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Criminal Justice



Training Manual

2019

WASHINGTON STATE PATROL CRIMINAL RECORDS DIVISION

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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). In January 2017, the Identification and Criminal History Section was administratively divided into two separate sections: The Criminal History Records Section and the Identification/Background Check Section. The two sections continue to be co-located and perform the same functions as previously.

Overviews and procedures are provided in order to facilitate statutory compliance, improve reporting, and increase public safety through complete, accurate, accessible criminal history, and expert technical services.

The Section is in the Criminal Records Division (CRD) of the Investigative Services Bureau (ISB) of the Washington State Patrol (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, 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. They now retain all levels of offenses.

The Section retains CHRI for 120 years from the most recent date of birth; records in the Washington State Identification System (WASIS) criminal history database are purged when the individual turns 120 years old. 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 Biometric Identification System (ABIS). ABIS searches, compares, identifies, and stores the fingerprint images. If the system is unable to make the identification, a fingerprint technician may be required to review the fingerprints to determine whether it is a positive identification. The CHRI is maintained in the WASIS database. As information is updated in WASIS, Notices of Arrest (NOA) are generated

and either emailed 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 livescan 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 nonconviction 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 (WATCHCJ) 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 contact 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.

Fingerprint Equipment

Manual Fingerprint Rolling

Paper fingerprint cards mailed into the Section are turned into an electronic format to facilitate electronic fingerprint processing and submission to the FBI. Mailed in fingerprint cards receive WASIS computerized criminal history (CCH) messages to an email account or through A Central Computerized Enforcement Service System (ACCESS).

Ink

Black printers ink and roller

- Black printers ink is made especially for taking fingerprints.
- High quality prints.
- Dries quickly.
- Amount of ink controlled by the person taking the fingerprints.
- Captures reduced ridge characteristics.
- Decontaminate by cleaning and re-inking the slab and roller.

Ink strips

- Black printers ink, pre-inked onto plastic strips.
- Dries quickly.
- Decontaminate by replacing ink strip.

Porelon pad

Fingerprinting pads are made especially for taking fingerprints, all other ink pads will result in poor quality fingerprints and the fingerprints will be rejected.

- Pre-inked pad.
- Dries quickly.
- Decontaminate by replacing the Porelon pad.

PrintMatic pad

- Pre-inked ceramic pad.
- Capillary action brings ink to surface of ceramic pad.
- Decontaminate by replacing the PrintMatic pad.

Print master

- Special ink thinner and pillow requirements.
- Decontaminate by cleaning and re-inking the pillow.

Inkless Systems

Digit 10 or Identa-Print

- Inkless.
- Requires developer unit and chemical sheets.
- Each unit will produce up to 1,000 cards.
- Decontaminate by replacing inkless pad.

Livescan

Livescan is an integrated system that electronically captures and transmits fingerprints and arrest data to the Section. This data updates the WASIS CCH database and ABIS in an automated environment. The Section's goal is to provide real-time identification to local law enforcement agencies while the subject is still in custody.

Fingerprint and demographic information is captured on livescan systems at local booking stations and transmitted to the WSP ABIS. Fingerprint cards and court disposition report forms may be printed at the local booking station. The disposition report form with the Process Control Number (PCN) should be forwarded to the appropriate court and/or prosecutor.

When ABIS receives the transmission, the demographic information is forwarded to the WASIS CCH system for a name search. If a name match (hit) is made, or if a SID number has been provided by the submitting agency, an automated fingerprint comparison is performed with the fingerprints on file for that SID number along with the fingerprints received from the livescan. If the fingerprint quality is poor, the prints for the candidate SID number and the prints received are displayed for a fingerprint technician to compare.

If the fingerprints are identified to a SID number, the WASIS CCH record for that individual is automatically updated and a response is transmitted to the submitting agency livescan device notifying them that the arrest record was identified with the SID number. A Notice of Arrest (NOA) may also be sent to a designated email address.

If the fingerprints are not identified based on a name search, they are searched against the Western Identification Network (WIN) ABIS database of over six million records. If no match is made to a Washington record, a SID number is assigned for the subject, the fingerprints are added to the ABIS database/archive systems, and a new record is established in WASIS CCH. If a match is found, the WASIS CCH record is updated with the additional arrest information for the SID number. In both cases, a message is transmitted to the booking station with the results.

All new records are searched against the ABIS Unsolved Latent Print database, which contains latent prints from unsolved crimes in Washington. Frequently, fingerprints submitted are better quality than fingerprints on file in ABIS. In these cases, the existing lesser quality fingerprints are replaced with the new better quality prints, which are then searched against the ABIS Unsolved Latent Print database.

Fingerprint Equipment Continued

There are two types of livescan connections: the concentrator and the direct connection. Agencies that only transmit applicant and/or sex/kidnapping offender registration (SOR) fingerprints are connected to the concentrator. Updates to tables, such as reason fingerprinted, must be done manually by the agency or by contacting the livescan vendor.

Agencies who submit criminal arrests, applicants, and SOR are directly connected to ABIS via the intergovernmental network (IGN) line. Livescans connected via the IGN line receive responses directly to their livescan devices. The messages include rejected fingerprints, SID number, etc. Table updates, such as crime codes, are updated electronically. Both types of connections receive WASIS CCH messages to an email account or through ACCESS.

Real Time Identification

When a person is booked and the fingerprints transmitted electronically to the WSP, a response is normally received by the agency within two hours. This allows an agency to know who is in their jail. If the fingerprints were rejected, it allows the agency to re-fingerprint the subject prior to releasing them.

If the subject refuses to provide their name and date of birth, the corrections officer can send a Search and Return record to the WSP. The officer may create a record using the name John or Jane Doe with an approximate date of birth, transmit the record, and receive a response of who the subject is based on fingerprints if the person has fingerprints on file with the Section.

Livescan Standards

Every agency using a livescan system is responsible for sending arrest data according to the Washington State Patrol Electronic Fingerprint Transmission Specifications (EFTS). These specifications are utilized by the livescan and local records management system vendors as a blueprint for the submission of data to the WSP. A key element in the data is the Transaction Control Number (TCN) – a unique identification number generated for each fingerprint transmission. The TCN is used as an archive and tracking number in ABIS. The TCN is eighteen characters long and has five components; 2 letter state abbreviation, followed by the 2 digit county number, 2 digit city number, 4 digit livescan number, 7 digit sequential number, and a livescan generated check digit.

Example: WA = state
 34 = county
 01 = city

0001 = identifies the number of livescans in a criminal justice agency

0000007 = sequential number

1 = check digit

When contacting the Section about a specific fingerprinting event please provide the TCN.

Washington Certified Vendors

Only Washington State certified vendors are allowed to connect to the WSP, however non-certified vendors are allowed to sell their products in Washington. A vendor seeking certification in Washington State must meet the FBI Electronic Biometric Transmission Specifications (EBTS) and the Washington Electronic Fingerprint Identification Specifications (EFTS). Once a vendor has successfully met both, they will receive a certification letter from the WSP.

If an agency opts to purchase livescan equipment from a non-certified vendor, the agency will not be able to connect the livescan device to the WSP. If in doubt whether a vendor is or is not on the list, please contact the WSP point of contact for livescan installations prior to your purchase of the livescan equipment.

Refer to Appendix M for a list of certified vendors.

Steps for Initial Livescan Installation/Training

1. Contact the WSP livescan point of contact for a certified vendor list.
2. Contact the vendor directly for information on their livescan device.
3. Notify the WSP of the purchase and the name of the vendor.
4. Complete and return, via email, the Agency Check List form.
5. Review and sign the Livescan to WIN User Agreement (WSP's Budget and Fiscal Office will send you the agreement form, if applicable) and return to the WSP Budget and Fiscal Services Division.
6. The WSP will request the configuration data for the livescan and provide it to the livescan vendor.
7. Complete the connectivity testing (shows connectivity to the WSP).
 - a. When the test is complete, email a screen shot of the successful test to the WSP livescan point of contact. The WSP livescan contact will provide the testing information for the type of livescan connection to the WSP.
8. The vendor adds the configuration data to the livescan device and ships the equipment to the agency.
9. Training and installation is scheduled.

Fingerprint Equipment Continued

- a. The WSP will provide a list of dates available to the agency and the vendor to schedule the installation and training date(s). This step cannot be completed until all of the above steps are completed.
 - b. On the day of the installation/training, the vendor's livescan engineer will set up the livescan equipment and perform required testing. Livescan testing instructions are included later in this manual.
 - c. The WSP will provide training on demographic entry and rolling quality fingerprints. This training normally takes place during the morning while the engineer is setting up the livescan device.
10. The WSP training requirements:
- a. A room with a projection screen or blank wall for a PowerPoint presentation.
 - b. Tables and chairs.
 - c. A table to set up a projector/laptop and a livescan device.
 - d. Names and email addresses of attendees.
11. The training includes:
- a. A PowerPoint presentation on how to roll quality fingerprints and demographic entry.
 - b. The opportunity for attendees to roll quality fingerprints using a livescan device.
12. The vendor's engineer will provide administrative training. Normally this training takes place in the afternoon after the livescan installation and the WSP training are completed.

Steps for Replacing or Upgrading an Existing Livescan Device

1. Contact the vendor regarding the purchase.
2. Request the vendor notify the WSP ABIS Administrator of the upcoming replacement/upgrade.
3. Obtain the Transaction Control Number (TCN) and/or Process Control Number (PCN) from the old livescan device. DO NOT reset the TCN or PCN to the original block of numbers.
 - a. For criminal arrests, ensure the vendor has taken the current TCN and PCN from the old livescan device and added it to the new livescan device.
 - b. For applicant submissions, ensure the vendor has taken the current TCN from the old livescan device and added it to the new livescan device.
4. Submit a livescan test record.
 - a. A test record is prepared by the vendor, see instructions on the next page.
 - b. Prior to submitting the test record, the vendor must call the WSP Fingerprint Unit to let them know the livescan engineer will be submitting a test record.

- c. The Fingerprint Unit will monitor the submission and inform the vendor of any issues with the test record and when the record has been successfully processed.

Livescan Connectivity Test Record Instructions

The “Search and Return” process is used to submit test records to the Fingerprint Unit. Prior to sending a test record, call the Fingerprint Unit at (360) 534-2166 and provide the TCN.

1. Select the process type “Non-federal User Fee (NFUF)”.
2. Select “Search and Return” as the applicant type.
3. Select “Criminal Justice Investigative Purpose” as the reason fingerprinted.
4. Enter the name (last, first); use “Test” as the last name.
5. Enter a date of birth.
6. Enter physical descriptors (sex, race, eye and hair color, weight, and height).
7. Enter the place of birth.
8. Enter agency ORI, if it is not defaulted.
9. Annotate one or more fingers unable to print (UP) or amputated (XX).
10. Call the Fingerprint Unit.
11. Transmit the record.

Ask the Fingerprint Unit staff to call you when the transaction has been processed so you can check for an ABIS response. If you receive an ABIS response prior to the Fingerprint Unit’s call, please call and advise the response was received.

Fingerprint Card Completion

Fingerprints are recognized worldwide as a reliable way to identify a specific person. No two people have ever been found to have the same fingerprints, not even identical twins. A fingerprint impression of the pattern of ridges on the palmar surface of the end joint of each finger and thumb makes positive identification possible.

Upon receipt of the first retained 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 retained fingerprints received by the Section. If there is no existing SID number in ABIS, a new SID number is assigned. All subsequent retained fingerprints for the individual are assigned the same SID number based on positive fingerprint identification. Once the SID number is assigned, the demographic information is entered into WASIS. 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. Fingerprints may be submitted electronically using a livescan device or by mailing an inked fingerprint card to the Section.

Livescan

Six different livescan vendors are certified to sell and connect livescan devices to ABIS: Biometrics4all, CrossMatch, Dataworks Plus, Fieldprint (applicants only), Gemalto Cogent, and Idemia. The mandatory fields are the same in each livescan device; however, the entry and fingerprint rolling screens may look different.

The demographic information and the fingerprints are entered into the livescan device creating an electronic fingerprint card. The record is locked and the electronic fingerprint card is transmitted to the Section. Once the record is locked, a fingerprint card is available for printing. Retained fingerprints are assigned a SID number, WASIS is automatically updated with the retained demographic and criminal history record information (CHRI), and ABIS retains the fingerprints. The fingerprint card is then transmitted electronically to the FBI. A response is returned to the agency from the FBI and either a NOA or response message is returned to the agency via email. Agencies submitting criminal arrests also receive messages to the livescan device.

Type of Transaction (TOT)

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

Fingerprint Card Completion

- AMN – Amnesia Victim: This retainable, non-criminal submission pertains to persons known to have amnesia and who are 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.
- CAR – Criminal, Answer Required: This retainable transaction is a criminal arrest fingerprint submission for which the requester desires a response to be returned from the WSP and the FBI. There is no fee for this submission.
- DOC – Department of Corrections: This retainable transaction is a criminal incarceration fingerprint submission submitted from the Washington State Department of Corrections. There is no fee for this submission.
- 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. In September 2014, the FBI began retaining MAP fingerprints and assigning a FBI number/universal identification number (UCN). Submissions prior to September 2014 were not retained by the FBI and will not have a FBI/UCN.
- 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. There may be a fee associated to the background check.
- SOR – Sex/Kidnapping Offender Registration: This retainable transaction pertains to an individual who is fingerprinted in connection with a registration for a sex and/or kidnapping offense. A color photograph is required as part of the registration. The Offender Watch (OW) system used by local sheriffs’ offices to retain and manage sex/kidnapping offenders is electronically interfaced with the WSP. Once a photograph is entered into OW, it is electronically transmitted to the WSP where it is matched to the fingerprints to complete the registration. Change of address information and other updates are provided to WSP via the OW and Washington State Identification System (WASIS) interface which became fully operational on July 16, 2018.

Applicant Type

The applicant type of NFUF or MAP specifies what type of message response is returned to the agency.

