examine his/her CHRI is unable to read or is otherwise unable to examine the information because of a physical disability, they may designate another person of his/her own choice to assist. The person about whom the CHRI pertains shall complete the Section-prescribed form consenting to the inspection of the CHRI by another person for the purpose of it being read or otherwise described to him/her. Such designated person shall then be permitted to read or otherwise describe or translate the CHRI to the person about whom it pertains.

Example 23- Request for Inspection of Record Form Reference RCW 43.43.730

Example 23 - Request for Inspection of Record Form



WASHINGTON STATE PATROL IDENTIFICATION SECTION
3000 Pacific Avenue, Suite 202
OLYMPIA, WA

SID_____
DATE/TIME INSPECTED_____
SECTION WITNESS_____

**REQUEST FOR INSPECTION OF RECORD
Pursuant to RCW 43.43.730**

NOTE: See rules and regulations printed on the reverse side.

DATE 12/31/2011

I, Peter Piper 05/05/1960, do hereby request permission to
(print name) (date of birth)
inspect such record of criminal offenses, as are charged to me in the Washington State Identification
files. In order to ensure positive identification as the person in question, I am submitting my
fingerprints in the space below.

(Fill in where applicable): Because I am unable to read ; do not understand English ;
other reason ; (check applicable box), I hereby designate and consent that

(Name)

whose address is _____ read or otherwise describe or
(Address)

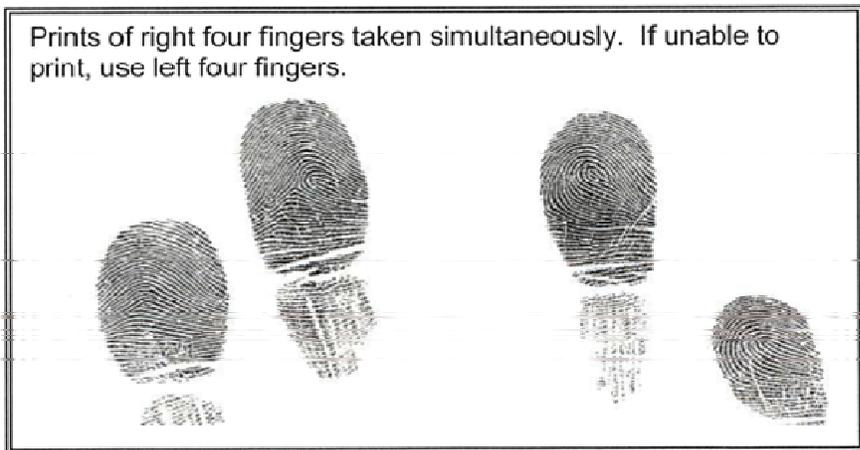
translate to me the criminal offender record information concerning myself.

Peter Piper
Signature of Applicant

Peter Piper
Name of Applicant

ABC Flute Street
Street

Mycity WA 98545
City State Zip



RULES AND REGULATIONS

~~WAC 446-16-030 Inspection by the subject of their record.~~ (1) ~~Any person desiring to inspect~~ criminal offender record information which refers to himself may do so at the central office of the Washington State Patrol Identification Section, located at 3000 Pacific Avenue, Suite 202, Olympia, Washington, between the hours of 8 a.m. and 5 p.m., Monday through Friday; CLOSED daily from 12 p.m. to 1 p.m. and on legal holidays.

(2) Any person desiring to inspect criminal offender record information pertaining to themselves shall first permit his fingerprints to be taken by the Section for identification purposes if requested to do so. The Section, in their discretion, may accept other identification in lieu of fingerprints.

(3) A reasonable period of time, not to exceed 30 minutes, shall be allowed each individual to examine criminal offender record information pertaining to themselves.

(4) No person shall be allowed to retain or reproduce any criminal offender record information pertaining to themselves except for the purpose of challenge or correction of entries of arrests by submitting law enforcement agencies of the state of Washington. Visual examination only shall be permitted of such information unless the individual asserts their belief that criminal offender record information from a submitting law enforcement agency of the state of Washington concerning them is inaccurate, incomplete or maintained in violation of the law; and unless he requests correction or completion of the information on a form furnished by the Section, or requests expungement pursuant to [WAC 446-16-025](#).

(5) If any person who desires to examine criminal offender record information pertaining to himself is unable to read or is otherwise unable to examine same because of a physical disability, he may designate another person of his own choice to assist him. The person about whom the information pertains shall execute, with his mark, a form provided by the Section consenting to the inspection of criminal offender record information pertaining to himself by another person for the purpose of it being read or otherwise described to him. Such designated person shall then be permitted to read or otherwise describe or translate the criminal offender record information to the person about whom it pertains.

Request for Modification of Record

If an individual reviewing his/her CHRI asserts belief that the information is inaccurate, incomplete, or in violation of the law, he/she may request the Section purge, modify, or supplement the record. The individual seeking to challenge the accuracy or completeness of any part of his/her CHRI shall do so in writing, clearly identifying the information asserted to be inaccurate or incomplete.

The Section will promptly notify the originating agency of the challenged information and await instruction for either a record correction or notification of refusal. The Section notifies persons or agencies who received the individual's record notifying them of the modification. If the Section declines to act, the individual may appeal such decision to (1) the superior court in the county of residence, (2) the county from which the disputed record emanated, or (3) Thurston County. This includes only records generated by Washington State criminal justice agencies. Every criminal justice agency which authorizes individuals to use its facilities for the purpose of inspecting their CHRI shall provide an appropriate challenge form and the address of the agency whose record entry is being challenged.

If the subject of the CHRI record appears at the Section and reviews and challenges the record, the subject will complete a "Request for Modification of Record" form supplied by the Section.

**Example 24 - Request for Modification of Record Form
Reference RCW 43.43.730**

Example 24 - Request for Modification of Record Form



Washington State Patrol Identification Section
PO Box 42633
Olympia WA 98504-2633

SID: _____
DATE: _____ INITIALS: _____
ACTION: _____

REQUEST FOR MODIFICATION OF RECORD
Pursuant to RCW 43.43.730

NOTE: See rules and regulations printed on reverse side; DATE: 12/31/2011

I, Peter Piper, Date of Birth 05/05/1960, hereby acknowledge receipt this date, 12/31/2011, a copy of a Washington State Patrol Identification Section RAP sheet bearing SID WA10000825 consisting of 16 page(s) and identified as a history of criminal offenses charged to me.

I challenge the following specific portion(s) of the record (Quote current items[s]) as being incomplete or incorrect. Arrest 9, Status: Guilty

AND request modification to read (Quote):

Arrest 9, Status: Dismissed

I further request that the following designated persons or agencies who have received copies of the record be advised of the modifications, if such are determined to be valid.

Charlotte Web
 Name _____
PO Box 1234
 Street _____
Mycity WA 98545
 City State Zip _____

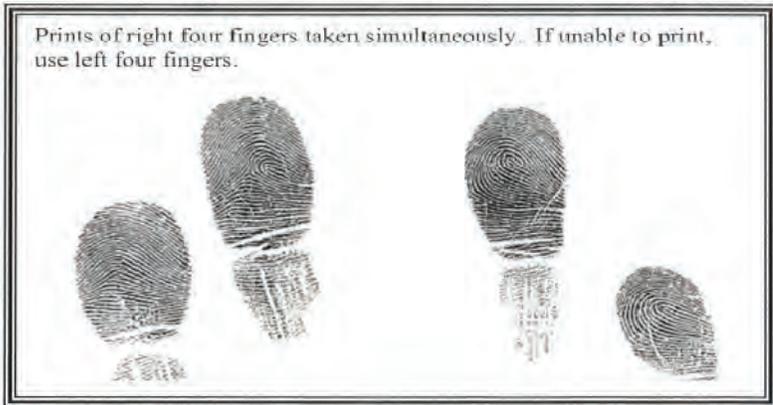
Name _____
 Street _____
 City State Zip _____

Peter Piper
 Signature of Applicant

Peter Piper
 Name _____
ABC Flute Street
 Street _____
Mycity WA 98545
 City State Zip _____

()
 Phone _____

3000-240-009 (Rev. 12/04)



RULES AND REGULATIONS

INSPECTION BY THE SUBJECT OF THEIR RECORDS. WAC 446-16-030 (1)
Any person desiring to inspect criminal record information which refers which refers to themselves may do so at the central office of the Washington State Patrol Identification and Criminal History Section located at 3000 Pacific Avenue, Suite 202, Olympia, Washington, between the hours of 8 a.m. and 5 p.m., Monday through Friday, excepting legal holidays.

(2) Any person desiring to inspect criminal history record information pertaining to themselves shall first permit their fingerprints to be taken by the Section for identification purposes if requested to do so. The Section, in their discretion, may accept other identification in lieu of fingerprints.

(3) A reasonable period of time, not to exceed thirty minutes, shall be allowed each individual to examine criminal history record information pertaining to themselves.

(4) No person shall be allowed to retain or reproduce any criminal history record information pertaining to themselves except for the purpose of challenge or correction of entries of arrests by submitting law enforcement agencies of the state of Washington. Visual examination only shall be permitted of such information unless the individual asserts their belief that criminal history record information from a submitting law enforcement agency of the state Washington concerning them is inaccurate, incomplete or maintained in violation of the law; and unless they request correction or completion of the information on a form furnished by the Section, or requests expungement pursuant to WAC 446-16-025.

(5) If any person who desires to examine criminal history record information pertaining to themselves is unable to read or is otherwise unable to examine same because of a physical disability, they may designate another person of their own choice to assist them. The person about whom the information pertains shall execute, with their mark, a form provided by the Section consenting to the inspection of criminal history record information pertaining to themselves by another person for the purpose of it being read or otherwise described to them. Such designated person shall then be permitted to read or otherwise describe or translate the criminal history record information to the person about who it pertains.

Record Correction

The agency which initiated the CHRI being challenged shall, no later than ten business days after receiving the written challenge, (1) acknowledge receipt of the challenge in writing; and (2) promptly, but in no event later than 10 business days after acknowledging receipt of the challenge, either (a) make any correction of any portion of the CHRI which the person challenging such information has designated as being inaccurate or incomplete, or (b) inform the person challenging the CHRI, in writing, of the refusal to amend the CHRI, the reason for the refusal, and the procedures for review of that refusal.

The originating agency must send information correcting the previously incorrect information to all agencies and persons to which the previously incorrect information was disseminated. This obligation is limited to disseminations made within one year of the date on which the challenge was initiated. To correct the information maintained in the state-level or FBI-level CHRI, the originating agency shall submit a Correction Notice Form to the Section.

