



Washington State Patrol Identification Section

PO Box 42633  
Olympia WA 98504-2633

SID: \_\_\_\_\_  
DATE: \_\_\_\_\_  
ACTION: \_\_\_\_\_

REQUEST FOR REVIEW OF REFUSAL TO MODIFY RECORD

Pursuant to RCW 10.97.080 and WAC 446-20-160

**Note:** See RCW and WAC on page 2.

DATE: \_\_\_\_\_

I, \_\_\_\_\_, request the head of the Washington State  
(print name)

Patrol to review and make a final determination of my challenge to the accuracy or completeness of my criminal history record information maintained by the Washington State Patrol.

My challenge, a copy of which is attached, was made on \_\_\_\_\_, and was refused  
(date of challenge)

on \_\_\_\_\_. I request that my challenge be allowed and my record be modified in  
(date of refusal)

accordance with such challenge.

\_\_\_\_\_  
SIGNATURE OF APPLICANT

Address of Applicant

\_\_\_\_\_  
STREET

\_\_\_\_\_  
CITY STATE ZIP

## **RCW 10.97.080**

Inspection of information by subject — Challenges and corrections.

All criminal justice agencies shall permit an individual who is, or who believes that he or she may be, the subject of a criminal record maintained by that agency, to appear in person during normal business hours of that criminal justice agency and request to see the criminal history record information held by that agency pertaining to the individual. The individual's right to access and review of criminal history record information shall not extend to data contained in intelligence, investigative, or other related files, and shall not be construed to include any information other than that defined as criminal history record information by this chapter.

Every criminal justice agency shall adopt rules and make available forms to facilitate the inspection and review of criminal history record information by the subjects thereof, which rules may include requirements for identification, the establishment of reasonable periods of time to be allowed an individual to examine the record, and for assistance by an individual's counsel, interpreter, or other appropriate persons.

No person shall be allowed to retain or mechanically reproduce any nonconviction data except for the person who is the subject of the record. Such person may retain a copy of their personal nonconviction data information on file, if the criminal justice agency has verified the identities of those who seek to inspect them. Criminal justice agencies may impose such additional restrictions, including fingerprinting, as are reasonably necessary both to assure the record's security and to verify the identities of those who seek to inspect them. The criminal justice agency may charge a reasonable fee for fingerprinting or providing a copy of the personal nonconviction data information pursuant to this section. The provisions of chapter [42.56](#) RCW shall not be construed to require or authorize copying of nonconviction data for any other purpose.

The Washington state patrol shall establish rules for the challenge of records which an individual declares to be inaccurate or incomplete, and for the resolution of any disputes between individuals and criminal justice agencies pertaining to the accuracy and completeness of criminal history record information. The Washington state patrol shall also adopt rules for the correction of criminal history record information and the dissemination of corrected information to agencies and persons to whom inaccurate or incomplete information was previously disseminated. Such rules may establish time limitations of not less than ninety days upon the requirement for disseminating corrected information.

## **WAC 446-20-160**

Review of refusal to alter record.

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 twenty business days of the date of receipt of such refusal. The request for review must be in writing, and must be made by the completion of a form substantially equivalent to that set forth in WAC 446-20-410. If review is requested in the time allowed, the head of the agency whose record or submission has been challenged must complete the review within thirty days and make a final determination of the challenge. The head of the agency may extend the thirty-day period for an additional period not to exceed thirty business days. If the head of the agency determines that the challenge should not be allowed, he or she must state his or her reasons in a written decision, a copy of which must be provided to the subject of the record. Denial by the agency head will constitute a final decision under RCW 34.04.130.