- State & FBI App User Fee – Returns a conviction response from the state unless an agency is authorized to receive nonconviction state and FBI information.
- State App User Fee – Returns a conviction response from the state.
- Criminal Justice – Returns a nonconviction response from the state and FBI.
- Search and Return – Returns a nonconviction response from the state.
- State App No Charge – Returns a conviction response from the state.

Transaction Control Number (TCN)

A TCN is a unique identification number generated by the livescan device for each fingerprint submission for tracking and archive purposes. The Section assigns a TCN for mailed fingerprint submissions. The TCN consists of two alpha characters and sixteen digits. 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 livescan device number, the next seven digits are sequential numbers, and the last number is a check digit.

Example TCN: WA3201 0001 1234567(1).

Process Control Number (PCN)

The PCN is a unique tracking number assigned during a criminal arrest fingerprinting event.

The PCN:

- Links the arrest event to the disposition.
- Facilitates the electronic submission of disposition information to the WSP from the Administrative Office of the Courts (AOC) databases.
- Updates CHRI automatically with little or no staff intervention.
- Provides accurate and complete CHRI by increasing the number of arrests with dispositions on file.

The PCN is automatically assigned by the livescan device. When the arrest record is electronically transmitted to the Section, the PCN is entered along with the arrest information. The PCN is forwarded by the fingerprinting/arresting agency to the appropriate prosecutor and/or court for entry into the AOC's Judicial Information System (JIS), Superior Court Management Information System (SCOMIS), or the Superior Court Case Management System (Odyssey).

Agencies that do not have a livescan device must use a PCN packet. PCN packets are also provided to agencies when they install a new livescan device to use in the case of a power outage, the individual has poor quality fingerprints, or manual processing of fingerprint cards is required. Type or legibly hand write the information on the arrest fingerprint card and top portion of the disposition sheet. Do not write in the leave blank spaces. The TCN is assigned when the arrest fingerprint card is received by the Section via mail. The ink method is used to complete the fingerprint card and to place the right hand plain (flat) impressions on the bottom of the disposition report form. A PCN packet typically consists of two pre-stamped fingerprint cards and one disposition report form.

Note: The PCN will be replaced by the TCN in early-mid 2020 when the WASIS criminal history database upgrade is completed.

Fingerprint Submissions

Livescan Submissions

Each agency purchasing a new livescan device is provided with a computer disc; the disc contains the WSP Livescan Procedure Manual. The manual provides information on entering data and rolling quality fingerprints. Most questions can be answered by referring to the manual. In some cases, the agency may need to contact the vendor.

Mailed Submissions

When using the 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.

Fingerprint Card Completion

Criminal Arrest Card (CAR)

It is required by state statute (Revised Code of Washington [RCW] 43.43.735, .740, & 745) for law enforcement or correctional agencies to 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:

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

While it is not mandated by statute to fingerprint in these exceptions or for misdemeanors, the Section recommends fingerprints be taken on all arrests to ensure the most complete criminal history records possible. If the fingerprints aren't taken, the arrest and subsequent disposition will not appear on an individual's CHRI.

When fingerprint cards are rejected due to insufficient quality, it is permissible and recommended to re-fingerprint that individual the next time the person is arrested. If fingerprints are not obtained, that arrest information will not appear on the individual's criminal history record. When doing fingerprinting for rejected prints, the date fingerprinted would be the current date, the date of offense and date of arrest would be

Fingerprint Card Completion

the original arrest date from the rejected fingerprints. When fingerprints are rejected via livescan, notify the court that the PCN for that arrest event is no longer valid, sometimes referred to as a “dead” PCN since the fingerprints for that arrest event have been rejected. The court should remove the PCN from that case.

When a person is subsequently arrested on a different offense, fingerprints need to be taken for the new arrest and a second set of fingerprints should be taken for the rejected arrest. A new PCN & TCN are generated with each fingerprinting event. The PCN and TCN from the new arrest cannot be used for the rejected arrest. Do not open up a prior arrest event on the livescan, make changes, and submit the changed transaction as a replacement for rejected fingerprints. Do not print out a prior fingerprint card from the livescan and white-out the old information and place the rejected arrest information on the card.

The Section’s best practice recommendation is to create a “tickle” file or some other annotation on the individual’s record in the Records Management System (RMS) or Jail Management System (JMS) that the individual needs to be re-fingerprinted for the Date of Arrest (DOA) of the rejected fingerprints. Another alternative is to work with the prosecutor’s office and the court to have the individual taken into custody at arraignment or appearance in court to be re-printed for the rejected arrest offense.

To make changes to an existing record use a correction notice form, notice of arrest, or a page from the Record of Arrests and Prosecutions (RAPsheet). Clearly indicate the addition, correction, deletion, or deceased information.

Regardless of how the information is submitted to the WSP, the required arrest details and fingerprints are the same. The majority of arrest information is submitted electronically to the Section from local law enforcement and correctional agencies throughout the state. Only a small percentage of agencies continue to submit ink fingerprint cards.

Criminal Arrest Card Completion

Items in **bold** are mandatory fields on the fingerprint card and for livescan entry. Refer to the WSP Livescan Manual provided to the agency for additional entry information.

1. **TCN** – a unique identification number assigned by the Section when an inked fingerprint card is received by the WSP. This number is the WSP’s tracking and archive number.
 - a. The livescan device automatically assigns the TCN.
2. **Name** – subject’s name as provided 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.

Fingerprint Card Completion

- a. Enter the subject's last, first, middle name or initial on the livescan device.
Note: If no prior state record exists, the name submitted on the first retained fingerprinting event becomes the "Master" name. All other names on retained subsequent submissions are considered "other names used" or "alias names".
3. Signature of Person Fingerprinted – signature of the subject fingerprinted is not required on an ink fingerprint or livescan submission.
4. Social Security Number – enter the social security number or leave blank if unknown.
 - a. The social security field on a livescan device only allows numbers.
5. Aliases/Maiden – enter alias names, dates of birth, and social security numbers in the alias block. Refer to Appendix A.
 - a. Enter the alias information in the appropriate fields on the livescan device.
6. FBI/UCN – enter the FBI/UCN or leave blank if unknown.
 - a. Older livescan devices may not accept the new UCN due to the change in the FBI number algorithm. If the livescan won't accept the UCN, leave the field blank.
Note: The FBI number has been changed to the Universal Control Number (UCN).
7. State Identification (SID) Number – enter only a Washington State SID number or leave blank if unknown.
 - a. The livescan device only allows entry of a Washington State SID number. The WA must be entered in front of the number. Example: WA10000825.
8. **Date of Birth** – enter the two-digit month, two-digit day, and four-digit year. Example: 07-31-1970.
 - a. Depending on the livescan device, the entry may require the four-digit year, two-digit month, and two-digit day.
9. **Physical Descriptors** – sex, race, height in feet and inches, weight in pounds, eye color, and hair color. Use standard National Crime Information Center (NCIC) code abbreviations. Refer to Appendix B.
 - a. On a livescan device enter the NCIC code or select from the drop down table.
10. Juvenile – leave this field blank.
 - a. The livescan device has a field named "Treat as Adult"; do not change this field, leave as is.
11. **Date of Arrest** – enter the two-digit month, two-digit day, and four-digit year. Example: 07-10-2011.
 - a. Depending on the livescan device, the entry may require the four-digit year, two-digit month, and two-digit day.
 - b. If the date of arrest is not available; select one of the options below in the order listed:
 1. Warrant or citation date.

Fingerprint Card Completion

2. Date the prosecutor filed charges.
 3. Date of first court appearance.
 4. Sentence date.
 5. Courts fingerprinting at the time of conviction will use the citation or summons date as the date of arrest.
12. **ORI/Contributing Agency** – a unique agency identifier assigned by the FBI. This is the agency submitting/contributing the fingerprints to the WSP. This may or may not be the same as the (originating) arresting agency.
- a. The livescan device is normally defaulted to the contributing agency, but has the option to change the contributing agency's ORI. The agency's ORI must be in the livescan table.
13. **Reply Desired** – check the "Reply Desired" box to receive a response from the FBI.
- a. On a livescan device, the TOT determines whether a response is received from the FBI. Use the CAR TOT for all criminal arrest submissions.
14. **Send Copy To** – a Notice of Arrest (NOA) is automatically sent to the contributor of the fingerprints. If additional NOAs are desired for other agencies, list the agency's ORI in the box (send only to those agencies that may need the NOA).
- a. The livescan device has a drop down table from which agency ORI's may be selected. Select the ORI(s) to send a NOA to that agency, the agency's ORI must be in the ORI table.
Note: Some law enforcement agencies enter the court or prosecuting attorney's ORI in the "Send Copy To" field as a means of notifying the court and/or prosecutor of the PCN.
15. **Date of Offense** – enter the two-digit day, two-digit month, and four-digit year date of offense for each arrest listed.
- a. Depending on the livescan device, the entry may require the four-digit year, two-digit month, and two-digit day.
16. **Place of Birth** – enter the two-letter state abbreviation if born within the United States or two-letter country abbreviation if born outside of the United States. Refer to Appendices C and N.
- a. Enter the two-letter abbreviation for the state or country, or select from the drop down table on a livescan device.
17. **Country of Citizenship** – enter the two-letter abbreviation for country of citizenship or leave blank if unknown. Refer to Appendix N.
- a. Enter the two-letter abbreviation for the country, select from the drop down table on a livescan device, or leave blank if unknown.
18. **Miscellaneous Numbers** – enter the number from other forms of government issued photo identification other than a Washington State driver's license or identification card. Refer to Appendix D.

Fingerprint Card Completion

- a. Enter the two-letter miscellaneous number abbreviation and a hyphen and then the number on a livescan device. Example: AF-123456789.
19. Scars, Marks, Tattoos, and Amputations (SMTA) – be specific about the location of the scar, mark, tattoo, or amputation. Example: TAT UL ARM-CARTOON CHARACTER; TAT LF ARM-ANIMAL; TAT L WRS-INSIGNIA. Refer to Appendix M.
 - a. The livescan device has a drop down table with all of the SMTAs, enter the abbreviation for the SMTA to view the available options, select the desired SMTA. Some livescan devices require a description of the tattoo, select from the drop down menu.

Note: ART is the abbreviation for artificial. Example: ART R LEG.
20. Date and Signature of Official Taking Fingerprints – enter the two-digit month, two-digit day, and four-digit year. Enter the name or the personnel number of the official taking the fingerprints.
 - a. On a livescan device, the date printed auto populates after the fingerprints are rolled.
 - b. The livescan device automatically enters the name of the official taking the fingerprints. The official’s title and number may also be added.

Note: each livescan operator should log off the livescan device upon completion of the fingerprinting process.
21. Residence/Complete Residence – enter the complete residence address for the subject or leave blank if unknown.
 - b. Enter the person’s complete residence in the field or fields on the livescan device or leave blank if unknown.
22. **Local Identification/Reference** – number used to identify this fingerprinting event to the subject. It may be a booking, jacket, county identification, or other number the agency designates. Required per RCW 10.98.060(1).
 - a. On a livescan device, this field is named the originating agency case (OCA)/local identification (LID). The field will accept both alpha and numeric characters.
23. Photo/Palm Prints Available – check the appropriate box if a photo and/or palm prints are available.
 - a. On a livescan device, these boxes will only accept “Y” for yes if there is a palm printer and/or a camera attached to the livescan or a way to import a picture or palm prints.
24. Employer and Address – enter subject’s employer and employer address including city and state or leave blank if unknown.
 - a. Enter the employer’s name and address in the field or fields on a livescan device or leave blank if unknown.
25. Occupation – enter the subject’s occupation or leave blank if unknown.
 - a. Enter the person’s occupation in the appropriate field on the livescan device or leave blank if unknown.

Fingerprint Card Completion

26. **Charge/Citation** – enter the offense. Refer to the Criminal Justice Information Act (CJIA) Code Book.
- a. Crime code – enter the 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.
 - i. Offense literal – enter the offense literal.
 - ii. Enhancement indicator – for example: attempt, solicit, conspiracy, weapons, domestic violence. Refer to Appendix F.
 - iii. Offense comments, for example – counts, drug name, etc.
 - iv. Originating law enforcement – agency that initiated the case (generally the arresting agency).
 - v. Other Identifying Number (OIN) – recommend using the incident or citation number.
 - vi. ORI of court responsible for the disposition – enter the court ORI.
Note: If left blank, WASIS will default this field to the originating (arresting) agency.
 - vii. Warrant number – enter the warrant number, if applicable.
 - viii. Court case number – enter the court case number, if known.
 - b. On a livescan device the offense code and the offense literal fields are linked together, enter either the offense code or the offense literal and the other field will auto populate.
Note: effective in early-mid 2020, the Section will be transitioning from crime codes to using the RCW.

Example: Charge field completion

| | | | | | | | | |
|-----------|------------|-------|------|------------|-------|-----------|------------|------|
| (i) | (ii) | (iii) | (iv) | (v) | (vi) | (vii) | (viii) | (ix) |
| 0230200 | BURGLARY 1 | ATT 2 | CTS | WA03401000 | 75468 | WA034025J | WRNT456215 | |
| 151025011 | | | | | | | | |

27. *Disposition* – pre-court disposition recorded on the fingerprint card when a disposition report form will not be generated.
- a. The following pre-court options are available for entry on the fingerprint card. Do not forward the PCN to the court or prosecutor.
 - i. DOC Violation.
 - ii. Out of County Warrant.
 - iii. Released No Charge.
 - iv. Tribal Arrest.
 - b. On a livescan device, complete the following fields to provide a pre-court disposition. Do not forward the PCN to the court or prosecutor.
 - i. Warrant number field.
 - ii. Reported case number field.
 - iii. Disposition reporting agency.
 - iv. Date of Disposition – enter the current date.