Reference RCW 10.97.080, WAC 446-20-140

Refusal to Modify

A person who is the subject of a criminal record and who disagrees with the refusal of the agency maintaining or submitting the record to correct, complete, or delete the record, may request a review of the refusal within 20 business days of the date of receipt of such refusal. The request for review shall be in writing.

If review is requested in the time allowed, the head of the agency whose record or submission has been challenged shall complete the review within 30 days and make a final determination of the challenge. The head of the agency may extend the 30 day period for an additional period not to exceed 30 business days. If the head of the agency determines that the challenge should not be allowed, he/she shall state his/her reasons in a written decision, a copy of which shall be provided to the subject of the record.

Reference WAC 446-20-160

Expungement of Arrest Record

An individual may request deletion of his/her non-conviction CHRI only. CHRI which consists of non-conviction data only, is subject to deletion after two years or longer have elapsed since the record became non-conviction (1) as a result of the entry of a disposition favorable to the defendant; (2) upon passage of three years from the date of arrest or issuance of a citation or warrant for an offense for which a conviction was not obtained unless the defendant is a fugitive or the case is under active prosecution. In those instances where a final disposition has not been officially reported to the Section, the individual must furnish the details pertaining to the finding of not guilty or release without conviction. Where the finding or release is based on an order of a court, the applicant must furnish a certified photocopy of the court order.

The request shall include reasonable proof that the individual making the request has no prior criminal record, that he/she has been found not guilty of the offense for which the fingerprints and/or other identifying data were taken and was finally released without

conviction for such offense, or has other lawful grounds for the expungement. The Section will review the request for expungement and verify that the subject is not a fugitive, under prosecution, or has been arrested for or charged with another crime. The Section will notify the person requesting the expungement of its refusal to expunge or that the expungement is complete. If expunged, all information related to the incident will be removed from the Section files and the documents will be destroyed. The request for deletion of non-conviction form has no effect on the JIS maintained by the court

Example 25 - Request for Expungement/Deletion of Record Form

Reference RCW 10.97.060

Example 25 - Request for Expungement/Deletion of Record Form



WASHINGTON STATE PATROL IDENTIFICATION SECTION
 PO BOX 42633
 OLYMPIA WA 98504-2633

SID _____
DATE _____ INITIALS _____

REQUEST FOR EXPUNGEMENT/DELETION OF NON-CONVICTION RECORDS

Persons qualified under RCW 10.97.060 desiring to have their record deleted must complete this form and mail to the Washington State Patrol, Identification and Criminal History Section, PO Box 42633, Olympia WA 98504-2633, or deliver personally to 3000 Pacific Avenue, Suite 202, Olympia.

NOTE: Statute/rules and regulations are printed on the reverse side.

I, Peter Piper, whose description, fingerprints, and
(print name)
 duly witnessed signature appear below, do hereby request that, as provided in RCW 10.97.060, the following describe record of arrest be deleted from the files of the Washington State Patrol Identification and Criminal History Section. I do further certify that I have no prior criminal record to that listed below.

NAME Piper Peter S
(last) (first) (middle)

DATE OF BIRTH 05/05/1960 SEX M RACE W SSN (optional) _____

ADDRESS ABC Flute Street PHONE _____

CITY/STATE/ZIP Mycity, WA 98545

AGENCY MAKING ARREST Thurston Co. Sheriff DATE OF ARREST 02/12/1990

OFFENSE CHARGED Reckless Driving

COURT Thurston Co. District COURT CASE NO. C123121

DISPOSITION DATE 06/07/1990

DISPOSITION Dismissed

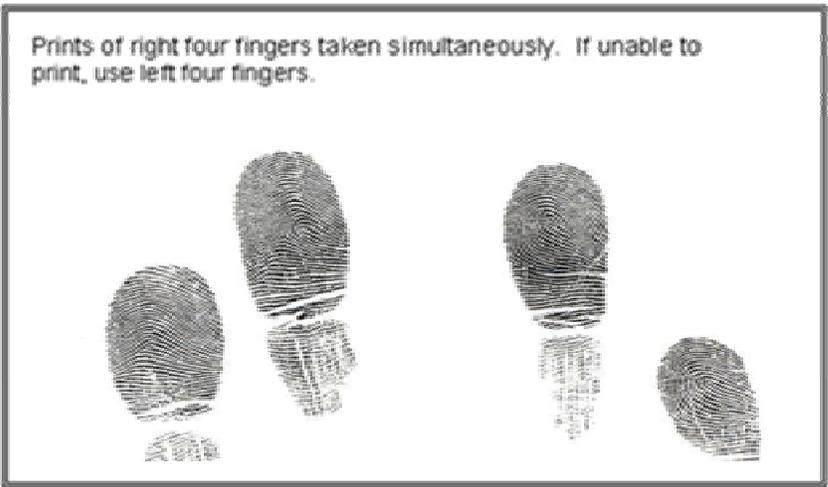
12/31/2011 Peter Piper
 Date Signature of Applicant

LEA Staff
 Witnessed by (print name)

LEA Staff
 Signature of Witness

3450 Helper Street
 Address of Witness

Mycity, WA 98545
 Address of Witness



3000-240-362 (R 7/07)

STATUTE/RULES AND REGULATIONS

RCW 10.97.060 Deletion of certain information, conditions. Criminal history record information which consists of nonconviction data only shall be subject to deletion from criminal justice agency files which are available and generally searched for the purpose of responding to inquiries concerning the criminal history of a named or otherwise identified individual when two years or longer have elapsed since the record became nonconviction data as a result of the entry of a disposition favorable to the defendant, or upon the passage of three years from the date of arrest or issuance of a citation or warrant for an offense for which a conviction was not obtained unless the defendant is a fugitive, or the case is under active prosecution according to a current certification made by the prosecuting attorney.

Such criminal history record information consisting of nonconviction data shall be deleted upon the request of the person who is the subject of the record: PROVIDED, HOWEVER, That the criminal justice agency maintaining the data may, at its option, refuse to make the deletion if:

- (1) The disposition was a deferred prosecution or similar diversion of the alleged offender;
- (2) The person who is the subject of the record has had a prior conviction for a felony or gross misdemeanor;
- (3) The individual who is the subject of the record has been arrested for or charged with another crime during the intervening period.

Nothing in this chapter is intended to restrict the authority of any court, through appropriate judicial proceedings, to order the modification or deletion of a record in a particular cause or concerning a particular individual or event. [1977 ex.s. c 314 § 6.]

WAC 446-16-025 Expungement of arrest records. (1) A person desiring the destruction of his/her fingerprints and/or other identifying data, shall make his/her request therefor on a form furnished by the Washington State Patrol, Identification and Criminal History Section. The request shall be mailed to the Washington State Patrol, Identification and Criminal History Section, P.O. Box 42633, Olympia, Washington 98504-2633, or delivered personally to 3000 Pacific Avenue, Suite 202, Olympia.

(2) The request shall be completed, signed by the person whose record is sought to be expunged and his/her signature witnessed. It shall include the address of the applicant, the printed name and the address of the witness to the applicant's signature and such other information requested on the application as identifies the applicant and the offense for which the request of expungement is made.

(3) The request shall include reasonable proof that the person making the request for expungement is the same person whose fingerprints or other identifying data are sought to be expunged. Such proof shall include fingerprints of the applicant if requested by the section.

(4) The request shall include reasonable proof that the person making the request has no prior criminal record and that he/she has been found not guilty of the offense for which the fingerprints and/or other identifying data were taken or was finally released without a conviction for such offense having been obtained or has other lawful grounds for expungement. Such proof shall include the furnishing of all details pertaining to the finding of not guilty or release without conviction of such criminal charges. Where the finding or release is based on an order of a court, the applicant shall furnish a certified or xeroxed copy of the court order.

Section Staff

Criminal History Records Unit

The Criminal History Records Unit (CHRU) is comprised of three specialized sub-units responsible for maintaining criminal history record information (CHRI). Accuracy, confidentiality, and quality control are essential elements when processing CHRI.

Production Unit

The Production Unit is responsible for entering fingerprint arrest cards and Department of Corrections' custody fingerprint cards into the Washington State Identification System (WASIS). The Unit is responsible for the creation and maintenance of all fingerprint arrest records including; consolidation of records, additions, corrections, and deletions. Production Unit staff process messages from the FBI and deceased notices from criminal justice agencies. Source documents are microfilmed and readily available for retrieval. The Unit is responsible for processing fingerprint transaction discrepancies through the Criminal History Processing System (CHIPS). These employees work closely with local criminal justice agencies for clarification and verification of submitted information. The Unit is also responsible for processing the Interstate Identification Index (III) Audit, which occurs twice a year. In addition, the Unit is responsible for reviewing the new session laws each year and creating, expiring, or modifying crime codes.

Disposition Processing Team

The Disposition Processing Team is responsible for all activities related to entering and maintaining disposition information in WASIS. The Unit receives Electronic Disposition Transfer Reports (EDTR) from the court systems. Some EDTRs electronically post to WASIS, some are routed through the Criminal History Incident Processing System (CHIPS) and are resolved with slight manual intervention, and all other dispositions are manually entered. The Unit researches arrests older than one year without a disposition using court databases to locate a final disposition and updates the records to reflect the disposition.

Criminal History Support/Sex/Kidnapping Offender Registration Unit

The Criminal History Support/SOR Unit has three diverse areas of responsibility. First, the Unit is responsible for processing subsequent actions to already established criminal history records. These actions are generally the result of court orders to vacate, seal, destroy, expunge or otherwise update a existing criminal history record. Second, the Unit maintains the statewide SOR registry. And third, unit members provide receptionist and incoming mail operations for the Sections.

Fingerprint Unit

The fingerprint technicians are responsible for processing fingerprints through the Automated Fingerprint Identification System (AFIS). The technicians process both criminal arrest and applicant fingerprint cards, evaluate AFIS search results, compare

possible matches, and determine positive or negative fingerprint identification. They assist the AFIS remote workstation and live scan sites through-out Washington.

Background Check/Fiscal Unit

The Background Check Unit is responsible for conducting background checks, preparing notary letters received over the counter and by fax, Housing Urban Development background checks, and the Washington Access to Criminal History (WATCH) inquiry calls to assist customers in navigating the WATCH system. Collecting fees for background checks at the front counter and mailing all processed documents to the requester. Reconciling credit cards and sending the credit card charges to the State Budget and Fiscal Office daily.

The Fiscal Unit is responsible for processing fees collected from billing accounts, incoming monies through the mail and the counter, processing monthly billing reports mailed to customers by the tenth of each month, opening new accounts, logging out processed background checks documents in PIDS, and processing SOR vouchers.

