

ACCESS Request for Off-Line Search



Is this search due to misuse of the system?	☐ Yes ☐ No
If yes, you must submit a Violation Incident Report form to access@wsp.wa.gov immediately upon an allegation of misuse and again once when your investigation is completed.	
What is the search on (e.g., License Plate, Vehicle Identification Number, Person's Name)? Please include date of birth (if known), Article Serial Number, and Gun Serial Number.	
Agency Case Number (OCA, if applicable)	
Period of time for the search (please remember that the journal is only 3 years plus the current year)	
Purpose of the Search	
Name of the Requester	
E-Mail Address of the Requester	
Agency's Primary ORI	
Additional information that you have	

Submit completed form to itdhelp@wsp.wa.gov