Fingerprint Card Completion

- v. Disposition Status – select the appropriate option from the drop down table. The options are the same as the fingerprint card options above.
Note: completion of the pre-court disposition will close the arrest out and the arrest will not show on a subsequent disposition reporting compliance audit as an open arrest.
- 28. Additional – pre-court disposition for an additional charge.
 - a. On a livescan device, each charge is entered separately and the pre-court information is entered on the corresponding charge. There is no “Additional” field.
- 29. Additional Information – used to give details for which there is not enough space in the designated areas (i.e., additional offenses, aliases, tattoos, etc.).
 - a. Enter additional offenses, aliases, and tattoos in the appropriate fields on the livescan device.
- 30. Additional Information/Basis for Caution – enter additional reasons for caution.
 - a. The livescan device has a separate field for caution reasons.
- 31. PCN – links the arrest to its disposition. Each time an individual is fingerprinted for a new criminal event, a new PCN is generated and forwarded to the appropriate prosecutor or court(s). A court case number may have several PCNs or a PCN can have multiple court cases. Refer to Appendix G
 - a. The livescan device pre-populates the PCN field; the disposition report form should be printed out and forwarded to the appropriate court or prosecutor.

Reference RCW 43.43.735, .740, & .745

Department of Corrections Card Completion

(A criminal arrest fingerprint card is used as the DOC fingerprint card.)

Items in **bold** are mandatory fields on the fingerprint card and for livescan entry. Refer to the WSP Livescan Manual provided to the agency for additional entry information.

1. **TCN** – a unique number assigned by the Section when an inked fingerprint card is received by the WSP. This number is the WSP’s tracking and archive number.
 - a. The livescan device automatically assigns the TCN.
2. **Name** – subject’s name as provided 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.
 - a. Enter the subject’s last, first, middle name or initial on the livescan device.
Note: If no prior state record exists, the name submitted on the first retained fingerprinting event becomes the “Master” name. All other names

Fingerprint Card Completion

- on retained subsequent submissions are considered “other names used” or “alias names”.
3. Signature of Person Fingerprinted – signature of the subject fingerprinted is not required on an ink fingerprint or livescan submission.
 4. Social Security Number – enter the social security number or leave blank if unknown.
 - a. The social security field on a livescan device only allows numbers.
 5. Aliases/Maiden – enter alias names, dates of birth, and social security numbers in the alias block. Refer to Appendix A.
 - a. Enter the alias information in the appropriate fields on the livescan device.
 6. FBI/UCN – enter the FBI/UCN or leave blank if unknown.
 - a. Older livescan devices may not accept the new UCN due to the change in the FBI number algorithm. If the livescan won't accept the UCN, leave the field blank.

Note: the FBI number has been changed to the universal control number (UCN).
 7. State Identification (SID) Number – enter only a Washington State SID number or leave blank if unknown.
 - a. The livescan device only allows entry of a Washington State SID number. The WA must be entered in front of the number. Example: WA10000825.
 8. **Date of Birth** – enter the two-digit month, two-digit day, and four-digit year. Example: 07-31-1970.
 - a. Depending on the livescan device, the entry may require the four-digit year, two-digit month, and two-digit day.
 9. **Physical Descriptors** – sex, race, height in feet and inches, weight in pounds, eye color, and hair color. Use standard National Crime Information Center (NCIC) code abbreviations. Refer to Appendix B.
 - a. On a livescan device enter the NCIC code or select from the drop down table.
 10. Juvenile – leave this field blank.
 - a. The livescan device has a field named “Treat as Adult”; do not change this field, leave as is.
 11. **Date of Arrest** – enter the two-digit month, two-digit day, and four-digit year. Example: 07-10-2011.
 - a. Depending on the livescan device, the entry may require the four-digit year, two-digit month, and two-digit day.
 - b. If the date of arrest is not available; select one of the options below in the order listed:
 1. Warrant or citation date.
 2. Date the prosecutor filed charges.
 3. Date of first court appearance.
 4. Sentence date.

Fingerprint Card Completion

5. Courts fingerprinting at the time of conviction will use the citation or summons date as the date of arrest.
12. **ORI/Contributing Agency** – a unique agency identifier assigned by the FBI. This is the agency submitting/contributing the fingerprints to the WSP. This may or may not be the same as the (originating) arresting agency.
 - a. The livescan device is normally defaulted to the contributing agency, but has the option to change the contributing agency's ORI. The agency's ORI must be in the livescan table.
13. Reply Desired – check the “Reply Desired” box to receive a response from the FBI.
 - a. On a livescan device, the TOT determines whether a response is received from the FBI. Use CAR TOT for criminal arrest submissions.
14. Send Copy To – a Notice of Arrest (NOA) is automatically sent to the contributor of the fingerprints. If additional NOAs are desired for other agencies list the agency's ORI in the box (send only to those agencies that may need the NOA).
 - a. The livescan device has a drop down table from which agency ORIs may be selected. Select the ORI(s) to send a NOA to that agency, the agency's ORI must be in the ORI table.

Note: Some law enforcement agencies enter the court or prosecuting attorney's ORI in the “Send Copy To” field as a means of notifying the court and/or prosecutor of the PCN.
15. **Date of Offense** – enter the two-digit day, two-digit month, and four-digit year date of offense for each arrest listed.
 - a. Depending on the livescan device, the entry may require the four-digit year, two-digit month, and two-digit day.
16. **Place of Birth** – enter the two-letter state abbreviation if born within the United States or two-letter country abbreviation if born outside of the United States. Refer to Appendices C and N.
 - a. Enter the two-letter abbreviation for the state or country, or select from the drop down table on a livescan device.
17. Country of Citizenship – enter the two-letter abbreviation for country of citizenship or leave blank if unknown. Refer to Appendix N.
 - a. Enter the two-letter abbreviation for the country, select from the drop down table on a livescan device, or leave blank if unknown.
18. Miscellaneous Numbers – enter the number from other forms of government issued photo identification other than a Washington State driver's license or identification card. Refer to Appendix D.
 - a. Enter the two-letter miscellaneous number abbreviation and a hyphen and then the number on a livescan device. Example: AF-123456789.
19. Scars, Marks, Tattoos, and Amputations – be specific about the location of the scar, mark, tattoo, or amputation. Example: TAT UL ARM-CARTOON

Fingerprint Card Completion

CHARACTER; TAT LF ARM-ANIMAL; TAT L WRS-INSIGNIA. Refer to Appendix M.

- a. The livescan device has a drop down table with all of the SMTAs, enter the abbreviation for the SMTA to view the available options, select the desired SMTA. Some livescan devices require a description of the tattoo, select from the drop down menu.
Note: ART is the abbreviation for artificial. Example: ART R LEG.
20. Date and Signature of Official Taking Fingerprints – enter the two-digit month, two-digit day, and four-digit year. Enter the name or personnel number of the official taking the fingerprints.
 - a. On a livescan device, the date printed auto populates after the fingerprints are rolled.
 - b. The livescan device automatically enters the name of the official taking the fingerprints. The official's title and number may also be added.
Note: each livescan operator should log off the livescan device upon completion of the fingerprinting process.
21. Residence/Complete Residence – enter the complete residence address for the subject or leave blank if unknown.
 - a. Enter the person's complete residence in the field or fields on the livescan device or leave blank if unknown.
22. **Local Identification/Reference** – number used to identify this fingerprinting event to the subject. It may be a booking, jacket, county identification, or other number the agency designates. Required per RCW 10.98.060(1).
 - a. On a livescan device, this field is named the originating agency case (OCA)/local identification (LID). The field will accept both alpha and numeric characters.
23. Photo/Palm Prints Available – check the appropriate box if a photo and/or palm prints are available.
 - a. On a livescan device, these boxes will only accept "Y" for yes if there is a palm printer and/or a camera attached to the livescan or a way to import a picture or palm prints.
24. Employer and Address – enter subject's employer and employer address including city and state or leave blank if unknown.
 - a. Enter the employer's name and address in the field or fields on a livescan device or leave blank if unknown.
25. Occupation – enter the subject's occupation or leave blank if unknown.
 - a. Enter the person's occupation in the appropriate field on the livescan device or leave blank if unknown.
26. **Charge/Citation** – enter the offense. Refer to the Criminal Justice Information Act (CJIA) Code Book.

Fingerprint Card Completion

- a. Crime code – enter the 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.
 - i. Offense literal – enter the offense literal.
 - ii. Enhancement indicator – for example: attempt, solicit, conspiracy, weapons, domestic violence. Refer to Appendix F.
 - iii. Offense comments, for example – counts, drug name, etc.
 - iv. Originating law enforcement – agency that initiated the case (generally the arresting agency).
 - v. Other Identifying Number (OIN) – recommend using the incident or citation number.
 - vi. ORI of court responsible for the disposition – enter the court ORI.
Note: If left blank, WASIS will default this field to the originating (arresting) agency.
 - vii. Warrant number – enter the warrant number, if applicable.
 - viii. Court case number – enter the court case number, if known.
- b. On a livescan device the offense code and the offense literal fields are linked together, enter either the offense code or the offense literal and the other field will auto populate.

Note: effective early-mid 2020, the Section will be transitioning from crime codes to using the RCW.

Example: Charge field completion

| (i) | (ii) | (iii) | (iv) | (v) | (vi) | (vii) | (viii) | (ix) |
|-----------|------------|-------|------|------------|-------|-----------|------------|------|
| 0230200 | BURGLARY 1 | ATT 2 | CTS | WA03401000 | 75468 | WA034025J | WRNT456215 | |
| 151025011 | | | | | | | | |

27. Disposition – N/A
28. Additional – may be used to provide additional information.
29. Additional Information – used to give details for which there is not enough space in the designated areas (i.e., additional offenses, aliases, tattoos, etc.).
 - a. Enter additional offenses, aliases, tattoos in the appropriate fields on the livescan device.
30. Additional Information/Basis for Caution – enter additional reasons for caution.
 - a. The livescan device has a separate field for caution reasons.
31. PCN – N/A

Reference RCW 43.43.735, .740, & .745

Fingerprint Card Completion

Exhibit 1 – Criminal/DOC Fingerprint Card

Note: Shaded fields are mandatory fields.

| | | | |
|---|---|--|---|
| LEAVE BLANK | CRIMINAL | (STAPLE HERE) | LEAVE BLANK |
| 1. | STATE USAGE <input type="checkbox"/> NFF SECOND SUBMISSION <input type="checkbox"/> APPROXIMATE CLASS <input type="checkbox"/> AMPUTATION <input type="checkbox"/> SCAR | | |
| Fd-249 (Rev.3-1-10) | STATE USAGE | | |
| SIGNATURE OF PERSON FINGERPRINTED | | LAST NAME, FIRST NAME, MIDDLE NAME, SUFFIX | |
| 3. | 4. SOCIAL SECURITY NO. | LEAVE BLANK | |
| ALIASES/MAIDEN LAST, FIRST, MIDDLE NAME, SUFFIX | | | |
| 5. | | | |
| FBI NO. | STATE IDENTIFICATION NO. | DATE OF BIRTH MM DD YY | SEX RACE HEIGHT WEIGHT EYES HAIR |
| 6. | 7. | 8. | 9. |
| | | | |
| 1. R. THUMB | 2. R. INDEX | 3. R. MIDDLE | 4. R. RING |
| | | | |
| 1. L. THUMB | 2. L. INDEX | 3. L. MIDDLE | 4. L. RING |
| | | R. THUMB | 5. L. LITTLE |
| LEFT FOUR FINGERS TAKEN SIMULTANEOUSLY | | L. THUMB | RIGHT FOUR FINGERS TAKEN SIMULTANEOUSLY |

Fingerprint Card Completion

Criminal/DOC 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 26303 | | | |
|---|--|---|---|
| PRIVACY ACT OF 1974 (P. L. 93-579) REQUIRES THAT FEDERAL STATE, OR LOCAL WHOSE SOCIAL SECURITY NUMBER IS REQUESTED WHETHER SUCH DISCLOSURE IS MANDATORY OR VOLUNTARY, BASIS OF AUTHORITY FOR SUCH SOLICITATION, AND USES WILL BE MADE OF IT <input type="checkbox"/> | | | |
| JUVENILE FINGERPRINT SUBMISSION 10. YES <input type="checkbox"/> TREAT AS ADULT YES <input type="checkbox"/> | DATE OF ARREST 11. MM DD YY [Shaded] | ORI CONTRIBUTOR ADDRESS 12. [Shaded] REPLY DESIRED? YES <input type="checkbox"/> 13. | |
| SEND COPY TO: (ENETR ORI) 14. | DATE OF OFFENSE 15. MM DD YY [Shaded] | PLACE OF BIRTH (STATE OR COUNTRY) 16. | COUNTRY OF CITIZENSHIP 17. |
| MISCELLANEOUS NUMBERS 18. | SCARS, MARKS, TATTOOS, AND AMPUTATIONS 19. | | |
| OFFICIAL TAKING FINGERPRINTS (NAME OR NUMBER) 20. [Shaded] | RESIDENCE/COMPLETE ADDRESS 21. | CITY STATE PHOTO AVAILABLE? YES <input type="checkbox"/> PALM PRINTS TAKEN YES <input type="checkbox"/> | LOCAL IDENTIFICATION/REFERENCE 22. [Shaded] |
| EMPLOYER IF U.S. GOVERNMENT, INDICATE SPECIFIC AGENCY. IF MILITARY, LIST BRANCH OF SERVICE AND SERIAL NO. 24. | OCCUPATION 25. | | |
| CHARGE/CITATION 26. [Shaded] | DISPOSITION 27. | | |
| ADDITIONAL 28. | ADDITIONAL 29. | | |
| ADDITIONAL INFORMATION/BASIS FOR CAUTION 30. | 010083001  | | STATE BUREAU STAMP |
| FD-249 (Rev. 5-11-99) | | 31. [Shaded] | |

Applicant Fingerprint Card

The required demographic details and fingerprints are the same regardless of how the information is submitted. Each livescan site has either a desk manual or a disc with directions for entering information into their particular livescan device.

Miscellaneous Applicant (MAP) fingerprint cards or livescan transactions are submitted for criminal justice purposes, employee, or volunteer. Non-federal user's fee (NFUF) fingerprint cards or livescan transactions may require a fee for the submission. The fee is collected by the agency and retained until the Section bills the agency.