Training Unit

The Training Unit provides state-wide training to criminal justice agencies and the private sector on fingerprint rolling techniques and criminal history-related topics. The trainers represent the Section and must understand the various aspects of how criminal history record information is received and processed in order to provide the most current instruction to the Section's contributors and users. The trainers work closely with the different units in the Section to ensure they have the most current information available.

In 2008, the Training Unit was moved into the ACCESS Section placing all of the Division's trainers together. In 2011, the Training Unit was moved into the Identification Section.

History of the Identification and Criminal History Section

Early Beginnings

The Washington State Bureau of Criminal Identification (BCI) began operation in the early 1900's at the Washington State Penitentiary in Walla Walla. The Bureau was operated by a supervisor with prisoners processing fingerprints, as well as records.

In 1937, the BCI was transferred to Olympia under the direction of the Washington State Patrol (WSP). Then in 1955, legislation was passed placing the statutory responsibilities of the BCI under the direction of the Department of Institutions. During the 1961 Legislative session, funds were not provided for the operation of the BCI, and after July 1, the BCI closed, leaving a void in the area of fingerprint identification in the state of Washington. There were over 660,000 master fingerprint cards on file in 1961.

Passage of 1972 Legislation: The Creation of the Section

Legislation passed in 1972 created the Washington State Identification Section (WASIS), again placing it under the direction of the WSP. Using 1950s and 1960s prison commitment fingerprints from the old BCI files, the Section created a small, inaugural database of 20,000 records and officially opened its doors on July 1, 1974. The Section

received guidance throughout the entire implementation process by the Washington State Advisory Council on Criminal Justice Services. Also, the Technical Advisory Committee rendered assistance in all phases of the planning, leading to the establishment of a new and innovative identification and criminal record system.

The Section set up operations in 1972 with what was then the most sophisticated automated system, Trans-A-File (TAF), used by any state identification bureau in the United States. TAF was used to search records by name and date of birth, state identification number (SID), FBI number, and fingerprint classification. This system recorded images of fingerprints and documents on magnetic tape. There were numerous advantages to this system, as it reduced in-house processing time and the possibility of filing errors.

Alpha-Numeric Coded Fingerprints (ANCF) - 1972

An alpha-numeric coded fingerprint (ANCF) formula was devised in order to acquire maximum fingerprint searching through the TAF database. This classification code was similar to the National Crime Information Center (NCIC) code in that two characters were assigned for each finger, or a 20-character field for each fingerprint card. The principal difference from NCIC was that the ridge counts of all whorls were recorded, tented arches were listed in two categories (up-thrust and loop type), and bandaged fingers were given a two-character code.

The Section's fingerprint technicians classified fingerprints according to the ANCF formula and the classification was entered into the computer system for code index searching. The Section computer automatically converted the ANCF to the NCIC code which appeared on the Section's record of arrest and prosecution (RAP sheet), also called "transcript of record", and on "No Prior Record" responses. This system was used until February 3, 1988, when it was replaced by the Nippon Electric Company (NEC) Automated Fingerprint Identification System (AFIS).

Passage of 1986 Legislation: AFIS Selection

In 1986, through passage of SSB 4710, the Legislature directed the WSP to develop a plan for implementing an AFIS to support criminal justice services in local communities throughout the state. The WSP was further directed to procure the most efficient system available and to report to the legislature no later than January 1, 1987. This report was to contain an analysis of the recommended system, including cost and implementation information.

During 1986, the WSP conducted numerous meetings with representatives of the state criminal justice community, Office of Financial Management, and State Data Processing Authority. Based on input from these meetings, a "Request for Proposal" was released in July 1986. Three vendors were responsive and benchmark testing began in September 1986.

During October and November 1986, responses to the proposal were reviewed by technical, management, benchmark, and cost evaluation committees. After review of all evaluation reports, the management and executive committees recommended that NEC be selected for the state AFIS system.

Passage of 1987 Legislation: AFIS Acquisition

The 1987 Legislature reviewed the AFIS selection report and considering testimony, unanimously passed SHB 1065, funding equipment and personnel, and directed the WSP to establish and operate the AFIS system. Also, funding was appropriated for the purchase of regional and remote tenprint and latent input systems. Site preparation, conversion of the database of fingerprints on over 380,000 persons, training, and equipment installation was ongoing during that time. In addition, a statewide network allowing remote inquiry/input capability was planned.

Successful acceptance testing was conducted on January 30th and 31st, 1988, and the state host system, containing a database of nearly 400,000 records, became operational.

AFIS Regional and Remote Systems - 1988

The first regional system became operational in Spokane in April 1988, followed by a second regional system in Everett in August 1989. Beginning in late September 1988, 13 smaller capacity remote systems were phased in to cover the remainder of the state. Equipment costs for these regional and remote systems were provided in full by the state with the exception of the Everett system, in which Snohomish County shared 30 percent of the equipment costs.

Agencies provide their own trained personnel to operate the system and pay any maintenance and communications costs. The WSP provides remote site user training to each agency and certifies the remote site operators prior to their use of the system. To help lower communications costs, the regional and remote systems utilized the Patrol's statewide microwave system to transmit and receive data between their location and the host system in Olympia.

The King County Regional AFIS became operational in March 1988, and included a Remote Input Station at the Seattle Police Department. In addition, this regional AFIS served 24 suburban jurisdictions within King County through the central King County Police site. In May 1988, the King County Regional AFIS interfaced electronically with the state AFIS in Olympia.

The smaller remote identification terminals are located in the sheriffs' departments in Benton, Clark, Kitsap, Lewis, Snohomish, Spokane, Whatcom, and Yakima Counties and at the Tacoma, Lynnwood, and Bellingham Police Departments.

Western Identification Network (WIN) - 1990

The Western Identification Network (WIN) is a consortium of states that pooled resources to purchase a shared AFIS rather than each entity purchasing an individual AFIS. Central site members include: Alaska, Idaho, Montana, Nevada, Oregon, Utah, and Wyoming. Each of these agencies enters into the shared AFIS database. Washington became a central site member on January 2008.

California is an interface member and the Federal Bureau of Investigation (FBI) is a Federal Member. Members have the ability to search the WIN database.

The electronic interface between the Washington State AFIS and WIN was completed in November 2008. This interface provided multi-state fingerprint searching to assist in detecting criminals that might otherwise go free. WIN allows searching of both arrest and crime scene prints and has proven to be a valuable tool in identifying people when fingerprints do not exist in local files.

Missing and Unidentified Persons Unit - 1984

In November 1984, the WSP Missing and Unidentified Persons Unit (MUPU) was created per RCW 68.350.355 and .360. The purpose of MUPU is to maintain statewide files of dental records, physical characteristics, and related reports on missing and unidentified persons, and to assist law enforcement agencies in identifying these persons.

Law enforcement agencies are required to submit dental and missing person reports on persons missing over thirty (30) days. If county coroner's and medical examiners are unable to establish the identity of a body, they are also required to forward such reports, dental records, and fingerprints within thirty (30) days of recovery of the unidentified remains. Cases received in MUPU are searched based on the information provided by law enforcement agencies and coroners. Dental identifications are made by a volunteer forensic odontologist.

Effective August 1, 2006, MUPU officially moved to the WSP Investigative Assistance Division where it is a part of the Missing Children's Clearinghouse.

Child and Adult Abuse Information Act - 1988

The Child and Adult Abuse Information Act was enacted on January 1, 1988. The Act allows businesses or organizations to request background checks on prospective employees or volunteers who will have unsupervised access to children under age sixteen, persons with developmental disabilities, or vulnerable adults. This legislation authorized the release of conviction information for crimes against children or other persons, crimes of financial exploitation, and civil adjudications in dependency proceedings, protection proceedings, and Department of Licensing disciplinary board final decisions.

Subsequent legislation was passed requiring the background checks for some types of employment. On June 10, 1992, it became mandatory for any prospective employee of a school district, educational service district, or their contractors to be fingerprinted and the fingerprints searched through both the state Section and the FBI files. The responses are screened by the state Office of the Superintendent of Public Instruction and include all conviction information, arrest charges pending disposition under one year old, civil adjudications, and Sex/Kidnapping Offender Registrations.

During the legislative sessions in 2004 through 2006, additional changes to the Act included allowing the Section to disseminate all convictions and pending arrests of crimes against persons and removing the requirement for inclusion and dissemination of civil adjudications with CHRI.

Audit of Local Agencies - NCIC/WACIC/WASIS - 1989

In June 1989, the Criminal Records Division began auditing local agency use of the telecommunications system, ACCESS (A Central Computerized Enforcement Service System). The purpose of the audit is to ensure compliance with state and federal requirements and to improve the quality of information in these systems. In May 2004, the audit cycle time was expanded from every two years to every three years.

The initial audit for all agencies was accomplished through a self-audit survey, with subsequent site visits. In addition to auditing entries into the NCIC and WACIC systems, the auditor reviews criminal history dissemination, site security, personnel standards, and terminal usage.

In January 2005, the Disposition Processing Team (DPT) began a project to close open arrests with no disposition. The Unit researched the online court systems to locate dispositions to fill the open arrests. As of April 2011, staff have successfully researched and entered dispositions for open arrests through 2004.

Sex Offender Registration - 1990

The 1990 legislature passed the Community Protection Act, which became effective February 28, 1990. This law required the Section to maintain a statewide Sex Offender Registry of persons convicted of a register-able sex offense and who are released back into the community. The law required sex offenders to register with the county sheriff's office in the county of anticipated residence after release and to submit a change of address form when moving. In July 1997, legislative amendments required offenders who have kidnapped or unlawfully imprisoned a child to register with the county sheriff.

Subsequent legislation has required annual verification of the registrant's address, provisions for transient offenders, additional offenses requiring registration, requirements for student offenders, registration requirements for offenders moving to Washington from out of state, and failure to register as a sex offender when required to do so. In addition to Washington state legislation, there has been federal legislation passed in relation to sex offenders. Registration consists of a fingerprint card and photograph.

In 2009, the Section began accepting electronic submissions of Sex/Kidnapping Offender registrations using live scan. The photograph must be submitted via e-mail.

Criminal History Improvement Project - 1990

In October 1990, the Identification and Criminal History Section was awarded a federal grant from the Bureau of Justice Statistics. The grant had several components designed to enhance the criminal history record information. This began an endeavor known as the National Criminal History Improvement Project (NCHIP).

Initially, the grant provided funding to eliminate disposition backlogs, programming to add a felony flag to the criminal history database and meet NCIC Interstate Identification Index (III) requirements, training in state and federal reporting standards, implementation of a state master index file, and a planning component to facilitate coordinated and complimentary electronic interchange of criminal history data.

The project also included funding for the development of a detailed tactical plan for improving the state's automated criminal history record system. This process involved members of the criminal justice community developing a situational analysis, stakeholder analysis, community architecture, preferred future, and strategic plan. The Section was awarded grant funds in subsequent years to continue or complete components of the project.

The Section was awarded a National Criminal History Improvement Program (NCHIP) grant, funding a one-year project to close out open dispositions. The project officially began February 2008, and was extended through June 30, 2009. During this time, 119,662 open arrests were researched and 86,444 dispositions located and entered into WASIS. Additional grant funding was provided in September 2009 through December 2009, to research additional open arrests and enter the located disposition into WASIS. The two grants totaled over \$300,000.00.

Process Control Number Project - 1993-2002

The Process Control Number (PCN) Project began as a pilot project with King County Sheriff's Office and Seattle Police Department in October 1993. Since then, each county has incorporated the PCN into local procedures. The PCN is a tracking number originating at a fingerprinting event and appearing on arrests and disposition reports submitted to the Section. Its purpose is to link dispositions with each and every associated fingerprinting event.

The Section supplies the PCN to the participating agencies with either prepared fingerprint card packets or a block of assigned numbers. The fingerprint card packet consists of fingerprint cards and a disposition report each stamped with the same PCN. Agencies with live scan fingerprinting devices are provided with blocks of numbers for assignment by the live scan device.

When the Section receives the arrest, the PCN is entered into WASIS. The appropriate court or prosecuting attorney receives the PCN from the local fingerprinting agency and enters it into the statewide court database. Once a finding, resolution, or update is entered into the court database, a disposition transfer report is automatically triggered and sent to the WSP. On cases where no charges are filed, the prosecutor is responsible for submitting the disposition report to the Section.

Washington Access to Criminal History (WATCH) - 1998

In January 1998, the initial version of the Internet application, Washington Access To Criminal History (WATCH), was made available through use of federal funding. It provided an instant background check based on an exact match of name and date of birth. The checks were made available to the general public at a cost of \$10 per query, which could either be billed to a pre-established account or charged to a major credit card.

WATCH has greatly reduced the number of name and date of birth inquiries mailed to the Section. With subsequent revisions, the user was given more search capabilities as well as being able to set up a credit card account on-line giving them the access to archived

information. A candidate list is returned giving the user an option of choosing the correct person when more than one person is using the same name and date of birth.

Washington Access to Criminal History Criminal Justice (WATCH-CJ)

In addition to the WATCH website, a website for criminal justice agencies was also implemented. WATCH-CJ provides an immediate online response to criminal justice agencies conducting a Washington State background search. The advantages of using WATCH-CJ include: no logging requirement, it is done automatically; the ability to receive a sex/kidnapping offender photograph and various reports.

There are also various reports available: Sex/Kidnapping Offender, My Transaction History, My Aggregate Query, Account Transaction Totals, and Account Membership. The Sex/Kidnapping Offender Registration Guideline Manual, CJIA Code Manual, and the Criminal Justice Training Manual are also available on the website.

Fingerprinting Services - 1999

In March 1999, the Section began providing fingerprinting services to the public. During the first 10 months of providing this service, approximately 1,000 people were fingerprinted for licensing, employment applications, and other civil purposes. This includes persons who had difficulty obtaining legible fingerprints and were referred to the Section for expert assistance. In November 2000, staff began using live scan electronic-imaging technology for taking fingerprints. During 2010, the Section provided fingerprinting services to over 2,800 people.

WASIS/WACIC Project - 2000

The criminal history (WASIS) and crime information (WACIC) systems were replaced with integrated year 2000 compliant systems. The new WASIS provides improved functionality, including enhancements such as availability of sex/kidnapping offender photographs and more accurate and comprehensive criminal history. The new system incorporated user input and new federal guidelines for the storage and transmission of this data.

Backlog Elimination Project - 2001-2003

The Backlog Elimination Project began July 1, 2001, with federal Byrne grant funds. Initially, the project was scheduled to last two years and would eliminate backlogs of 84,300 arrest fingerprint cards and 231,000 disposition reports with a staff of temporary employees and existing staff. The backlogs increased from the time the budget request was made until funding was actually provided. As a result, additional funding was provided and the project was extended through June 2003. The project was completed by June 30, 2003, with over 1,713,351 documents processed.

Live scan to AFIS Connection Project - 2001-2007

Live scan fingerprinting equipment is used by law enforcement agencies and correctional facilities to electronically capture fingerprints. At the time of fingerprinting, the operator enters demographic details and fingerprint images into the live scan device. Without a network connection, the fingerprint cards are printed from the live scan and mailed to the Section.

As part of the 1999 Automated Fingerprint Identification System (AFIS) Upgrade Project, four local sites chose to be provided with live scan devices in lieu of remote AFIS workstations. In September 2001, the live scan devices at those four sites were connected to the state AFIS for electronic transmission of fingerprint images and related CHRI.

In 2002, an additional 20 live scan devices located in local criminal justice agencies connected to the state AFIS and criminal history system. Since then, several additional live scan devices were purchased with federal grant money and installed in local criminal justice agencies. As of 2011, there are 247 fingerprinting systems statewide and approximately 93% of the fingerprint-based criminal history information is coming to the Section electronically.

AFIS/WASIS/IAFIS Interface Project - 2001

In September 2001, the interface between AFIS and the criminal history system (WASIS) was implemented. With this interface, fingerprint submissions go through an automated process which includes field edits, possible name and date of birth match, fingerprint comparison, and update of AFIS and WASIS, depending upon transaction type. Fingerprints submitted electronically are generally processed within two (2) hours of receipt by the Section. Depending upon the quality of the fingerprints and demographic data submitted, the transaction may or may not require manual intervention.

In July 2002, the AFIS/WASIS interface extended to the FBI's Integrated Automated Fingerprint Identification System (IAFIS). All fingerprint submissions are electronically forwarded to the FBI for processing through their system. FBI responses are returned electronically to the Section and forwarded to the contributors via ACCESS or e-mail.

These interfaces, along with a live scan connection, provide a process that is more timely and efficient. Contributing agencies can receive a rapid identification of offenders in custody before their potential release into the community.

Electronic Disposition - 2002

Planning and testing of the Electronic Disposition (E-Dispo) Project was conducted in 2002 and 2003 with Phase 1 implementation occurring in 2004. The foundation of this project was the implementation of the process control number (PCN) in each county. The PCN links disposition information in the court systems to arrest data in the Section's criminal history system, WASIS.

Dispositions entered by court staff into the court system are submitted electronically to WASIS. Dispositions that are unable to enter electronically are routed to an incident queue where they are processed by Section employees.

This is a multi-phase project. In early 2011, enhancements were implemented that allow multiple charge dispositions to post to WASIS electronically. As a result, the number of dispositions processed electronically has increased dramatically.

Subsequent enhancements will continue to allow more complex disposition reports to update WASIS electronically without human intervention. When completed, the project

will provide the capability for the majority of dispositions received from court systems to automatically update WASIS.

Electronic Applicant Project - 2005-2007

In November 2005, work began on the Electronic Applicant (E-app) Project to replace the paid inquiry documents (PIDS) system. The new system allows for the processing of fingerprint-based applicant background checks electronically and reduces the processing time for all background checks processed by the Section. WSP receives applicant fingerprints via live scan or card-scan to the AFIS. Once the state search is completed, the fingerprints are transmitted electronically to the FBI's IAFIS for a federal search (if mandated by state statute). The result of the background check is returned to the requesting agency. The applicant's name, date of birth, originating case agency (OCA) number, type of transaction (TOT), reason fingerprinted, and result of the background (hit/no hit/reject) will be captured in the new billing system.

Agencies submitting background checks electronically using either a live scan or card-scan device must collect the fees associated with the background check. WSP then bills each agency for the number of electronic submissions received from that agency. All agencies submitting to the WSP must become a billed account by July 1, 2008, regardless of whether they submit electronically or by mail.

Each agency currently connected or planning to connect to AFIS must receive prior authorization from WSP to connect, complete a "Fingerprint Services Billing Account" form, and an "Agency Electronic Mail Address for State and Federal Responses" form. If there are changes to an existing account, they must complete an "Applicant Submitting Agency Request to Change" form.

An agency may request the status of a fingerprint based background check, by completing the Applicant Fingerprint Transaction Follow-Up Request form. All agencies must use this form regardless of whether they are submitting a fingerprint based background check electronically or by mail.

Retention- 1974-2011

When the Section opened, there were approximately 20,000 records on file. In preparation of going from a filing system to a microfilm system; a retention schedule of state-level criminal history record information (CHRI) was established.

In 2006, the Washington State Records Committee changed the retention schedule to match the FBI's retention schedule. The new schedule calls for CHRI to be retained for 99 years from the most recent date of birth on file. Once retention has been met, the record is purged, deleted or destroyed. The Washington State Identification System (WASIS) is updated with the status of "Expunged". This retention criterion does not create a requirement for local criminal justice agencies or courts to keep records for the same period of time. Since that time, the FBI has increased their retention to age 120.

Statutory Authority

RCW 9.94A.637 and 9.94A.640: Allows an offender who has completed the requirements of his/her sentence ,and has received a certificate of discharge to petition the sentencing court for a vacation of the record.

RCW 10.97.050(1): Allows conviction criminal history record information to be released without restriction.

RCW 10.97.050(3): Allows certified criminal justice agencies to request non-conviction criminal history record information.

RCW 10.97.060: Allows an individual to request deletion of his/her non-conviction criminal history record information pending certain conditions.

RCW 10.98.090: Requires the county clerk, prosecuting attorney, district court, municipal court, or originating law enforcement agency to submit disposition information to the Section.

RCW 10.98.100: Requires the Section to administer a compliance audit at least once annually for each prosecuting attorney, district and municipal court, and originating agency to ensure that all disposition reports have been received and added to Criminal History Record Information (CHRI). Those agencies have forty-five days to provide the Section with a current disposition report for each outstanding disposition.

RCW 13.50.050: Allows for the sealing or destruction of certain juvenile records and the retention of identifying data by the WSP.

RCW 13.40.127: Allows for the automatic sealing of juvenile deferred disposition when he/she reaches the age of eighteen. If the juvenile is already eighteen they may apply for a juvenile seal or destroy under RCW 13.50.050.

RCW 43.43.540: Requires the county sheriff to submit sex and kidnapping offender information and fingerprints to the Section within five working days; the Section maintains the central registry.