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

The Section converts mailed/inked fingerprint cards to an electronic format and transmits the information electronically to the FBI when appropriate. If submitting an ink fingerprint card, submit only one completed applicant fingerprint card to the Section, any additional fingerprint cards are discarded.

Applicant Card Completion

Items in **bold** are mandatory fields on the fingerprint card and for livescan entry. Items in *italics* apply to the fingerprint card, but not to the livescan device. The livescan requires a TOT, an applicant type, and a reason fingerprinted. The ink fingerprint card only requires the reason fingerprinted. Refer to the WSP Livescan Manual provided to the agency for additional entry information.

1. **TCN** – a unique number assigned by the Section when an inked fingerprint card is mailed to the WSP. This number is the WSP's tracking and archive number.
 - a. The livescan device automatically assigns the TCN.
2. Signature of Person Fingerprinted – signature of person fingerprinted is not required on an ink fingerprint or livescan submission.
3. Residence of Person Fingerprinted – enter the complete residence address for the subject.
 - a. Enter the person's complete residence in the field or fields on the livescan device or leave blank if unknown.
4. Date and Signature of Official Taking Fingerprints – enter the two-digit month, two-digit day, and four-digit year. Enter the name or personnel number of the official taking the fingerprints.

Fingerprint Card Completion

- a. On a livescan device, the date printed auto populates after the fingerprints are rolled.
Note: each livescan operator should log off the livescan device upon completion of the fingerprinting process.
5. Employer and Address – enter subject’s employer and employer address including city and state.
 - a. Enter the employer’s name and address in the field or fields on a livescan device or leave blank if unknown.
6. **Reason Fingerprinted** – enter the reason fingerprinted.
 - a. On a livescan device, select the reason fingerprinted from the drop down table.
7. **Name** – subject’s name as provided at the time of fingerprinting: last name, first name, middle name, and suffix, if applicable (i.e., SR., JR., III, etc.). Refer to Appendix A.
 - a. Enter the subject’s last, first, middle name or initial on the livescan device. Recommendation: request government issued photo identification when fingerprinting an applicant. If they do not have a Washington State driver’s license or identification card, a U.S. Passport, military card, etc. may be requested.
Note: If no prior state record exists, the name submitted on the first retained fingerprinting event becomes the “Master” name. All other names on retained subsequent submissions are considered “other names used” or “alias names”.
8. Aliases (AKA) – enter alias names, dates of birth, and social security numbers. Refer to Appendix A.
 - a. Enter the alias information in the appropriate fields on the livescan device.
9. Citizenship – enter the subject’s two-letter abbreviation for country of citizenship or leave blank if unknown. Refer to Appendix N.
 - a. Enter the two-letter abbreviation for the country, select from the drop down table on a livescan device, or leave blank if unknown.
10. OCA – enter a number such as a firearm license number, report number, etc. or leave blank if unknown.
 - a. On a livescan device, this field is named the originating agency case (OCA)/local identification (LID). The field will accept both alpha and numeric characters. Leave blank if unknown.
11. FBI/UCN – enter the FBI/UCN or leave blank if unknown.
 - a. Older livescan devices may not accept the new UCN due to the change in the FBI number algorithm. If the livescan won’t accept the UCN, leave the field blank.
Note: the FBI number has been changed to the Universal Control Number (UCN).
12. Armed Forces MNU – enter a military number or leave blank if unknown.

Fingerprint Card Completion

13. Social Security Number – enter the social security number or leave blank if unknown.
 - a. The social security field on a livescan device only allows numbers.
14. Miscellaneous MNU – enter the number from government issued photo identification other than a Washington State driver's license or identification card. Other forms of government issued photo identification may be used such as a U.S. Passport, military number, etc. or leave blank if unknown. Refer to Appendix D.
 - a. Enter the two-letter miscellaneous number abbreviation and a hyphen and then the number on a livescan device or leave blank if unknown.
Example: AF-123456789.
15. **ORI/Contributing Agency** – a unique agency identifier assigned by the FBI. This is the agency submitting/contributing the fingerprints to the WSP.
 - a. The livescan device is normally defaulted to the contributing agency, but has the option to change the contributing agency's ORI. The agency's ORI must be in the livescan table.
16. **Date of Birth** – enter the two-digit month, two-digit day, and four-digit year.
Example: 07-31-1970.
 - a. Depending on the livescan device the entry may require the four-digit year, two-digit month, and two-digit day.
17. **Physical Descriptors** – sex, race, height in feet and inches, weight in pounds, eye color, and hair color. Use standard National Crime Information Center (NCIC) code abbreviations. Refer to Appendix B.
 - a. On a livescan device, enter the NCIC code or select from the drop down table.
18. **Place of Birth** – enter the two-letter state abbreviation if born within the United States or two-letter country abbreviation if born outside of the United States. Refer to Appendices C and N.
 - a. Enter the two-letter abbreviation for the state, country, or select from the drop down table on a livescan device.

Personal Identification Fingerprint Card (NFUF)

A resident of this state may request their fingerprint impressions be retained by the Section for "personal identification." 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 the WSP files by notifying the Section in writing and requesting their fingerprints and demographic information be deleted from ABIS and WASIS. There is a fee to place your fingerprints on file with the WSP.

If a person's identity has been compromised, they may request a compromised identity claim (CIC) card. The CIC card provides a letter identifying the requesting person's state identification number (SID) and verifies, based on fingerprint comparison, they are not the same person as the individual who used their identity. The person is issued a wallet-sized card bearing the person's name, SID number, photograph, and thumbprint. A notation is disseminated on a background check stating a personal identification card is on file with the Section. There is a fee for the CIC card.

For more information on a CIC card, visit the Washington Access to Criminal History (WATCH) website at <https://watch.wsp.wa.gov/> under FAQs, "How do I establish a Personal Identification/Compromised Identity Claim" or you may contact the Identification and Background Section at (360) 534-2000.

Personal Identification Fingerprint Card Completion

Items in **bold** are mandatory fields on the fingerprint card and for livescan entry. The livescan requires a TOT, an applicant type, and a reason fingerprinted. The ink fingerprint card only requires the reason fingerprinted. Refer to the WSP Livescan Manual provided to the agency for additional entry information.

1. **TCN** – a unique identification number assigned by the Section when an inked fingerprint card is received by the WSP. This number is the WSP's tracking and archive number.
 - a. The livescan device automatically assigns the TCN.
2. Signature of Person Fingerprinted – signature of person fingerprinted is recommended on an ink fingerprint card for identification purposes.
 - a. The person's signature is not required on a livescan submission.
3. Residence of Person Fingerprinted – enter the complete residence address for the subject or leave blank if unknown.
 - a. Enter the person's complete residence in the field or fields on the livescan device or leave blank if unknown.
4. Person to be Notified in Case of Emergency – enter the name, address, and other contact information.

Fingerprint Card Completion

- a. On a livescan, there is no option to enter emergency contact information.
5. **Fingerprinted by** – enter the name or personnel number of the official taking the fingerprints.
 - a. On a livescan device, the date printed auto populates after the fingerprints are rolled.
 - b. The livescan device automatically enters the name of the official taking the fingerprints. The official’s title and number may also be added.

Note: each livescan operator should log off the livescan device upon completion of the fingerprinting process.
6. **Name** – subject’s name as provided at the time of fingerprinting: last name, first name, middle name, and suffix, if applicable (i.e., SR., JR., III, etc.). Refer to Appendix A.
 - a. Enter the subject’s last, first, middle name or initial on the livescan device.
 - b. On a livescan device, the date printed auto populates after the fingerprints are rolled.

Recommendation: request government issued photo identification when fingerprinting an applicant. If the applicant doesn’t have a Washington State driver’s license or identification card, use other forms of government issued photo identification such as a U.S. Passport, military card, etc.

Note: If no prior state record exists, the name submitted on the first retained fingerprinting event becomes the “Master” name. All other names on retained subsequent submissions are considered “other names used” or “alias names”.
7. **Fingerprints Submitted by** – a unique agency identifier assigned by the FBI. This is the agency submitting/contributing the fingerprints to the WSP.
 - a. The livescan device is normally defaulted to the contributing agency, but has the option to change the contributing agency’s ORI. The agency’s ORI must be in the livescan table.
8. **Date Fingerprinted** – enter the two-digit month, two-digit day, and four-digit year.
 - a. On a livescan device, the date printed auto populates after the fingerprints are rolled.
9. **Social Security Number** – enter the subject’s social security number or leave blank if unknown.
 - a. The social security field on a livescan device only allows numbers.
10. **Miscellaneous Number** – enter the number from government issued photo identification other than a Washington State driver’s license or identification card. Other forms of government issued photo identification may be used such as a U.S. Passport, military number, etc. leave blank if unknown. Refer to Appendix D.

Fingerprint Card Completion

- a. Enter the two-letter miscellaneous number abbreviation and a hyphen and then the number on a livescan device or leave blank if unknown.
Example: AF-123456789.
11. Scars and Marks – disregard.
12. **Date of Birth** – enter the two-digit month, two-digit day, and four-digit year.
Example: 07-31-1970.
 - a. Depending on the livescan device, the entry may require the four-digit year, two-digit month, and two-digit day.
13. **Physical Descriptors** – sex, race, height in feet and inches, weight in pounds, eye color, and hair color. Use standard National Crime Information Center (NCIC) code abbreviations. Refer to Appendix B.
 - a. On a livescan device enter the NCIC code or select from the drop down table.
14. **Place of Birth** – enter the two-letter state abbreviation if born within the United States or two-letter country abbreviation if born outside of the United States. Refer to Appendices C and N.
 - a. Enter the two-letter abbreviation for the state or country, or select from the drop down table on a livescan device.

Reference RCW 43.43.760

Fingerprint Card Completion

Exhibit 3 – Personal Identification Fingerprint Card

Note: Shaded fields are mandatory fields.

| PERSONAL IDENTIFICATION <small>SEE REVERSE SIDE FOR FURTHER INSTRUCTIONS</small> | | <small>TYPE OR PRINT ALL INFORMATION IN BLACK</small> | | | | <small>FBI</small> | <small>LEAVE BLANK</small> |
|--|---|---|----------------------------|--|---------------------|---------------------|----------------------------|
| 1. <small>SIGNATURE OF PERSON FINGERPRINTED</small> | <small>LAST NAME</small> 6. <small>FIRST NAME</small> <small>MIDDLE NAME</small> | <small>DATE FINGERPRINTED</small> 8. | | <small>SEX</small> 13. | <small>RACE</small> | <small>HGT.</small> | <small>WGT.</small> |
| 2. <small>RESIDENCE OF PERSON FINGERPRINTED</small> | <small>FINGERPRINTS SUBMITTED BY</small> 7. | <small>SOCIAL SECURITY NO.</small> 9. | | <small>DATE OF BIRTH</small> 12. <small>DOB</small> <small>Month Day Year</small> | | | |
| 3. <small>PERSON TO BE NOTIFIED IN CASE OF EMERGENCY</small> | <small>MISCELLANEOUS NO.</small> 10. | <small>SCARS AND MARKS</small> 11. | | <small>PLACE OF BIRTH</small> 14. <small>POB</small> | | | |
| 4. <small>NAME</small> _____ <small>ADDRESS</small> _____ | <small>CLASS</small> _____ | | <small>LEAVE BLANK</small> | | | | |
| 5. <small>FINGERPRINTED BY</small> | <small>REF.</small> _____ | | | | | | |
| <small>1. R. THUMB</small> | <small>2. R. INDEX</small> | <small>3. R. MIDDLE</small> | <small>4. R. RING</small> | <small>5. R. LITTLE</small> | | | |
| <small>6. L. THUMB</small> | <small>7. L. INDEX</small> | <small>8. L. MIDDLE</small> | <small>9. L. RING</small> | <small>10. L. LITTLE</small> | | | |
| <small>LEFT FOUR FINGERSTAKEN SIMULTANEOUSLY</small> | | <small>L THUMB</small> | <small>R THUMB</small> | <small>RIGHT FOUR FINGERSTAKEN 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. Refer to the 2010 SOR Manual.

Sex/Kidnapping Offender Registration Fingerprint Card Completion

Items in **bold** are mandatory fields on the fingerprint card and for livescan entry. The livescan requires a TOT, an applicant type, and a reason fingerprinted. The ink fingerprint card only requires the reason fingerprinted. Refer to the WSP Livescan Manual provided to the agency for additional entry information.

1. **TCN** – a unique identification number assigned by the Section when an inked fingerprint card is received by the WSP. This number is the WSP's tracking and archive number.
 - a. The livescan device automatically assigns the TCN.
2. Signature of Person Fingerprinted – signature of the subject fingerprinted is not required on an ink fingerprint or livescan submission.
3. Aliases/Maiden – enter alias names, dates of birth, and social security numbers in the alias block. Refer to Appendix A.
 - a. Enter the subject's alias information in the appropriate fields on the livescan device.
4. FBI/UCN – enter the FBI/UCN or leave blank if unknown.

Fingerprint Card Completion

- a. Older livescan devices may not accept the new UCN due to the change in the FBI number algorithm. If the livescan won't accept the UCN, leave the field blank.
Note: The FBI number has been changed to the Universal Control Number (UCN).
5. **Type of Registration** – sex offender, kidnapping offender, or sex/kidnapping offender, check the box that applies.
 - a. Check the appropriate box or enter the NCIC code from the drop down menu on the livescan.
6. State Identification (SID) number – enter only a Washington State SID number or leave blank if unknown.
 - a. The livescan device only allows entry of a Washington State SID number. The WA must be entered in front of the number. Example: WA10000825.
7. **Name** – enter subject's name as provided at the time of the registration: last name, first name, middle name, and suffix, if applicable (i.e., SR., JR., III, etc.). Refer to Appendix A.
 - a. Enter the subject's last, first, middle name or initial on the livescan device.
Note: If no prior state record exists, the name submitted on the first retained fingerprinting event becomes the "Master" name. All other names on retained subsequent submissions are considered "other names used" or "alias names".
8. Social Security Number – enter the social security number or leave blank if unknown.
 - a. The social security field on a livescan device only allows numbers.
9. **Date of Birth** – enter the two-digit month, two-digit day, and four-digit year. Example: 07-31-1970.
 - a. Depending on the livescan device, the entry may require the four-digit year, two-digit month, and two-digit day.
10. **Physical Descriptors** – sex, race, height in feet and inches, weight in pounds, eye color, and hair color. Use standard National Crime Information Center (NCIC) code abbreviations. Refer to Appendix B.
 - a. On a livescan device enter the NCIC code or select from the drop down table.
11. **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.
 - a. On a livescan device, use the drop down table to select the reason for registration.
12. 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.
 - a. On a livescan device, use the drop down table to select the risk level.