RCW 43.43.700: Established the Identification Section of the Washington State Patrol in the 1972 Legislative session. The Section officially opened on July 1, 1974. The Section maintains CHRI, sex/kidnapping offender registrations, and state Department of Corrections activity based on the fingerprint identification.

RCW 43.43.730: Allows an individual to inspect his/her CHRI on file with the Section. Allows an individual seeking to challenge the accuracy or completeness of any part of the CHRI pertaining to him/her to do so in writing, clearly identifying that information which he/she asserts to be inaccurate or incomplete.

RCW 43.43.735: Requires the sheriff, director of public safety, chiefs of police and chiefs of other law enforcement agencies within the state to cause the fingerprinting of all adults and juveniles arrested and taken into custody for any offense constituting a felony or gross misdemeanor.

RCW 43.43.740: Requires submission of fingerprints to the Section within seventy-two hours of the arrest.

RCW 43.43.760: Requires the Section to accept and file the fingerprints voluntarily submitted by a state resident for the purpose of securing a more certain and easy identification in cases of identity theft, death, injury, loss of memory, or other similar circumstances; the Section removes the personal identification data upon the written request of the individual.

RCW 43.43.770: Requires law enforcement agencies to submit fingerprints and other identification of unidentified deceased persons to the Section.

RCW 43.43.815: Allows a private sector employer to request conviction criminal history record information (as defined in RCW 10.97.030) on an employee for the purpose of securing a bond; conducting pre- and post-employment evaluations on employees who may have access to information affecting national security, trade secrets, confidential or proprietary business information, money, or items of value; or assisting an investigation of suspected employee misconduct where such misconduct may also constitute a penal offense.

RCW 43.43.830-845: Allows a 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 persons with developmental disabilities, vulnerable adults, or children under sixteen years of age, to request criminal history record information on prospective employees, volunteers, or adoptive parents.

Resources

Telephone Numbers

AFIS Information	(360) 534-2166
After-Hours or Emergency (Law Enforcement Only)	(253) 548-2020
Background Check / Fingerprint Manager	(360) 534-2165
Background Check / Fiscal Supervisor	(360) 534-2146
Crime Scene Response Team/Coordinator	Call Local WSP Office
Criminal History Records Unit	(360) 534-2000
Criminal History Records Unit Manager	(360) 534-2111
Criminal History Records Specialist	(360) 534-2000
Fax Machines:	
Criminal History Support Unit (Court Orders)	(360) 534-2071 Option #5
WATCH	(360) 534-2073
Criminal History Records Unit	(360) 534-2072
Tenprint Unit	(360) 534-2074
Live scan	(360) 534-2166
Receptionist	(360) 534-2000
Section Manager	(360) 534-2102
Sex /Kidnapping Offender Registration	(360) 534-2000
Supplies	(360) 534-2000
AFIS System Administrator	(360) 534-2188
Tenprint Supervisor:	(360) 534-2115
Tenprint Supervisor:	(360) 534-2173
Tenprint Unit	(360) 534-2166
Training Unit	(360) 534-2000
Training:	
AFIS	(360) 534-2166
Criminal History Record Information	(360) 534-2000
Tenprint Rolling	(360) 534-2000

Addresses

Mailing Address	Street Address:
Washington State Patrol Identification and Criminal History Section PO Box 42633 Olympia WA 98504-2633	Washington State Patrol Identification and Criminal History Section 3000 Pacific Avenue SE, Suite 202 Olympia WA 98501

WSP Websites**Criminal History and Fingerprint**

http://www.wsp.wa.gov/_secured/ident/resource.htm

Provides information on the following:

- Frequently Asked Questions
- Training Calendar
- Contacts
- Manuals
- Online Training
- Brochures
- Live scan Vendors
- PCN Guidelines
- Training Documents

A Central Computerized Enforcement Service System (ACCESS)

http://www.wsp.wa.gov/_secured/access/access.htm

Provides information on the following:

- Frequently Asked Questions
- NICS Links
- Manuals Link
- System Memos
- Training Modules
- ACCESS Contact Link
- Calendar Link
- TAC Info Link
- Technical Security Information
- Protection Order Link

WSP Homepage

<http://www.wsp.wa.gov>

Provides information on the following:

- Frequently Asked Questions
- What's New
- Hot Topics
- Employment
- Publications
- Links to Other Websites

Request for State Supplies

To: Washington State Patrol
 Identification and Criminal History Section
 PO Box 42633
 Olympia WA 98504-2633

FORM	DESCRIPTION	QUANTITY
3000-240-535	Sex and Kidnapping Offender Registration Fingerprint Card	
3000-240-502	Sex and Kidnapping Offender Registration Change of Address Form	
A19-1A	Sex and Kidnapping Offender Registration Reimbursement Invoice Voucher	
3000-240-257	Disposition Report Form	
WSP-CRD-231	Criminal Justice Agency Request For Criminal (Name Search)*	
3000-240-569	Conviction Criminal History (Name Search)*	
3000-240-430	Child & Adult Abuse Information Form (Name Search)*	
3000-240-007	Correction Notice Form	
3000-240-362	Request for Expungement Form	
N/A	Disposition Report Forms	
N/A	Process Control Number (PCN) Packets	

Mail To: _____ ORI
 _____ Attention
 _____ Agency
 _____ Address

*Forms are available on the WATCHCJ website at <http://watchcj.wsp.wa.gov/> under Forms. They may be saved in a file or printed directly from the screen.

CJIS Fingerprinting Supply Requisition Form

The form is available on the following website:

<http://www.fbi.gov/hq/cjisd/forms/orderingfps.htm> and click on form 1-1

I-178 (Rev. 2-16-06)

CJIS FINGERPRINTING SUPPLY REQUISITION FORM

To: Federal Bureau of Investigation Attention: Logistical Support Unit (LSU), CJIS Division 1000 Custer Hollow Road Clarksburg, WV 26306		Date: _____	
Form Number	Description	Quantity without ORIF	Quantity with ORIF
FD-249	Arrest and Institution Fingerprint Cards (white card with red ink)		
FD-258	Applicant Fingerprint Cards (white card with blue ink)		
MISCELLANEOUS CARDS and FORMS			Quantity
FD-353	Personal Identification Fingerprint Cards		
FD-884	Palm Prints (white card with red ink)		
Live Scan Card	Completely Blank (white card)		
R-84	Final Disposition Report Form		
I-12	Flash/Cancellation Notice		
I-433a	Supervision Transfer Notice		
ENVELOPES (8 3/4" X 8 3/4" self-addressed)			Quantity
	Manila Envelopes: (Used in mailing Criminal & Federal applicant prints)		
	Blue Envelopes: (Use for mailing Adirect billing@ prints)		
	Green Envelopes: (Used when payment is enclosed with prints)		
	ABA Envelopes with Packing Slip: (Used only by American Bankers Assoc.)		

Orders may be faxed to (304) 625-3984 or Submitted electronically at : www.FBI.Gov
(Click on More Services/Order Fingerprint Cards and Training Aids)

Service Numbers: Questions may be directed to LSU at (304) 625-3983

Please type or print information

ORI Number _____ (must be furnished)

Agency _____ Delivery Hours _____

Agency point of contact & telephone # _____

Complete shipping address (no P.O. Box, if possible) _____

City, State and Zip Code # _____

Appendices

Appendix A - WASIS Name Standards

Names

In general, the Section follows the NCIC 2000 name guidelines. Names are entered into WASIS in the following order: mandatory surname, mandatory comma, and mandatory first name, space, middle name or initial, space, and suffix denoting seniority (Jr., II, etc.) if any.

Example: SMITH,JOHN H; SMITH,JOHN HENRY JR; SMITH,JOHN H Q; SMITH,JOHN HENRY LEWIS

Complete names are to be used if available. No unit of a name or alias should be abbreviated unless the complete name exceeds the 30-character maximum field length. Should a name exceed the maximum field length, the initial(s) of the middle(s) should be used rather than the full middle name(s).

Abbreviations such as FNU, IO, LNU, MUN, NMI, and NMN should not be used.

Titles or degrees of individuals including foreign titles and degrees, and their abbreviations (Mr., Miss, Mrs., Ms., Prof., Ph.D., Capt., Lt., D.D.S. Dr., Rev., etc.) are not used in the name field.

Apostrophes (O'Neal, O'Boyle) should be eliminated.

Compound Surnames

For compound surnames, the full name including both surnames should be entered.

Example:

*Subject's Name: Jane Smith-Jones (hyphenated)

When a hyphenated name is entered, the surnames do not need to be added as separate aliases.

Enter: SMITH-JONES,JANE

*Subject's Name: St. James (period) and a space.

When a period and/or a space separate the compound last name remove the period and retain the space.

Enter: ST JAMES,JANE

Enter: MAC DONALD OR MC DONALD

**Subject's Name: Jane Smith Jones (not hyphenated; just a space between the surnames)

Enter: SMITH JONES,JANE

Enter Aliases: SMITH,JANE; JONES,JANE

*Effective January 2002, WSP staff enter the hyphen between the compound surnames if they are submitted to us with a hyphen.

**Subject's Name: Jane SmithJones; when there is no hyphen or space between two surnames, each surname component must be entered individually as a separate alias.

Enter: SMITHJONES,JANE

Enter Aliases: SMITH,JANE; JONES,JANE

Street Names, Nicknames, and Gang Names

The NCIC guidelines advise when entering records for persons with only one name, enter the only name as the surname and an alphabetic "X" as the first name. In addition, our practice is to add two additional aliases using UNKNOWN.

Example:

Subject's Name: Shooter

Enter: SHOOTER,X (enter "True Name Unknown" in comments)

Enter Aliases: UNKNOWN,SHOOTER; SHOOTER,UNKNOWN; X,SHOOTER

Subject's Name: Smith, Robert Lee

Subject's Alias: Shooter

Enter: SMITH,ROBERT LEE

Enter Aliases: SHOOTER,X; X,SHOOTER; UNKNOWN,SHOOTER;

SHOOTER,UNKNOWN; SMITH,SHOOTER

Appendix B - Physical Descriptors

Sex

Female	F
Male	M
Unknown	U

Race

American Indian or Alaskan Native	I
Asian or Pacific Islander	A
Black	B
White	W
Unknown	U

Height

Height must be entered using three-character feet and inches. (Example: 507 or 601)

Weight

Weight must be entered using three-character pounds. (Example: 050 or 175)

Eye

Black	BLK
Blue	BLU
Brown	BRO
Gray	GRY
Green	GRN
Hazel	HZL
Maroon	MAR
Multicolored	MUL
Pink	PNK
Unknown	XXX

Hair

Black	BLK
Blonde or Strawberry	BLN
Blue	BLU
Brown	BRO
Gray or Partially	GRY
Green	GRN
Orange	ORG
Pink	PNK
Purple	PLE
Red or Auburn	RED
Sandy	SDY
Unknown	XXX
White	WHI

Appendix C - State and US Territory NCIC Codes

State or Territory	Code	State or Territory	Code
Alabama	AL	Montana	MT
Alaska	AK	Nebraska	NB
American Samoa	AM	Nevada	NV
Arizona	AZ	New Hampshire	NH
Arkansas	AR	New Jersey	NJ
California	CA	New Mexico	NM
Colorado	CO	New York	NY
Connecticut	CT	North Carolina	NC
District of Columbia	DC	North Dakota	ND
Florida	FL	Ohio	OH
Georgia	GA	Oklahoma	OK
Guam	GM	Oregon	OR
Hawaii	HI	Pennsylvania	PA
Idaho	ID	Puerto Rico	PR
Illinois	IL	Rhode Island	RI
Indiana	IN	South Carolina	SC
Iowa	IA	South Dakota	SD
Kansas	KS	Tennessee	TN
Kentucky	KY	Texas	TX
Louisiana	LA	Unknown	XX
Maine	ME	Utah	UT
Mariana Islands	MK	Vermont	VT
Marshall Islands	MH	Virgin Islands	VI
Maryland	MD	Virginia	VA
Massachusetts	MA	Washington	WA
Michigan	MI	West Virginia	WV
Minnesota	MN	Wisconsin	WI
Mississippi	MS	Wyoming	WY
Missouri	MO		

Appendix D - Miscellaneous Number

AF	Air Force Serial Number
AR	Alien Registration Number
AS	National Guard, Army, or National Guard Serial Number
BF	Bureau Fugitive Index Number
CI	Canadian Social Insurance Number
CG	Coast Guard Serial Number
IO	Identification Order Number
MC	Marine Corps Serial Number
MD	Mariner's Document or Identification Number
MP	RCMP Identification or Fingerprint Section Number
NA	National Agency Case Number
NS	Navy Serial Number
PP	Passport Number (U.S. Only)
PS	Port Security Service Number
SS	Selective Service Number
VA	Veterans Administration Claim Number

Appendix E - Sex/Kidnapping Offender Events RCW 9A.44.130

Event Types

- Address Verified
- Failed to Register With Sheriff Upon Release
- Failed to Verify Address
- Kidnapping Offender Registration
- Moved Out-of-State
- Released to Federal Authority
- Relieved of Duty to Register
- Sex and Kidnapping Offender Registration
- Sex Offender Registration

Sex/Kidnapping Offender Risk Level Classifications

- Level 1: Considered the least likely to re-offend
- Level 2: Considered to have a moderate risk to re-offend
- Level 3: Considered to be a high risk to re-offend
 - Could be designated as a sexual predator
- Unclassified: Possible reasons the subject has not received a risk level classification include-
 - Offender may have received a special sex offender sentencing alternative (SSOSA),
 - Moved into Washington state and has not been classified,
 - Sheriff's Office has not received adequate information to classify the offender, or
 - Offender charged and convicted but did not receive jail/prison time.

Note: The risk level classifications listed pertain only to Washington State.

Caution and Medical Conditions

- | | |
|------------------------------|---------------------------|
| Alcoholic | Heart Condition |
| Allergies | Hemophiliac |
| Armed and Dangerous | Known to Abuse Drugs |
| Diabetic Medication Required | Martial Arts Expert |
| Epilepsy | Sexually Violent Predator |
| Escape Risk | Suicidal |
| Explosive Expertise | Violent Tendencies |

Photograph

Requirements:

- Color photograph
- 2 inches x 3 inches or 3 ½ inches x 4 ½ inches
- Good quality paper or photograph paper if using digital camera
- Write the offender's name and date of birth on the back of the photograph, or on the front of the photograph below the offender's face

Avoid the following:

- Photocopied copies of photographs
- Interfering objects (file cabinets, Venetian blinds, book shelves, etc).
- Photographs larger than the required size
- Black and white photographs
- Stapling on the offender's face
- Writing on the offender's face

Appendix F - Conviction, Non Conviction and Enhancements

Conviction/Adverse Values

Acquitted by Reason of Insanity	Guilty
Bail Forfeit	Guilty No Fine
Court Costs	Guilty No Penalty
Deferred Sentence	Not Guilty by Reason of Insanity
Dismissed by Reason of Incompetency	

Non-Conviction Values

Absconded	Not Filed
Acquitted	Not Guilty
Case Closed	Other Agency Warrant
Charge Dropped	Out of County Wrnt
Conditional Discharge	Pardoned
Continued	Probation Modified
Court Order	Prosecution Declined
Deceased	Quashed
Deferred	Reduced To Warning
Deferred Prosecution	Refer To
Deferred Sentence	Refused Extradition
Deported	Reinstated
Detainer Cancelled	Released
Dismissed	Released No Charge
Diversion	Reported Deceased
Extended	Reversed
Extradited	Revoked
File Closed	Stay of Proceeding
Final Discharge	Stricken
Hung Jury	Suspended
Included	Terminated
Maximum Term Expired	Turned Over To
Mistrial	Unavailable
No Action	Vacated
No Charge Filed	Waive Extradition
No Prosecution	Warrant Expired
Nolle Prosecution	Warrant Issued

Enhancements

Attempt	Firearm
Complicity	Protected Zone
Conspiracy	Sexual Motivation
Domestic Violence	Solicit
Drug Related	Weapon
DUI	

Appendix G - Disposition Updates

Dismissed	
Final Discharge	RCW 9.96.050
Probation Terminated	
Supervision Terminated	RCW 3.66.069
Order of Discharge	RCW 9.96.050
Certificate of Discharge	RCW 9.94A.220/637
Certificate of Rehabilitation	RCW 9.41.047
Right to Possess a Firearm Restored	RCW 9.41.040(4)
Restoration of Civil Rights	RCW 9.92.066

Appendix H - Court Orders and Pardons

Court Orders

Juvenile Seal or Destroy	RCW 13.50.050
Vacate	RCW 9.95.240, 9.94A.230, 9.94A.640, 9.96.060, 9.92.066
Deletion	RCW 10.97.060 <u>non-conviction</u>
Expungement	Requires a court order for <u>Conviction-no RCW</u>

Pardons

Full and Unconditional Pardon	RCW 9.9A.885
Conditional Pardon	
Conditional Clemency	
Sentence Commuted	
Conditional Commutation	

Appendix I - Department Of Corrections (DOC) Custody Status

Custody Status

Absconder
Act-Comm PLC-Active Community Placement
Active
Bench Warrant
CC (Escape) Community Custody
CCD-Community Custody Home Detention
CCI (Inmate)-Community Custody Inmate
CCJ-Community Custody Jail
CCP-Community Custody Placement
Dead
Escaped
Inactive
Out Furlough
Out of State
Out to Court
Out to Jail
Paroled
Resident Vacated

Type

Comm Sup – Community Supervision
DOC Offender – Department of Corrections Offender
Inactive
Inmate
Parole
Partial Conf – Partial Confinement
Probation
Supervision
Total Conf – Total Confinement
Vacated

Appendix J - Department of Corrections Custody History

Commitment - an inmate at a correctional facility.

Supervision - a person is a resident of Washington State and is supervised by DOC.

Interstate Supervision - a person is from out of state and is supervised by DOC.

Appendix K - Crime Code Book

The Criminal Justice Information Act (CJIA) crime code book contains three sections: a listing of crimes in alphabetical order, crime code order, and RCW order. The CJIA crime code book is available on the WATCH-CJ website at <http://watchcj.wsp.wa.gov>. Contact the Background Check Unit at (360) 534-2000 Option 5 to set up an account.

Glossary

Abet: To incite, sanction, or help in wrongdoing.

Abscond: To run away or escape.

ACCESS: A Central Computerized Enforcement Service System.

Access Device: Any card, plate, code account number, or other means of account access that can be used alone or in conjunction with another access device to obtain money, goods, services, or anything else of value, or that can be used to initiate a transfer of funds, other than a transfer originated solely by paper instrument.

Accessory: A person who, though absent, helps another to break or escape the law.

Accomplice: A person who knowingly participates with another in an unlawful act.

Acquit: To find a defendant not guilty in a criminal case.

Adjudicate: To hear and decide a case; adjudge.

Adverse: A disposition not favorable to the defendant.

Affidavit: A written or printed declaration or statement under oath.

AFIS: Automated Fingerprint Identification System. A computer used for searching and storing rolled or partial (latent) fingerprints.

AKA: Also known as; see alias.

Alias: An assumed name; a name other than the “master name” used on a subsequent retainable fingerprint card submission.

Alford Plea: A plea entered into by a defendant without actually admitting guilt; adverse finding.

Amend: To change or revise the existing information.

Annotations: Information noted in finger block pertaining to special circumstances when rolling fingerprints. The only annotations accepted by the WSP and FBI for live scan transmissions are “XX” for Missing or Amputation, and “UP” for Unable to Print. The same annotations are used for inked prints, but are printed in the top of the finger block by the person taking the prints.

AOC: Administrative Office of the Courts.

AOF: Already on file.

Appeal: Review of a case by a higher court (either the appellate or supreme court).
Arraignment in criminal cases; a court hearing where a defendant is advised of the charges and asked to plead guilty or not guilty.

Attempt: A person is guilty of an attempt to commit a crime if, with intent to commit a specific crime, he/she does any act which is a substantial step toward the commission of that crime.

Attorney General: The attorney (AG) or an assistant attorney general (AAG) who appears and acts as counsel for the state.

Axis: The vertical and horizontal direction of the fingerprint impression as it is placed in the fingerprint block.

Bail: An amount of money determined by the judge and posted with the court as security to ensure the defendant's appearance in court at a specific time.

Bail Forfeiture: Abbreviation Bail Forfeit or BF. The money which the defendant posted at the time of arrest is forfeited by the defendant when he/she does not comply with the directions of a court requiring appearance at a criminal action or proceeding. Also, bail forfeiture may be the final disposition allowed by the court to clear the case without further action; adverse finding.

Bench Warrant: A warrant issued directly by a judge to a law enforcement officer for the arrest of a person who has been held in contempt, indicted, disobeyed a subpoena, or failed to appear for hearing or trial.

Bifurcation: The point where one fingerprint ridge divides into two ridges.

Candidate List: A list of possible fingerprint matches provided by AFIS resulting from a fingerprint search of the AFIS database.