Fingerprint Card Completion

13. **Place of Conviction** – enter the name of the Washington State County or the two-letter abbreviation for the state if the person was convicted in a state other than Washington. Refer to Appendix C.
 - a. On a livescan device, use the drop down table to select the place of conviction.
14. **Conviction(s) Resulting in Registration Requirement** – enter the offense or charge for which the subject is required to register. Refer to the CJIA Code Book.
 - a. Enter the offense code or offense literal to select the conviction on the livescan device.
15. **Date and Signature of Official Taking Fingerprints** – enter the two-digit month, two-digit day, and four-digit year. Enter the name or personnel number of the official taking the fingerprints.
 - a. On a livescan device, the date printed auto populates after the fingerprints are rolled.
 - b. The livescan device automatically enters the name of the official taking the fingerprints. The official's title and number may also be added.

Note: each livescan operator should log off the livescan device upon completion of the fingerprinting process.
16. **Current Residence of Person** – enter the registrant's complete address and telephone number including the area code.
 - a. Enter the registrant's complete address in the field or fields on the livescan device.
17. **Occupation** – enter the registrant's occupation, employer's name, employer's complete address, and telephone number including the area code or leave blank if unknown.
 - a. On the livescan device enter the registrant's occupation or leave blank if unknown.
18. **Additional Information** – list information for which there is insufficient space in the designated areas (i.e., offenses, aliases, school information, or tattoos).
 - a. Enter additional offenses, aliases, tattoos in the appropriate fields on the livescan device.
19. **Registration Date** – enter the two-digit month, two-digit day, and four-digit year. Example: 07-10-2007.
 - a. Depending on the livescan device, the entry may require the four-digit year, two-digit month, and two-digit day.
20. **Ending Registration Date** – enter the two-digit month, two-digit day, and four-digit year, or leave blank if unknown.
 - a. Depending on the livescan device, the entry may require the four-digit year, two-digit month, and two-digit day.
 - b. If no date is entered, the livescan device defaults to 20990101.

Fingerprint Card Completion

21. **Date of Conviction** – enter as two-digit month, two-digit day, and four-digit year. Example: 07-10-2007.
 - a. Depending on the livescan device, the entry may require the four-digit year, two-digit month, and two-digit day.
22. Scars, Marks, Tattoos, and Amputations (SMTA) – be specific about the location of the scar, mark, tattoo, or amputation. Example: TAT UL ARM-CARTOON CHARACTER. Refer to Appendix M.
 - a. The livescan device has a drop down table with all of the SMTAs, enter the abbreviation for the SMTA to view the available options, select the desired SMTA. Some livescan devices require a description of the tattoo, select from the drop down menu.

Note: ART is the abbreviation for artificial. Example: ART R LEG.
23. **Local Identification (LID) number** – number used to identify this fingerprinting event to the subject. It may be a booking, jacket, county identification, or other number the agency designates. Required per RCW 10.98.060(1).
 - a. On a livescan device, this field is named the originating agency case (OCA)/local identification (LID). The field will accept both alpha and numeric characters.
24. **ORI/Contributing Agency** – a unique agency identifier assigned by the FBI. This is the agency submitting/contributing the fingerprints to the WSP.
 - a. The livescan device is normally defaulted to the contributing agency, but has the option to change the contributing agency's ORI. The agency's ORI must be in the livescan table.
25. **Place of Birth** – enter the two-letter state abbreviation if born within the United States or two-letter country abbreviation if born outside of the United States. Refer to Appendices C and N.
 - a. Enter the two-letter abbreviation for the state or country, or select from the drop down table on a livescan device.
26. Sexual Predator Indicator – leave blank if unknown.
 - a. Enter the NCIC code or select from the drop down table on the livescan device.
27. Caution and Medical Conditions – indicate reasons for caution or medical conditions. Refer to Appendix E.
 - a. The livescan device has a separate field for caution reasons.
28. Country of Citizenship – enter the two-letter abbreviation for the country of citizenship or leave blank if unknown. Refer to Appendix N.
 - a. Select from the drop down table on a livescan device, or leave blank if unknown.
29. DNA Available Indicator – leave blank if unknown.
 - a. Select the appropriate box to enter yes or no, leave blank if unknown.

Reference RCW 9A.44.130

Fingerprint Card Completion

Exhibit 4 – Sex/Kidnapping Offender Registration Fingerprint Card

Note: Shaded fields are mandatory fields.

| | | |
|--|--|---|
| LEAVE BLANK 1. | SEX/KIDNAPPING OFFENDER REGISTRATION TYPE OF REGISTRATION <input type="checkbox"/> SEX OFFENDER REGISTRATION <input type="checkbox"/> KIDNAPPING OFFENDER REGISTRATION <input type="checkbox"/> SEX/KIDNAPPING OFFENDER REGISTRATION 5. | LEAVE BLANK |
| STATE USAGE | LAST NAME, FIRST NAME, MIDDLE NAME, SUFFIX 7. | |
| SIGNATURE OF PERSON FINGERPRINTED 2. | SOCIAL SECURITY NUMBER 8. | LEAVE BLANK |
| ALIASES/MAIDEN LAST NAME, FIRST NAME, MIDDLE NAME, SUFFIX 3. | | |
| <i>INFORMATION PROVIDED ON THIS CARD MAY BE COMPUTERIZED IN LOCAL, STATE AND FEDERAL FILES</i> | | |
| FBI NO. 4. | STATE IDENTIFICATION NO. 6. | DATE OF BIRTH: MM/DD/YY 9. |
| | | SEX RACE HEIGHT WEIGHT EYES HAIR 10. |
| 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 | | |

Fingerprint Card Completion

Completed Sex/Kidnapping Offender Registration Card (continued)

Note: Shaded fields are mandatory fields

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

PRIVACY ACT OF 1974 (P.L. 93-579) 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.

INSTRUCTIONS

1. REGISTRATION SUBMISSION REQUIRES SOR REGISTRATION FINGERPRINT CARD AND A PHOTOGRAPH, PURSUANT TO RCW 9A.44.130.
2. SHERIFF'S OFFICE MUST SUBMIT REGISTRATION TO THE WASHINGTON STATE PATROL WITHIN 5 DAYS.
3. ON BACK OF PHOTOGRAPH, INCLUDE REGISTRANT'S NAME AND DOB.

WHO MUST REGISTER

ANY INDIVIDUAL IN THIS STATE WHO HAS BEEN FOUND TO HAVE COMMITTED OR HAS BEEN CONVICTED OF ANY SEX OFFENSE OR KIDNAPPING OFFENSE, OR WHO HAS BEEN FOUND NOT GUILTY BY REASON OF INSANITY UNDER CHAPTER 10.77 RCW, AS DESCRIBED IN RCW 9A.44.130.

| | | | |
|--|--|---|---|
| REASON FOR REGISTRATION: 11. <input type="checkbox"/> RESIDENT OF WA <input type="checkbox"/> NON-RESIDENT OF WA <input type="checkbox"/> EMPLOYMENT <input type="checkbox"/> STUDENT | REGISTRATION DATE: 19. [shaded] | ORI: 24. [shaded] | |
| | ENDING REGISTRATION DATE: 20. [shaded] | CONTRIBUTOR: ADDRESS: | |
| RISK LEVEL CLASSIFICATION: 12. I <input type="checkbox"/> II <input type="checkbox"/> III <input type="checkbox"/> | DATE OF CONVICTION: 21. [shaded] | PLACE OF BIRTH (STATE OR COUNTRY): 25. [shaded] | COUNTRY OF CITIZENSHIP: 28. [shaded] |
| PLACE OF CONVICTION: 13. [shaded] | SCARS, MARKS, TATTOOS, AND AMPUTATIONS: 22. [shaded] | | |
| CONVICTION(S) RESULTING IN REGISTRATION: 14. [shaded] | | SEXUAL PREDATOR: 26. YES <input type="checkbox"/> NO <input type="checkbox"/> | DNA AVAILABLE: 29. YES <input type="checkbox"/> NO <input type="checkbox"/> |
| OFFICIAL TAKING FINGERPRINTS: 15. [shaded] | LOCAL IDENTIFICATION/NUMBER: 23. [shaded] | CAUTION AND MEDICAL CONDITIONS: 27. [shaded] | |

16. [shaded] **CURRENT RESIDENCE OF PERSON BEING FINGERPRINTED**

STREET ADDRESS: _____

CITY: _____ STATE: _____ ZIP CODE: _____ PHONE NO: _____

17.

OCCUPATION: _____ EMPLOYER: _____ EMPLOYER STREET ADDRESS: _____

EMPLOYER CITY: _____ STATE: _____ ZIP CODE: _____ PHONE NO: _____

| | |
|---|-------------|
| ADDITIONAL INFORMATION 18. [shaded] | LEAVE BLANK |
|---|-------------|

3000-240-535 (R 7/99)

Fingerprint Rolling Techniques

Fingerprints are recognized worldwide as a reliable way to identify a specific person. No two people have ever been found to have the same fingerprints, not even identical twins. Friction ridges on the bulb of the finger are unique to each person, making positive identification possible.

Fingerprints are formed on the friction ridge surfaces of the hands. These ridges form unique and permanent characteristics referred to as minutia or points of identification. A quality fingerprint has black ridges on a white background. The fingerprint must contain enough ridge characteristics (minutia) to determine positive identification (match/hit) or non-identification (no match/no hit) to an existing set of fingerprints on file.

There are three basic fingerprint pattern types that contain the necessary minutia or ridge characteristics; arch, loop, and whorl. Within the pattern areas of loops and whorls are focal points used to classify them; these points are called the delta and the core. All fingerprints have a core, but may not have a delta.

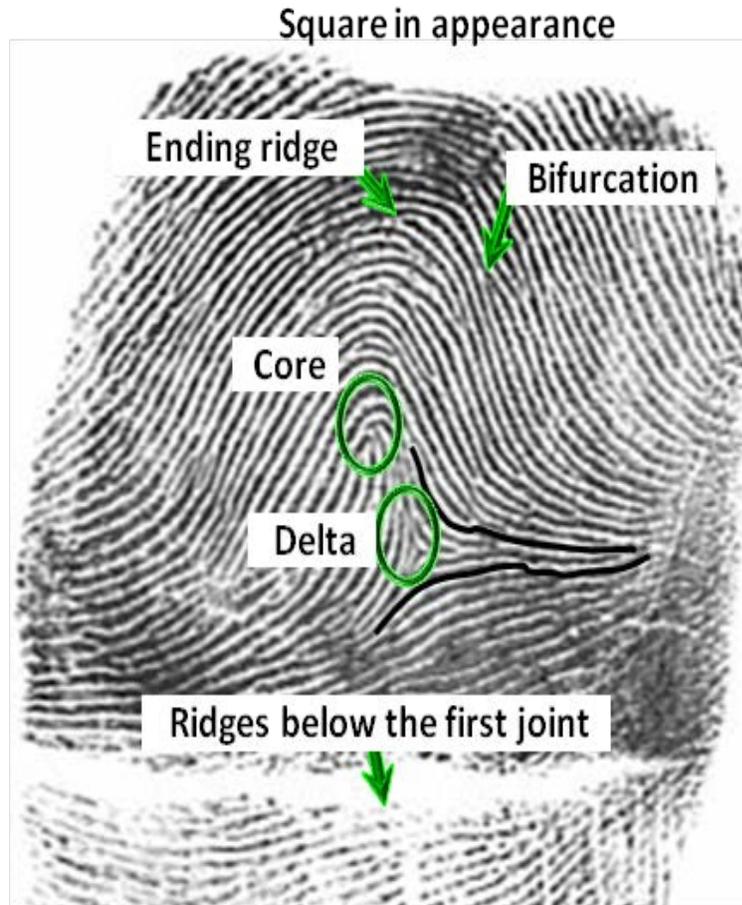
Ridge Characteristics

Fingerprints have ridge characteristics, also called minutia or points of identification, making it unique to each person. Ridge characteristics include, but are not limited to, ending ridges and bifurcations. Ridge detail can deteriorate as a result of using harsh chemicals, working with abrasive compounds such as concrete, large amounts of paper, and age.

A fully rolled fingerprint impression is square in appearance, with black ridges and white spaces or valleys between each ridge. A few of the ridges below the first joint should also be captured to show the bottom of the fingerprint.

Fingerprint Rolling Techniques Continued

Fully Rolled Fingerprint with Ridge Characteristics



- Core - the approximate center of the fingerprint pattern.
- Delta - the area where ridges separate like a river at an island.
- Ending Ridge - is a ridge that ends in space.
- Bifurcation - is the point where a single ridge branches off into two or more ridges.
- Ridges - below the first joint – capturing ridges below the first joint shows the bottom of the fingerprint.

Fingerprint Pattern Types

Arches

Plain Arch



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 up thrust, or a recurve. Arches have no deltas.

Tented Arch



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

Loops

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.

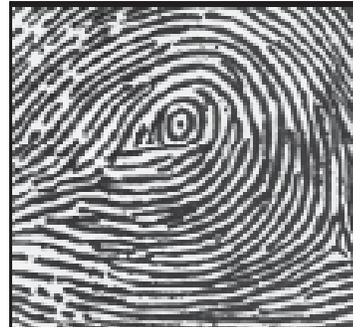
Whorls

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 recurring 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 recurring 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 pattern which possesses some of the requirements for two or more different types, or a pattern which conforms to none of the definitions.