CAR: Criminal Answer Required. A type of transaction used for electronic transmission of criminal fingerprints and related demographics; a response is returned to the contributor by the WSP and the FBI.

Card-Scan: Electronic imaging of a fingerprint card; entry of demographic information and scanning of fingerprint impressions in preparation for electronic submission.

CCH: Computerized Criminal History.

CDD: Court Disposition Date

Chapter 202: The Private Sector Act, RCW 43.43.815.

Chapter 486: The Child and Adult Abuse Information Act, RCW 43.43.830.

Charge: Formal accusation of having committed a criminal offense.

Characteristics: Features of the friction ridge commonly referred to as minutia(s) or points of identification; individual characteristics of a fingerprint.

CHRI: Criminal history record information. Information contained in records collected by criminal justice agencies, other than courts, on individuals consisting of identifiable descriptions and notations of arrests, detentions, indictments, information, or other formal criminal charges, and any disposition arising there from, including sentences, correctional supervision, and release.

CHRU: Criminal History Records Unit.

Citation: A summons to appear in court; reference to authorities in support of a legal argument.

Civil: Person or entity against whom a civil action is brought.

Civil Action: A court action which is not criminal and relates to the private rights of individuals.

CJA: Criminal Justice Agency or a Criminal Justice Applicant. A court or government agency which performs the administration of criminal justice pursuant to a statute or executive order and allocates a substantial part of its budget to the administration of criminal justice. Also refers to an individual who is currently working for a criminal justice agency or who is or has applied to work for a criminal justice agency.

CJIA: Criminal Justice Information Act, Chapter 10.98 RCW.

CJIS: Criminal Justice Information Services of the FBI.

Classification: Assigning basic fingerprint patterns to a fingerprint according to its general characteristics.

CNA: Criminal No Answer Required. A type of transaction used for electronic transmission of criminal fingerprints and related demographics; a response is returned to the contributor by the WSP only.

Community Custody: The portion of an inmate's sentence of confinement, in lieu of earned early release time, served in the community subject to controls placed on the inmate's movement and activities by the Department of Corrections.

Complicity: The state of being an accomplice.

Community Placement: That period during which the offender is subject to the conditions of community custody and/or post-release supervision, which begins either upon completion of the term of confinement (post-release supervision) or at such time as the offender is transferred to community custody in lieu of earned release. Community placement may

consist of entirely community custody, entirely post-release sentence, or a combination of the two.

Community Service: A sentencing alternative used in lieu of a monetary penalty or fine; a compulsory service, without compensation, performed for the benefit of the community by the offender.

Community Supervision: A period of time during which a convicted offender is subject to crime-related prohibitions and other sentence conditions imposed by a court.

Compromise of Misdemeanor: When a defendant is prosecuted in a criminal action for a misdemeanor, for which the person injured by the act has a remedy by civil action, the offense may be compromised. If the party injured has received satisfaction for the injury, the court may order all proceedings to be discontinued and the defendant discharged. The defendant may not be later prosecuted criminally for this offense.

Concurrent Sentence: Two or more terms of imprisonment, all or part served simultaneously. The offender is entitled to discharge at the expiration of the longest term specified.

Conditional Discharge: Abbreviation: Cond Discharge. An interim disposition reflecting conditional discharge from supervision or confinement; generally relates to state supervision.

Consecutive Sentence: One sentence is to follow another in point of time; the second sentence is deemed to be consecutive.

Conspiracy: A person is guilty of a criminal conspiracy when, with intent, that conduct constituting a crime be performed, he/she agrees with one or more persons to engage in or cause the performance of such conduct, and any one of them takes a substantial step in pursuance of such agreement.

Continued Adjourment: Postponement of a hearing, trial, or proceeding to a subsequent day or time.

Conviction Data: Criminal history record information relating to an incident which has led to a conviction (guilty), or other disposition adverse to the subject.

Core: The approximate center of a fingerprint pattern.

CPL: Other court sentence provision literal (court sentence).

CRD: Criminal Records Division of the Washington State Patrol.

CRI: Contributing Agency Identifier. Agency contributing the fingerprinting event to the Section.

DI: Data input. A job function performed on AFIS which connects the demographic information with the fingerprint images scanned by a high-volume image scanner. The connectivity is completed by means of entry of the Transaction Control Number (TCN),

Defendant: Person charged with a crime.

Deferred Prosecution: Abbreviation: Deferred Pros. The postponing of the prosecution of a subject to a future time; considered as non-conviction for CHRI dissemination purposes.

Deferred Sentence: The postponing of the execution of a sentence to a future time; considered as conviction for CHRI dissemination purposes.

Delta: The delta is that point on a ridge at or in front of nearest the center of the divergence of the type lines.

Destroy: Upon receipt of a court order to destroy a juvenile record, the record is destroyed.

Detainer Cancelled: Abbreviation Detainer Cncl'd. The "hold" placed on a subject is cancelled; no further action taken.

Determinate Sentence: A sentence that states with exactitude, the number of actual years, months, or days of total confinement, of partial confinement, of community supervision, the number of actual hours or days of community service work, or dollars or terms of fine or restitution. The fact that an offender through "earned early release" can reduce the actual period of confinement shall not affect the classification of the sentence as a determinate sentence.

Dismiss: To dispose of an action or suit without any further consideration or hearing.

Dismissal With Prejudice: The pronouncing of a judgment preventing legal redress or recovery or the right to bring or maintain an action on the same claim or cause.

Dismissal Without Prejudice: Dismissed without bias to the right of the complainant to sue again on the same cause of action or the prosecutor to file charges at a later time.

Disposition: The formal conclusion of a criminal proceeding at whatever stage it occurs in the criminal justice system.

Dissemination: Disclosing criminal history record information to any person or agency outside the agency possessing the information.

District Attorney: See Prosecuting Attorney.

District Court: A court of limited jurisdiction for determining traffic cases, violations of local ordinances, violations of state law, criminal cases, civil cases, or jury cases.

DOA: Date of arrest or receipt.

DOB: Date of birth.

DOC: Department of Corrections.

DOO: Date of offense.

Exonerate: To free from charge, responsibility, or obligation; non-conviction information.

Expunge: The act of physically destroying information including criminal records in files, computers, or other repositories.

Extended: The case or supervision time is extended for a longer period of time.

Extradition: The turning over of an alleged criminal, fugitive, or prisoner by one agency to another.

FTA: Fail to appear. The defendant failed to make himself/herself accountable to the court and/or did not appear in court at the time ordered to do so.

FTC: Fail to comply. Defendant failed to act in accordance to the terms of the sentence imposed by the courts.

Fail to pay: Defendant failed to pay fine or costs or both imposed at the time of sentencing.

FBI: Federal Bureau of Investigation.

FBI Fingerprint Search Response: The fingerprint search results received at the contributing agency's ACCESS terminal or via electronic mail.

Federal Boarder: A federal offender under supervision or confinement by the state of Washington.

FEL: Felony. The offense classification designating the more severe crimes; for purposes of sentencing, classified felonies are designated as one of three classes: (1) Class A: punishment not to exceed confinement in a state correctional institution for a term of life imprisonment, or by a fine in an amount fixed by the court of \$50,000, or by both; (2) Class B, punishment not to exceed confinement in a state correctional institution for a term of ten years, or by a fine in an amount fixed by the court of \$20,000, or by both; or (3) Class C, punishment not to exceed confinement in a state correctional institution for five years, or by a fine in an amount fixed by the court of \$10,000, or by both.

Final Discharge: Abbreviation: Final Dischrg. Defendant has completed the requirements of his/her sentence and has received a final discharge from confinement or supervision, and may also have civil rights restored.

Financial Responsibility: The ability of a person to respond in damages for motor vehicle liability.

Fine: A sum of money imposed upon a convicted person as punishment for a criminal offense.

Fingerprint Comparison: Comparing two sets of fingerprints impressions to determine if they are the same person.

Fingerprint Reader: A high-volume scanning device which scans the fingerprint images on the fingerprint card. It takes a digitized image of the fingerprints and transmits the images to the AFIS terminals to be viewed by a technician. The fingerprint reader gives each fingerprint a “score” based on the quality of the fingerprint image. “A” quality - a good quality fingerprint; “B” quality - an acceptable quality fingerprint; “C” quality - a poor quality fingerprint.

First Time Offender: Any person who has no prior convictions for a felony, and is eligible for the first-time offender waiver under RCW 9.94A.650.

Flat Impressions (Flats): The fingerprint impressions taken simultaneously at the bottom of a fingerprint card. They are also known as “Slap Prints” or “Plain Impressions”.

FPC: Fingerprint classification.

Fugitive: A person who has fled from justice.

Gross Misdemeanor: Any crime other than a felony or misdemeanor; punishable by imprisonment in the county jail for a maximum term fixed by the court of not more than one year, or by a fine in an amount fixed by the court of not more than \$5,000, or by both.

Henry System Classification: A system of fingerprint classification developed by Sir Edward Richard Henry, England, in 1901.

HIT: Term used by fingerprint technicians indicating a positive fingerprint identification which reveals an existing record.

Hung Jury: A mistrial was declared because the jury could not agree on a verdict.

IAFIS: Integrated Automated Fingerprint Identification System; the FBI fingerprint system.

III (Triple I): Interstate Identification Index. A criminal history index in the National Crime Information Center (NCIC) System.

III Participant:

State repository with indexed criminal history record information in the NCIC III.

Indictment: Written accusation of a grand jury, charging that a person or business has committed a crime.

Infraction: An act which is prohibited by law, but which is not legally defined as a crime. In Washington State, many traffic violations are classified as infractions.

Interstate Unit: A unit within the state Department of Corrections which administers an interstate agreement for the supervision of out-of-state offenders.

J&S: Judgment and sentence. Disposition completed by the court upon adjudication of a felony offense.

Juvenile Detention: Confinement or incarceration of a juvenile offender.

Juvenile Offender: An individual who is under the chronological age of 18 years (and who has not been previously transferred to adult court), and has been found by the juvenile court to have committed an offense. This includes a person 18 years of age or older over whom jurisdiction has been extended.

Latent Fingerprint: Present but not visible until developed using powders, light sources, or chemical means.

Lights-Out: Electronic submission of information received and processed without human intervention.

Live scan: Electronic recording of fingerprint impressions and related demographic data.

MAP: Miscellaneous Applicant. A type of transaction used for electronic transmission of retainable fingerprints and related demographics.

Master Fingerprint Card: Original fingerprint card retained by the Section.

Master Name: Name received on the first retainable fingerprint card received at the Identification and Criminal History Section.