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 Conditions

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 at the top right corner of the fingerprint card indicating the reason why the fingerprints are of poor quality, such as skin disease, worn ridge detail, best prints possible, etc. Retabs will improve the quality of dry or worn fingerprints that are obtained with printer’s 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. If using a livescan device the moisture will create a dark fingerprint image. The 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 image on livescan 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 when using ink. 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 retabs may be used instead of cutting the fingerprint card into strips.

Extra digits: If an individual has an extra digit, record only the thumb or finger in the natural position. Do not record the extra digit as either a rolled or flat impression.

Rolling Techniques

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.

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. 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.

The finger is rolled in one continuous motion from one side of the fingernail to the other side of the fingernail and should include a few ridges below the first joint. When the fingerprint is placed on the fingerprint card or viewed on the livescan 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.

If a finger or fingers can't be printed, indicate the reason in the appropriate flat impression fingerprint block, annotate fingers prior to taking flat or rolled impressions.

“XX” – amputation or missing finger, finger is missing above the first joint or the entire finger is missing. Use “XX” if the entire hand is missing.

“UP” – unable to print finger due to arthritis, bandage, cast, deformity, open wounds, etc.

Note: The above annotations are used when taking ink or electronic fingerprints. If “XX” or “UP” is used, do not place the corresponding fingerprint in the fingerprint block as the card/submission will be rejected.

After rolling the fingerprint, examine the completed fingerprint impressions for clear ridge characteristics, pattern type, core, and delta(s). Re-roll poor quality fingerprint impressions.

Fingerprint Rolling Sequence

Ink

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.

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. 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.

Inking the Platen or Surface

Distribute the ink evenly on the inking slab to avoid over-inking; if using the Porelon pad or inkless system (not livescan), ensure the pad is in good condition and sufficiently inked for fingerprinting.

Note: When inking the plain impressions (sometimes referred to as flat or slap prints) or rolled impressions, don't roll over the used area of the inking slab as this results in uneven inking and can cause false artifacts in the fingerprint impression.

- Take a test print of one finger to ensure the slab is properly inked.
- Too much ink will result in a dark fingerprint image.
- Not enough ink will result in a light fingerprint image.
- Use retabs to retake a poor quality fingerprint.
 - Place a strip of retabs on your workstation or one retab on a hard surface where it can easily be peeled up. Roll the fingerprint impression on retabs until the best possible impression is obtained.
 - Place the retabs in the correct fingerprint block. Use only one retab per fingerprint block. Retabs may not be stacked more than one high in each fingerprint block. Retabs may be used in the flat impression blocks.
- Regularly clean the inking roller and slab with soap and water or electronic platen with a small alcohol pad. Be sure to clean thoroughly or replace the platen when a biohazard may exist.

Fingerprint Rolling Techniques Continued

Individual fingerprint rolled impressions.

- Grasp the individual's right hand and bend the four fingers inward, isolating the thumb.
- 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.
- The remaining fingers of the right hand are then rolled from nail to nail in sequential order following the order of the card or livescan device.
- 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.

Rejected Fingerprints

Applicant Fingerprints

The Section does not mail rejected applicant fingerprint cards to the contributing agency. Agencies submitting state civil applicant fingerprint cards receive reject notifications electronically.

Criminal Arrest Fingerprints

Fingerprint Unit staff contact the contributing agency by phone or email when a criminal arrest fingerprint card is rejected due to poor quality fingerprints. The person making the contact will provide instructions on how to resubmit a new fingerprint card.

Fingerprint Rolling Techniques Continued

Exhibit 5 – WSP Reject Slip



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.

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.
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 (5/2006)

Fingerprint Rolling Techniques Continued

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 →



FBI Fingerprint Reject Process

Exhibit 6 – WSP/FBI Reject Slip

| | |
|--|---|
| Identification and Background Check Section PO Box 42633 - Olympia WA 98504-2633 Phone (360) 534-2000/Fax (360) 534-2073 |  |
| Notice of Fingerprint Card Rejection | |
| <p>Your fingerprint submission has been accepted by the Washington State Patrol Identification and Background Check Section and the Washington State Identification System (WASIS) criminal history database has been updated accordingly. The fingerprints were not submitted to the FBI Next Generation Identification (NGI) due to the following reason(s):</p> | |
| | |
| Technician Name _____ | Date _____ |
| <p>To resubmit new fingerprints to the FBI NGI, please re-fingerprint the individual, making sure all of the arrest and demographic information is the same as the original submission. Attach the new fingerprint card along with this rejection form and mail to the Identification and Background Check Section at the above address.</p> | |
| <p>To electronically transmit the new fingerprints, please annotate "FBI RESUBMIT" in the comment field on your livescan. This annotation is necessary in order for the fingerprints to be forwarded to the FBI without creating a duplicate arrest on the individual's criminal history record.</p> | |

If the fingerprints are of poor quality, but were accepted by the WSP, the fingerprints are not forwarded to the FBI. The WSP will email a reject slip (example above) to the agency indicating the reason(s) why the fingerprints were rejected.

If the FBI rejects an applicant card submission, the contributing agency will receive the reject response by email. Print out the reject message, re-fingerprint the person, and print out and mail the fingerprint card if using a livescan device or mail the inked fingerprint card to the WSP.

If the FBI rejects a criminal arrest fingerprint card submission, the contributing agency will receive the reject response by designated electronic mail or mail. This reject response should be returned to the official at the agency taking the fingerprints. The reject reasons on the response should be used to determine why each print was rejected and make needed corrections.

Fingerprint Rolling Techniques Continued

Resubmitting FBI Rejects

Paper method

After the subject is re-fingerprinted on a new fingerprint card and returned to the WSP Criminal History Records Section by U.S. mail, the Section will forward it to the FBI. Notify the court to delete the “dead” PCN for the original charge.

Electronic method

Create a new record exactly like the rejected record, except in the Comment field enter “FBI RESUBMIT”. The new record will fall out for exception handling as a duplicate record at the WSP. A staff person will review the record to ensure it is truly an FBI resubmission and will forward the resubmitted fingerprints to the FBI.

When submitting new fingerprints for a previously rejected arrest event, be sure to use the original date of arrest when filling out the fingerprint card.

Regardless of which method is used, the contributing agency must notify the court of the original “dead” PCN and the new PCN of the resubmitted fingerprints in order to ensure the final disposition will be submitted to the WSP once the case is adjudicated.

Exhibit 7 – FBI Reject Slip

The below example shows a FBI criminal fingerprint card rejection.

Type of Transaction: CAR

Date Transaction Initiated: 031720XX

Transaction Control Number: 1200000100012XXX

Transaction Control Reference: E1010012000000012XXX

Local ID: A0001234

State Identification Number: WA12345XXX

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 is 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.

State Responses

Notice of Arrest (NOA)

Upon entry of a criminal arrest fingerprint card into the Washington State Identification System (WASIS) criminal history database, 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 email depending upon how the agency has requested to receive notifications.

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 protection order. If the SID number is not entered in the warrant or protection order, the contributing agency should run a wants/warrants query based upon the individual's name and date of birth and any aliases.

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

NOA Description

1. Header – the Washington State Patrol / WASIS.
2. Date – date of the NOA.
3. Attention – contributing agency ORI.
4. SID Number – number assigned when the first retained fingerprint card is received. All subsequent retained information for an individual is assigned the same SID number based on positive fingerprint identification.
5. Arrestee Name – displays the name as it appears on the subject's first retained fingerprint card; also known as the master name. This may or may not be the same name used at the time of the arrest. Names with an asterisk preceding the name indicate it's an alias.
6. Birthdate – date(s) of birth reported by the subject at the time of the booking event.
7. FBI/UCN No (Federal Bureau of Identification/Universal Control Number) – number assigned by the FBI.
8. PCN (Process Control Number) – a unique tracking number assigned at the time of a fingerprinting event intended to link the arrest event to its final disposition.

9. TCN (Transaction Control Number) – a unique identification number assigned to each fingerprint submission. The number is the WSP's tracking and archive number.
10. Offense – offense, originating agency's ORI, name, and city/state. The originating agency is the agency who initiated the case.
11. Date of Arrest – date the individual was arrested.
12. LID/OCA (Local Identification or Originating Case Agency) – number used to identify this fingerprinting event to the subject. It may be a booking, jacket, county identification, or other number the agency designates.
13. Unique No (OIN) – the other identifying number is usually a citation or incident number.
14. Court Case No – number assigned by the court, may not be available at the time of booking event.
15. Warrant No – number identifying the warrant.
16. Charge – crime code and offense literal, RCW, and offense classification.
17. Comments – additional information provided by the agency.
18. Disposition Responsibility – court or agency responsible for providing the disposition to the WSP.
19. QW – the SID number used to locate warrants, protection orders, and other records from WACIC files.
20. Examples of QWs.
 - a. Record number 1, example of the SID and FBI numbers.
 - b. Record number 2, example of a warrant arrest.
 - c. Record number 3, example of a protection order.
 - d. Record number 4, example of DOC custody status.

WSP Notice of Arrest (NOA)

- 1) WASHINGTON STATE PATROL / WASIS NOTICE OF ARREST 2) DATE: 11/14/2015
- 3) ATTENTION: CONTRIBUTING ORI WA0000000
- 4) SID NUMBER 5) ARRESTEE NAME 6) BIRTHDATE
WA10000825 FIESTY, FIGHTER 06/05/1960
AKA * PIED, PIPER
 *SEASONING,PEPPER
- 7) FBI NO. 9007700
- 8) PCN X37452182 9) TCN WA4000000100312683

10) OFFENSE

ORIGINATING ORI WA0000000
PD NAME
CITY WA

11) DATE OF ARREST
11/14/2015

12) LID/OCA
X0227007

13) UNIQUE NO (OIN)
CR110Z2

14) COURT CASE NO
150123456

15) WARRANT NO
W123456789

16) CHARGE: 00110200 ASSAULT 3
RCW: 9A.36.031(2)
CLASS C FELONY

17) COMMENTS: TWIN

18) DISPOSITION RESPONSIBILITY: WA000015J
AGENCY: SUPERIOR COURT CITY

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.

19) A QUERY (QW) USING THE SID WAS DONE TO LOCATE WARRANTS, PROTECTION ORDERS, AND OTHER RECORDS FROM WACIC FILES.

20) Examples QWs.

A) * MULTIPLE RECORDS ***) ----- RECORD NUMBER 1 OF 4 -----**
SID/WA10000825 NAM/FIESTY, FIGHTER DOB/06/05/1960
FBI/9007700
*** POSSIBLE CRIMINAL HISTORY RECORD ***
*** DO NOT ARREST ON THIS INFORMATION ***

B) -----RECORD NUMBER 2 OF 4 -----
FELONY WARRANT (BASED ON SID)
MKE/EFW 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

State Responses Continued

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: 07/09/2015 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

C) ----- RECORD NUMBER 3 OF 4 -----
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

D) ----- RECORD NUMBER 4 OF 4 -----

***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
SUPERVISON/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 a complete criminal history transcript, inquire by SID number.

IF ANY CHANGES NEED TO BE MADE ON THIS ARREST, PLEASE USE A CORRECTION NOTICE TO REPORT THE CHANGE.

Civil Applicant Response (No Record Found)

1. Header – Washington State Patrol/WASIS
2. Type of Transaction
 - NFUF – Non-Federal User Fee – non-retained submission used for non-criminal justice and licensing purposes in which the contributor may or may not be charged a fee (concealed pistol license, school teachers, local ordinances, personal identification, etc.)
 - MAP – Miscellaneous Applicant – a retained fingerprint transaction used for criminal justice employment and volunteers.
3. Date Transaction Initiated – date the transaction was completed.
4. TCN (Transaction Control Number) – a unique identification number assigned to each fingerprint submission. The number is the WSP’s tracking and archive number.
5. OCA (Originating Court Case Agency, normally left blank) – is any number the agency wants to use to link this arrest to the person. Often referred to as a booking number, jacket number, identification number, etc.
6. Name – the name given at the time of the fingerprinting event. Requesting government photo identification at the time of fingerprinting is recommended.
7. Employer and Address – the name and address of the employer.
8. Residence – the address of the person being fingerprinted.
9. Non-Federal User Fee Electronic Response – the type of response returned to the agency requesting the background check.
10. Search Parameters – the information used to complete the background check.
 - a. Name – the name of the individual.

- b. AKA – Also Known As – other names, dates of birth, social security numbers, etc. used by the person.
 - c. SOC – Social Security – the person’s social security number.
 - d. Search Mode – the type of search conducted. A conviction background check returns arrests with a disposition of guilty, adverse findings, and arrests less than one year old without a disposition.
- 11. ORI and Name – ORI and name of the agency requesting the background check.
 - 12. Date Processed – date the background check request was completed.
 - 13. Processed by – number of the person who processed the request.
 - 14. Pursuant to Purpose of Inquiry – the results of the background check.
 - 15. Date and Agency – date and agency responding to the background check request.
 - 16. ORI and Agency – ORI and agency requesting the background check.

Civil Applicant Response (No Record Found) Example

1) From: IAFISER@wsp.wa.gov
Sent: NOVERBER 30, 2015 9:57 AM
To: Agency Name@xxxxxx.xxx.xxx
Subject: FBI Fingerprint Search Response - TO: WAWSP0099 - TCN 4099100007011942; TRAINING, RECORD F

Note: Please DO NOT respond to this email 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: TRAINING, RECORD F
- 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

State Responses Continued

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) WA920310Z

SUPERINTENDENT OF PUBLIC INSTRUCTION

PO BOX 47200

OLYMPIA, WA 98504

Intentionally Left Blank

FBI Fingerprint Search Responses

FBI Civil Applicant Response

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 response is not a duplicate to an electronic response.