Material Witness: A person whose testimony is important to the outcome of a case.

Maximum Term Expired: Abbreviation: Max Term Exp. Maximum term of sentence has expired.

Minutia(e): Refer to Characteristics.

Mistrial: Erroneous or invalid trial. Usually declared because of prejudicial error in the proceedings or when there was a hung jury.

Mitigating Circumstances: Those circumstances which do not constitute a justification or excuse for an offense, but which may be considered as reasons for reducing the degree of blame.

Modify: To change or revise the existing information.

Municipal Court: A court of limited jurisdiction for matters arising from ordinances of a city.

Name Inquiry: Abbreviation: NI. WASIS name and date of birth inquiry to determine if there is an existing record on file.

NCIC: National Crime Information Center.

NF: Not found; not on file.

NFUF: Non-Federal User Fee or No Charge. A type of transaction used for electronic transmission of non-retainable and retainable (ie: personal identification) fingerprints and related demographics.

No Action: No further action taken on the case.

No Charge Filed: Abbreviation: No Chrg Filed. No charges filed in court on the defendant at this time.

No Prosecution: Charge was not filed by the prosecutor.

Nolle Pros: Nolle Prosequi. Declaration that the plaintiff in a civil case, or prosecutor in a criminal case, will drop prosecution of all or part of a suit or indictment.

Non-conviction Data: All criminal history record information relating to an incident which has not led to the conviction or other disposition adverse to the subject, and for which proceedings are no longer actively pending more than one year since arrest, citation, or service of warrant and no disposition has been entered.

Nunc Pro Tunc: Now for then; allows an action to be taken subsequent to when it should have with retroactive effect.

OCA: Originator's case agency number. Also known as Local Identification (LID) number.

Offender Score: During felony conviction sentencing, the score is the sum of points accrued based on prior convictions and seriousness level of the present conviction to determine the presumptive sentencing range.

OIN: Other Identifying Number; see Unique Number.

Omnibus Hearing: A pre-trial hearing normally scheduled at the same time the trial is established. Purpose of the hearing is to ensure each party received (or discovers) vital information concerning the case held by the other.

Order of Certificate of Rehabilitation: Abbreviation: Ord Cert Rehab. A certificate of rehabilitation issued upon completion of a treatment program or by a court restoring certain rights.

Ordinance: A local law.

ORI: Originating Agency Identifier. A unique agency identifier number assigned by the FBI.

Pardoned: The exemption of a convicted person from the penalties of an offense or crime by the power of the executor of the laws.

Pattern Type: The classification given to a fingerprint denoting its primary characteristic (e.g., whorl, loop, arch, etc.).

PCN: Process Control Number. A number linking disposition(s) to arrest fingerprinting event(s).

Personal Identification: Fingerprints submitted voluntarily by a resident of Washington for the purpose of securing a more certain and easy identification in case of identity theft, death, injury, loss of memory, or similar circumstances. Upon request of such person, the Section shall return their identification data.

Plain Impressions: See Flat Impressions.

POB: Place of birth.

Post-Release Supervision: The portion of an offender's community placement that is not community custody.

Preponderance of Evidence: As a standard of proof in civil cases, evidence which shows the fact sought to be proved is more probable than not.

Probation Modified: Abbreviation: Prob Modified. A court order modifying terms of probation.

Probable Cause: Reasonable cause, having more evidence for than against; a reasonable belief that a crime has or is being committed; the basis for lawful searches, seizures, and arrests.

Probation: Set of conditions and regulations under which a person found guilty of a crime is allowed to remain in the community, usually under the supervision of a probation officer.

Proof Beyond A Reasonable Doubt: RCW 9A.04.100. Every person charged with the commission of a crime is presumed innocent unless proven guilty. No person may be convicted of a crime unless each element of such crime is proved by competent evidence beyond a reasonable doubt. When a crime has been proven against a person, and there exists a reasonable doubt as to which of two or more degrees he/she is guilty, he/she shall be convicted only of the lowest degree.

Prosecution Declined: Abbreviation: Pros Declined. No further action taken by prosecutor.

Prosecuting Attorney: The attorney who initiates or files a criminal case.

Prosecution: Act of pursuing a lawsuit or criminal trial; the party that initiates or files a criminal case.

Protection Proceeding: A court finding regarding a person, over the age of 18, who has been found to have abused or financially exploited a vulnerable adult.

QC: Quality Control. A process completed by employees at the Identification and Criminal History Section to provide the best quality AFIS and WASIS databases for future searches.

Quashed: A warrant that has been annulled or set aside.

RAP Sheet: Record of arrests and prosecutions information received from criminal justice agencies throughout Washington State.

RCW: Revised Code of Washington; the laws of Washington State.

Reasonable Doubt: An accused person is entitled to acquittal if, in the minds of the jury, his/her guilt has not been proved beyond a "reasonable doubt"; that state of minds of jurors in which they cannot say they feel an abiding conviction as to the truth of the charge.

Record Review/Challenge: Any individual has the right to inspect criminal history record information or dependency record information on file which refers to him/her. If an individual believes such information is inaccurate or incomplete, he/she may challenge and request the information be purged, modified, or supplemented.

Refused Extradition: Abbreviation: Ref Extradition. Subject involuntarily returned.

Reinstated: Terms of supervision or release have been reinstated after initial revocation.

Rel No Chrg: Released No Charge. Subject released with no penalties imposed or charges filed.

Remand: To send back to a lower court.

Remote Workstations: An AFIS terminal housed in remote locations throughout the state of Washington connected directly to the central site AFIS. These locations can do tenprint and latent searching, in addition to the ability to search other AFIS locations.

Restitution: Act of giving the equivalent for any loss, damage, or injury.

Retab: An adhesive block or label used to replace a previously rolled fingerprint impression on a fingerprint card.

Revoked: All or portion of terms or conditions of sentence has been nullified by reversal or withdrawal.

Rolled Impressions: The ten nail-to-nail rolled fingerprint impressions.

Seal: A court order to "seal" a juvenile record from view.

Sentence: Judgment formally pronounced by a judge upon a defendant after his/her conviction in a criminal prosecution.

Sentence Range: The sentencing court's discretionary range in imposing a non-appealable sentence.

SID number: State Identification number. Unique number assigned to an individual when the Section receives the first retainable fingerprint card for that person. All subsequent submissions are given the same SID number based on positive fingerprint identification.

Slap Prints: See Flat Impressions.

SMT: Scars, marks, tattoos, and amputations.

SOAP: Stay out of area of prostitution; a condition of sentence or probation.

SOC: Social security number.

SODA: Stay out of drug area; a condition of sentence or probation.

Solicitation: A person is guilty of criminal solicitation when, with intent to promote or facilitate the commission of a crime, he/she offers to give or gives money or other thing of value to another to engage in specific conduct which would constitute such crime or which would establish complicity of such other person in its commission or attempted commission had such crime been attempted or committed.

SOR: Sex or Kidnapping Offender Registration.

SRA: Sentencing Reform Act.

SSOSA: Special Sex Offender Sentencing Alternative.

Statute: A law created by the legislature.

Stay of Proceedings: Abbreviation: Stay of Proceed. Judicial proceeding halted by order of the court; temporary disposition.

Stipulation: An agreement by parties on opposite sides of a case regarding any matter in the trial proceedings.

Stricken: Removed from the court calendar.

Subpoena: Document issued by authority of the court to compel a witness to appear and give testimony or produce documentary evidence in a proceeding. Failure to appear or produce is punishable by contempt of court.

Subpoena Duces Tecum: "Under penalty you shall take it with you." A process by which the court commands a witness to produce specific documents or records in a trial.

Summons: Document or writ directing the sheriff or other office to notify a person that an action has been commenced against him/her in court, and that he/she is required to appear on a certain day and answer the complaint in such action.

Superior Court: The court having original criminal jurisdiction of felony offenses and misdemeanors when not otherwise provided by law.

Suspended Sentence: Execution of the sentence has been withheld by the court based on certain terms and conditions.

TCN: Transaction Control Number. The unique AFIS tracking number assigned to each fingerprint card or transaction. The number prints in the top left corner on the front of a fingerprint card. Paper cards received at CRD by mail are assigned a TCN, all of the information on the fingerprint card and the fingerprints are entered and treated like an electronic submission.

Tenprint: See Rolled Impressions.

Terminated: Terms or conditions of supervision or release have been terminated.

Tort: An injury or wrong committed, with or without fact, to the person or property of another, which gives rise to a civil claim for damages.

TOT: Type of Transaction. A type of transaction used for an electronic transmission of fingerprints and related demographics to CRD.

Typelines: In a fingerprint pattern, typelines are the two innermost ridges which start or go parallel, diverge, and surround or tend to surround the pattern area.

Unique Number: Also known as OIN (other identifying number); assigned by an arresting or booking agency to identify a specific charge in an arrest. Used as a tracking number, it is often the agency's incident or citation number.

Update/Upgrade: To bring existing information up-to-date.

Vacation of Conviction Record: An offender may apply to the sentencing court for a vacation of conviction. The court may clear the record of conviction and the fact that the offender has been convicted of the offense shall not be included in the offender's criminal history record; the order of "vacated" replaces "guilty" in disposition status.

Venue: The specific county, city, or geographical area in which a court has jurisdiction.

Verification: A comparison of two sets of fingerprints done by a fingerprint technician either on the AFIS computer screen with the electronic fingerprint images, or manually by comparing two cards to determine whether or not the fingerprints were made by the same person.

Violent Offense: Any felony defined under any law as a Class A felony or an attempt to commit a Class A felony; criminal solicitation of or criminal conspiracy to commit a Class A felony and other offenses as defined in RCW 9.94A.030(50).

WAC: Washington Administrative Code.

WACIC: Washington Crime Information Center. WACIC contains the “hot files” for Washington State, including wanted persons, stolen vehicles, missing persons, etc.

Waived Extradition: Abbreviation Waive Extradition. Consent given by a defendant to be returned to the state where a warrant has been issued alleging he/she has escaped from confinement, or broken terms of his/her bail, probation, or parole.

Warrant: A writ or court order authorizing an officer to make an arrest, seizure, or search or perform some other designated act.

Warrant Expired: A final disposition of an offense because the time limitation of action has expired.

Warrant Issued: An interim disposition of an offense due to issuance of a warrant for arrest; subject has not been arrested to date.

WASIS: Washington State Identification System. The criminal history records database for the State of Washington.

WIN: Western Identification Network. A consortium of states who share AFIS resources. Records contained in WIN are available for search by central site members and interface members.

Writ: A special written court order directing a person to perform, or refrain from performing, a specific act.

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