No prior arrest

1. Type of Transaction (TOT) – the type of background check submitted to the WSP.
 - a. Miscellaneous Applicant (MAP) – a retainable fingerprint transaction used for criminal justice employment, volunteers, and criminal justice contractors.
 - b. Non-Federal User Fee (NFUF) applicant, user fee or no charge – a 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 – date the FBI received the background check.
3. Transaction control number (TCN) – a unique identification number assigned to each fingerprint submission. The number is the WSP’s tracking and archive number.
4. Name – the name of the person who ran the background check.
5. Residence – address of the person fingerprinted.
6. Electronic RAPsheet – type of response from the FBI.
7. ICN (Integrated AFIS Control Number) – number assigned by the FBI.
8. Name – the applicant’s name.
9. Physical Descriptors – race, height (feet and inches), weight (pounds), date of birth.
10. MNU (Miscellaneous Number) – other forms of government issued photo identification other than a Washington State driver’s license or identification card.
11. SOC – the social security number provided by the person; this number may not be their real social security number.
12. Sex – gender of the person.
13. Date the Background Search was Requested.
14. Response Message.
15. Date the Response Message was sent by the FBI to the Requestor.
16. Agency Name and Address Requesting the Background Check.

FBI Fingerprint Search Responses Continued

No Arrest Record Found Example

1. Type of Transaction: NFUF
2. Date Transaction Initiated: 10302016
3. Transaction Control Number: WA0X00000400073XX3
4. Name: RECORD,TRAINING
5. Residence: 5305 WANNABE STREET ANYWHERE WA 98501
6. Electronic RAPsheet: CIVIL APPLICANT RESPONSE
7. ICN: E20142X20000000XX133
8. RECORD,TRAINING FIESTY
1982/03/08
9. W 507
10. MNU
AF-123123123
11. SOC
123456789
12. SEX
M
13. WAWSP0100 WASHINGTON STATE PATROL
OLYMPIA WA
2016/10/30
14. A SEARCH OF THE FINGERPRINTS ON THE ABOVE
INDIVIDUAL HAS REVEALED NO PRIOR ARREST DATA.
15. CJIS DIVISION
FEDERAL BUREAU OF INVESTIGATION
2016/10/30
16.

WA0000000
AGENCY COUNTY
SHERIFF'S OFFICE
123 SW AVE WEST
PO BOX
CITY, STATE 98504

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.

Arrest Record Found

1. Type of Transaction – the type of background request submitted.
 - a. Miscellaneous Applicant (MAP) – retainable fingerprint transaction used for criminal justice employment, volunteers, and criminal justice contractors.
 - b. Non-Federal User Fee (NFUF) applicant, User Fee or No Charge – a 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 request.
3. Transaction Control Number – a unique identification number assigned to each fingerprint submission. The number is the WSP's tracking and archive number.
4. Transaction Control Reference – a number assigned by the FBI for tracking purposes.
5. FBI Number – a unique number assigned by the FBI.
6. State Identification Number – a unique number assigned by WSP to the first set of retained fingerprints for an individual. All subsequent retained fingerprints are assigned the same number.
7. Name – the person's name.
8. Residence – address of the person fingerprinted.
9. Electronic RAPsheet – address of the FBI.
10. Agency ORI – an FBI assigned unique identifier, identifying a criminal justice agency.
11. ICN (Integrated AFIS Control Number) – number assigned by the FBI.
12. TCN – a unique identification number assigned to each fingerprint submission. The number is the WSP's tracking and archive number.
13. Name – the person's name.
14. Date Arrested/Fingerprinted – date the person was arrested or fingerprinted.
15. Physical Descriptors – sex, race, date of birth, height (feet and inches), weight (pounds), eye color, and hair color.
16. State ID – a unique number assigned by WSP to the first set of retained fingerprints for an individual. All subsequent retained fingerprints are assigned the same number.
17. Birth Place – two-letter state or country abbreviation.
18. Citizenship – two-letter state or country abbreviation.
19. Other Birth Dates – other dates of birth used by the person.
20. Social Security – the social security number of the person, may not be their real social security number.
21. Scars-Marks-Tattoos – type and location of scar, mark, or tattoo.

FBI Fingerprint Search Responses Continued

22. MISC Numbers – other forms of government issued photo identification other than a state driver's license or identification card.
23. Alias Name(s) – other names the person is known by. Includes: maiden/birth name, street or gang names, nicknames, etc.
24. FBI Dissemination Restrictions – information dissemination restrictions.
25. FBI Identification Record – the beginning of the criminal history record, part 1.
26. Date Requested – date the FBI received the background check request.
27. Fingerprint Class – method used by the FBI to classify fingerprints only. This does not establish positive identity.
28. Part 2: Arrest information.
 - a. Arrested or received – date of the fingerprinting event.
 - b. Agency – the agency contributing the fingerprints.
 - c. Agency case – case number for this arrest(s).
 - d. Charge – the offense literal.
29. Court Information
 - a. Court – the disposition responsible ORI, generally the name of the court hearing the case or the name of the agency contributing the fingerprints.
 - b. Disposition – the outcome of the case.
 - c. Charge – the offense literal.
 - d. Sentence – includes the disposition, confinement, jail, supervision, etc.

Arrest Record Found Example

1. Type of Transaction: NFUF
2. Date Transaction Initiated: 05/26/2010
3. Transaction Control Number: WAXX000000X00076161
4. Transaction Control Reference: E2010XXX000000168863
5. FBI Number: 9007700
6. State Identification Number: WA10000825
7. Name: TRAINING, RECORD FIESTY
8. Residence: 110 WANNABEE, OLYMPIA WA 98504
9. Electronic RAPsheet:

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

- | | |
|--|------------------------------|
| 10. WA0000000 | 11. ICN E2010XXX000000168863 |
| 12. TCN WAXX000000X00076161 | |
| 13. NAME TRAINING,RECORD F | |
| 14. DATE ARRESTED/FINGERPRINTED 2013/12/17 | |
| 15. SEX RACE BIRTH DATE HEIGHT WEIGHT EYES HAIR | |
| M W 1982/03/08 511 225 BROWN BROWN | |
| 16. STATE ID 17. BIRTH PLACE | |

FBI Fingerprint Search Responses Continued

WA10000825

WASHINGTON STATE

18. CITIZENSHIP

UNITED STATES

19. OTHER BIRTH

DATES

1986/22/06

1986/22/06

23. ALIAS NAME(S)

PIPER,PIED

20. SOCIAL

SECURITY

123456789

22. MISC

NUMBERS

AF-123123123

21. SCARS-MARKS0-TATTOOS

TAT L HND

END OF COVER SHEET

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

WA000000

ICN E2013XX4000000227203

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

24. 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 NONGOVERNMENTAL ENTITIES AUTHORIZED TO SUBMIT FINGERPRINTS 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 APPLICANT THE OPPORTUNITY TO COMPLETE, OR CHALLENGE THE ACCURACY OF 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

FBI Fingerprint Search Responses Continued

RECORD OR OTHERWISE DETERMINED. IF THE APPLICANT WISHES TO CORRECT THE RECORD AS IT APPEARS IN THE FBI'S CJIS DIVISION RECORDS SYSTEM, THE APPLICANT SHOULD BE ADVISED THAT THE PROCEDURES TO CHANGE, CORRECT, OR UPDATE THE RECORD ARE SET FORTH IN TITLE 28, CFR, SECTION 16.34.

25. – FBI IDENTIFICATION RECORD –

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

| | | |
|-----------------|---------|--------------------|
| NAME | FBI NO. | 26. DATE REQUESTED |
| TRAINING,RECORD | 9007700 | 2015/11/30 |

| | | | | | | |
|-----|------|------------|--------|--------|-------|-------|
| SEX | RACE | BIRTH DATE | HEIGHT | WEIGHT | EYES | HAIR |
| M | W | 1982/03/08 | 511 | 225 | BROWN | BROWN |

BIRTH PLACE
WASHINGTON STATE

| | |
|-----------------------|---------------|
| 27. FINGERPRINT CLASS | CITIZENSHIP |
| 22 PI CO 17 15 | UNITED STATES |
| 17 PO 14 15 13 | |

END OF PART 1 – PART 2 TO FOLLOW

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

| | |
|----------------------|-----|
| WA000000 | ICN |
| E2013XX4000000227203 | |

28. PART 2

- FBI IDENTIFICATION RECORD - FBI NO 9007700

- a. ARRESTED OR RECEIVED 2015/09/02
- b. AGENCY-EXAMPLE SHERIFF'S OFFICE-OLYMPIA
- c. AGENCY CASE-CR12612XX
- d. CHARGE ASSAULT-4

29. a. COURT- EXAMPLE SHERIFF'S OFFICE - OLYMPIA
- b. DISPOSITION-
 - c. CHARGE-ASSAULT-4

FBI Fingerprint Search Responses Continued

d. SENTENCE-90D JAIL

GUILTY, JL SUSP 15D, FINE \$1000, FINE SUSP \$700

END OF PART 2 –

RECORD UPDATED 2015/09/08

FBI Fingerprint Search Responses Continued

Intentionally Left Blank

Corrections

There are three ways to submit a correction to a record maintained by the Section: the Correction Notice form, the Notice of Arrest (NOA), and the Washington State Patrol (WSP) Record of Arrests and Prosecutions (RAPsheet).

- 1) A correction notice is a form used by Washington State law enforcement agencies to change or correct information previously submitted on a fingerprint arrest event. The contributing agency or the originating agency of a fingerprint arrest can change or modify the records they submitted. ***Any Department of Corrections' (DOC) facility can change DOC information, even if they are not the contributor of the fingerprints.***
- 2) An NOA is automatically transmitted to the contributing agency through their telecommunications system or via email upon entry of a criminal arrest into the Washington State Identification System (WASIS) criminal history database. If you are not currently receiving an NOA and would like to receive the NOA, please contact Ms. Jennifer Perry at Jennifer.Perry@wsp.wa.gov.
- 3) A RAPsheet is obtained by law enforcement personnel through the query record process.

Disposition data may only be corrected by the county prosecutor or appropriate court. For disposition related issues contact the Disposition Processing Team at Dispositions@wsp.wa.gov.

Reasons for submitting a correction notice to the Section include a typographical or omission error; deceased notification; to add information not initially submitted on the arrest fingerprint card; to delete information submitted in error.

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

- Addition of charges resulting from a wants/warrants check.
- Correction or deletion of an arrest charge.
- Correction or deletion of a name or alias name (only if an error was made on the arrest card submission).
- Addition of alias names, dates of birth, places of birth, citizenship, or social security numbers.
- Incorrect date of birth.
- Incorrect date of arrest.
- Incorrect date of offense.

- Incorrect LID number.
- Incorrect or missing OIN number.
- Incorrect or missing court case number.
- Incorrect sex.
- Incorrect contributing or originating ORI.

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

- Disposition responsibility ORI change. 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, and this information will be captured at the time the disposition is entered into WASIS.
- To change the order of the information submitted in the comment field.
- To add charges not stemming from the original arrest offense or subsequent wants/warrants check. A new fingerprint arrest card should be submitted in this instance.

The correction notice should be typed or legibly hand written. The correction notice form, NOA, or RAPsheet can be emailed, faxed, or mailed to the Section.

Electronic Correction Notice

An electronic copy of the correction notice may be obtained by:

- Downloading from the WATCHCJ website:
<https://fortress.wa.gov/wsp/watchcj/>
- Downloading from the ACCESS website:
https://www.wsp.wa.gov/_secured/access/access.htm
- Emailing: correctionnotice@wsp.wa.gov
- Emailing: Jennifer.Perry@wsp.wa.gov

Submitting a Correction Notice, a NOA, or RAPsheet

- Email: correctionnotice@wsp.wa.gov.
 - Save the correction notice under a different name and attach it to an email, do not place it in the body of the email.
- Fax: (360) 534-2072.

- Mail: WSP Criminal History Records Section, PO Box 42633, Olympia WA 98504-2633.

Completing the Correction Notice

If the required (highlighted) information is not provided, the correction notice will be returned to the agency for completion.

1. Complete the required fields on the top portion of the correction notice.
 - Date (required).
 - SID No. (if available).
 - TCN (required, except on deceased correction notices).
 - FBI No. (if available).
 - PCN (required, except on deceased and DOC correction notices).
2. Complete Section A with the required information.
 - Subject Fingerprinted (required).
 - Date of Birth (required).
 - Social Security Number (complete only if correcting).
 - Personal Descriptors: Sex, Race, Hgt, Wgt, Hair, Eye (complete only if correcting).
 - Alias (complete only if correcting).
 - Contributing Agency ORI (required).
 - Date of Arrest (required, except on deceased and DOC correction notices).
 - Date of Offense (complete only if correcting or adding charges and the date of offense is different than the date of arrest).
 - PCN (required, except on deceased correction notices).
 - LID (required, except on deceased correction notices); DOC number should be used in the LID field of DOC correction requests
 - OIN (complete only if correcting or adding charges).
 - Offense (complete only if correcting charge information).
 - Originating Agency ORI (complete only if correcting or adding charges).
 - RCC: Reported Court Case number (complete only if correcting or adding charges).
 - Comments (complete only if correcting).
 - Any previously submitted erroneous information.
3. Check the appropriate box indicating what action will be taken (i.e. Correct to Read, Add, Deceased, or Delete). Please indicate the reason for deletion if deleting a record, or the date of death if submitting a deceased notice.
4. Complete Section B with **only** the corrected information, or that which needs to be added, or deleted:
 - Correct to Read.
 - Enter the information the way it should read on the criminal history record.

- Add.
 - Enter only the information to be added to the existing record.
 - Add-on charges (adding additional charges to an existing record with the same date of arrest).
 - When an individual is booked on one or more charges and after the fingerprinting event has been transmitted to the Section, the decision is made to add additional charges.
 - When outstanding warrants are identified following the initial booking. This occurs when a wants/warrants check is conducted after the subject was printed.
 - When there is a prosecutorial decision to add charges stemming from the same arrest event. For example, the subject is initially arrested on a Driving While License Suspended (DWLS) charge, but once a search warrant is obtained drugs are discovered in the automobile. The drug charges would be added via the correction notice add-on charge process. Provide the originating agency ORI for add-on charges if different than the contributing agency ORI, because the originating agency defaults to the contributing agency's ORI if the originating agency field is left blank.

Note: The intent of allowing charges to be added to an arrest event via the correction notice add-on charge process is to add charges that are associated to the specific arrest event/date of arrest. As a general rule, add-on charges should occur within 1-2 weeks of the original arrest event. It is not intended to circumvent the fingerprinting process for subsequent charges/arrests for individuals currently incarcerated on prior arrest events. As a general rule, for charges that occur more than 2 weeks after the original arrest event, the subject should be fingerprinted on the new charge(s), as a correction notice to add-on charges would not be appropriate. Offenses committed while in custody require a new set of fingerprints.
 - Deceased.
 - Provide the date of death.
 - No information is entered in Section B.
 - Delete Charge(s).
 - Complete Section B with **only** the information to be deleted from the existing record.
 - If the delete box is marked provide the reason. For example, "Sent in error."
 - Delete Entire Arrest.
 - Section B is left blank when an entire arrest is to be deleted.
5. Complete the bottom portion of the correction notice.
- **Correction Submitted By (required).**

- Name - name of the person submitting the correction notice (required).
- Telephone No. - agency telephone number (required).
- Submitting Agency and Address (required).
 - Agency name and address (required).

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

Exhibits

Correction Notice

- Exhibit – 8 Correct to Read
- Exhibit – 9 Add Information
- Exhibit – 10 Add a Charge
- Exhibit – 11 Deceased
- Exhibit – 12 Delete a Charge
- Exhibit – 13 Delete an Entire Date of Arrest
- Exhibit – 14 Out of County Warrant
- Exhibit – 15 DOC Violation

Notice of Arrest (NOA) Correction

- Exhibit – 16 Correct to Read
- Exhibit – 17 Add
- Exhibit – 18 Delete a Charge
- Exhibit – 19 Delete an Entire Arrest

RAPsheet Corrections

- Exhibit – 20 Correct to Read
- Exhibit – 21 Add
- Exhibit – 22 Delete an Offense
- Exhibit – 23 Delete an Entire Arrest

Exhibit – 8 Correct to Read

CORRECTION NOTICE



Date: 4/19/2017 **SID #:** WA10000825
TCN: WA4000003500187312 **PCN:** 004503525 **FBI #:** 9007700

A - INFORMATION PREVIOUSLY SUBMITTED

Subject Fingerprinted: _____ Training _____ Record _____ Piper _____
 (Last Name) (First Name) (Middle Name) (Suffix)

Date of Birth: 06/22/1964 Social Security No. _____

Sex: _____ Race: _____ Hgt: _____ Wgt: _____ Hair: _____ Eye: _____

Alias: _____ POB: _____ CIZ: _____

Contributing Agency ORI: WA0400000 **Date of Arrest:** 3/15/2017 Date of Offense: _____

PCN: 004503525 **LID:** 12456987 OIN: **CR9845671**

Offense(s): **Reckless Driving**

Originating Agency ORI: _____ RCC: _____

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

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

B - CORRECT INFORMATION TO READ

Subject Fingerprinted: _____
 (Last Name) (First Name) (Middle Name) (Suffix)

Date of Birth: _____ Social Security No. _____

Sex: _____ Race: _____ Hgt: _____ Wgt: _____ Hair: _____ Eye: _____

Alias: _____ POB: _____ CIZ: _____

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

PCN: _____ LID: _____ OIN: **CR5879123**

Offense(s): _____

Originating Agency ORI: _____ RCC: _____

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

Correction Submitted By:

Name: Submitting person's name _____

Telephone No. (000) 000-0000 _____

Submitting Agency and Address:

Submitting agency's name _____
 12546 Anywhere St. _____
 SomeWhere, WA 98500 _____

Correction Notice will be returned if all required (highlighted) information is not provided.

3000-240-007 (R 11/14)

Exhibit – 9 Add Information

| | | | | |
|--------------------------------|--------------------------|-----------------------|--|---|
| CORRECTION NOTICE | | | |  |
| Date: 1/4/15 | SID #: WA10000825 | | | |
| TCN: WA4000003500187312 | PCN: 004503525 | FBI #: 9007700 | | |

A - INFORMATION PREVIOUSLY SUBMITTED

Subject Fingerprinted: _____ Training _____ Record _____ Piper _____
(Last Name) (First Name) (Middle Name) (Suffix)

Date of Birth: 06/22/1964 Social Security No. _____

Sex: _____ Race: _____ Hgt: _____ Wgt: _____ Hair: _____ Eye: _____

Alias: _____ POB: _____ CIZ: _____

Contributing Agency ORI: WA0400000 **Date of Arrest:** 12/4/2014 **Date of Offense:** _____

PCN: 004503525 **LID:** 12456987 **OIN:** _____

Offense(s): _____

Originating Agency ORI: _____ RCC: _____

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

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

B - CORRECT INFORMATION TO READ

Subject Fingerprinted: _____
(Last Name) (First Name) (Middle Name) (Suffix)

Date of Birth: 6/22/1974 Social Security No. _____

Sex: _____ Race: _____ Hgt: _____ Wgt: _____ Hair: _____ Eye: _____

Alias: _____ POB: _____ CIZ: _____

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

PCN: _____ **LID:** _____ **OIN:** _____

Offense(s): _____

Originating Agency ORI: _____ RCC: _____

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

Correction Submitted By:

Name: Submitting person's name _____

Telephone No. (000) 000-0000 _____

Submitting Agency and Address:

Submitting agency's name _____
 12546 Anywhere St. _____
 SomeWhere, WA 98500 _____

Correction Notice will be returned if all required (highlighted) information is not provided.

3000-240-007 (R 11/14)

Exhibit – 10 Add a Charge

| | | | | |
|--------------------------------|--------------------------|-----------------------|--|---|
| CORRECTION NOTICE | | | |  |
| Date: 1/4/15 | SID #: WA10000825 | | | |
| TCN: WA4000003500187312 | PCN: 004503525 | FBI #: 9007700 | | |

A - INFORMATION PREVIOUSLY SUBMITTED

| | | | | |
|---|----------------------------------|------------------------|---------------|------------------------|
| Subject Fingerprinted: | Training | Record | Piper | |
| | (Last Name) | (First Name) | (Middle Name) | (Suffix) |
| Date of Birth: 06/22/1964 | Social Security No. _____ | | | |
| Sex: _____ | Race: _____ | Hgt: _____ | Wgt: _____ | Hair: _____ Eye: _____ |
| Alias: _____ | | | POB: _____ | CIZ: _____ |
| Contributing Agency ORI: WA0400000 | Date of Arrest: 12/4/2014 | Date of Offense: _____ | | |
| PCN: 004503525 | LID: 12456987 | OIN: _____ | | |
| Offense(s): _____ | | | | |
| Originating Agency ORI: _____ | | RCC: _____ | | |
| Comments: _____ (Be specific: other case #, warrant #, agency, counts, citation #, etc.) | | | | |

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

B - CORRECT INFORMATION TO READ

| | | | | |
|---|---------------------------|------------------------|---------------|------------------------|
| Subject Fingerprinted: | (Last Name) | (First Name) | (Middle Name) | (Suffix) |
| Date of Birth: _____ | Social Security No. _____ | | | |
| Sex: _____ | Race: _____ | Hgt: _____ | Wgt: _____ | Hair: _____ Eye: _____ |
| Alias: _____ | | | POB: _____ | CIZ: _____ |
| Contributing Agency ORI: _____ | Date of Arrest: _____ | Date of Offense: _____ | | |
| PCN: _____ | LID: _____ | OIN: _____ | | |
| Offense(s): <u>9A.52.025(2) 0231000 Residential Burglary; 9A.52.060(2) 0231800 Possess Burglary Tools</u> | | | | |
| Originating Agency ORI: _____ | | RCC: _____ | | |
| Comments: _____ (Be specific: other case #, warrant #, agency, counts, citation #, etc.) | | | | |

| |
|---|
| Correction Submitted By: |
| Name: Submitting person's name _____ |
| Telephone No. (000) 000-0000 _____ |

| |
|---------------------------------------|
| Submitting Agency and Address: |
| Submitting agency's name _____ |
| 12546 Anywhere St. _____ |
| SomeWhere, WA 98500 _____ |

Correction Notice will be returned if all required (highlighted) information is not provided.

3000-240-007 (R 11/14)

Exhibit – 11 Deceased

| | | | | |
|--------------------------------|--------------------------|-----------------------|--|---|
| CORRECTION NOTICE | | | |  |
| Date: 4/19/2017 | SID #: WA10000825 | | | |
| TCN: WA4000003500187312 | PCN: 004503525 | FBI #: 9007700 | | |

| | | | | |
|---|---------------------------|------------------------|---------------|------------------------|
| A - INFORMATION PREVIOUSLY SUBMITTED | | | | |
| Subject Fingerprinted: | Training | Record | Piper | |
| | (Last Name) | (First Name) | (Middle Name) | (Suffix) |
| Date of Birth: 06/22/1964 | Social Security No. _____ | | | |
| Sex: _____ | Race: _____ | Hgt: _____ | Wgt: _____ | Hair: _____ Eye: _____ |
| Alias: _____ | | | POB: _____ | CIZ: _____ |
| Contributing Agency ORI: WA0400000 | Date of Arrest: 3/15/2017 | Date of Offense: _____ | | |
| PCN: _____ | LID: _____ | OIN: _____ | | |
| Offense(s): _____ | | | | |
| Originating Agency ORI: _____ | | RCC: _____ | | |
| Comments: _____ (Be specific: other case #, warrant #, agency, counts, citation #, etc.) | | | | |

| | | | | |
|---|-------------------------------------|---|--|---|
| <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: 4/1/2017 |
|---|-------------------------------------|---|--|---|

| | | | | |
|---|---------------------------|------------------------|---------------|------------------------|
| B - CORRECT INFORMATION TO READ | | | | |
| Subject Fingerprinted: | (Last Name) | (First Name) | (Middle Name) | (Suffix) |
| Date of Birth: _____ | Social Security No. _____ | | | |
| Sex: _____ | Race: _____ | Hgt: _____ | Wgt: _____ | Hair: _____ Eye: _____ |
| Alias: _____ | | | POB: _____ | CIZ: _____ |
| Contributing Agency ORI: _____ | Date of Arrest: _____ | Date of Offense: _____ | | |
| PCN: _____ | LID: _____ | OIN: _____ | | |
| Offense(s): _____ | | | | |
| Originating Agency ORI: _____ | | RCC: _____ | | |
| Comments: _____ (Be specific: other case #, warrant #, agency, counts, citation #, etc.) | | | | |

| |
|---|
| Correction Submitted By: |
| Name: Submitting person's name _____ |
| Telephone No. (000) 000-0000 _____ |

| |
|---------------------------------------|
| Submitting Agency and Address: |
| Submitting agency's name _____ |
| 12546 Anywhere St. _____ |
| SomeWhere, WA 98500 _____ |

Correction Notice will be returned if all required (highlighted) information is not provided.

3000-240-007 (R 11/14)

Exhibit – 12 Delete a Charge

CORRECTION NOTICE



Date: 1/4/15

SID #: WA10000825

TCN: WA4000003500187312

PCN: 004503525

FBI #: 9007700

A - INFORMATION PREVIOUSLY SUBMITTED

Subject Fingerprinted: _____ Training _____ Record _____ Piper _____
 (Last Name) (First Name) (Middle Name) (Suffix)

Date of Birth: 06/22/1964 _____ Social Security No. _____

Sex: _____ Race: _____ Hgt: _____ Wgt: _____ Hair: _____ Eye: _____

Alias: _____ POB: _____ CIZ: _____

Contributing Agency ORI: WA0400000 **Date of Arrest:** 04/04/2014 **Date of Offense:** _____

PCN: 004503525 **LID:** 12456987 **OIN:** _____

Offense(s):

Originating Agency ORI: _____ RCC: _____

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

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

B - CORRECT INFORMATION TO READ

Subject Fingerprinted: _____
 (Last Name) (First Name) (Middle Name) (Suffix)

Date of Birth: _____ Social Security No. _____

Sex: _____ Race: _____ Hgt: _____ Wgt: _____ Hair: _____ Eye: _____

Alias: _____ POB: _____ CIZ: _____

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

PCN: _____ **LID:** _____ **OIN:** _____

Offense(s): **0952600 Eluding Enforcement Vessel Water Craft**

Originating Agency ORI: _____ RCC: _____

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

Correction Submitted By:
Name: Submitting person's name
Telephone No. (000) 000-0000

Submitting Agency and Address:
 Submitting agency's name
 12546 Anywhere St.
 SomeWhere, WA 98500

Correction Notice will be returned if all required (highlighted) information is not provided.

3000-240-007 (R 11/14)

Exhibit – 13 Delete an Entire Date of Arrest

CORRECTION NOTICE



Date: 1/4/15 **SID #:** WA10000825
TCN: WA4000003500187312 **PCN:** 004503525 **FBI #:** 9007700

A - INFORMATION PREVIOUSLY SUBMITTED

Subject Fingerprinted: _____ Training _____ Record _____ Piper _____
 (Last Name) (First Name) (Middle Name) (Suffix)
Date of Birth: 06/22/1964 Social Security No. _____
 Sex: _____ Race: _____ Hgt: _____ Wgt: _____ Hair: _____ Eye: _____
 Alias: _____ POB: _____ CIZ: _____
Contributing Agency ORI: WA0400000 **Date of Arrest:** 12/4/2014 Date of Offense: _____
PCN: 004503525 **LID:** 12456987 OIN: _____
 Offense(s): 0952600 Eluding Enforcement Vessel Water Craft
 Originating Agency ORI: _____ RCC: _____
 Comments: _____
 (Be specific: other case #, warrant #, agency, counts, citation #, etc.)

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

B - CORRECT INFORMATION TO READ

Subject Fingerprinted: _____
 (Last Name) (First Name) (Middle Name) (Suffix)
Date of Birth: _____ Social Security No. _____
 Sex: _____ Race: _____ Hgt: _____ Wgt: _____ Hair: _____ Eye: _____
 Alias: _____ POB: _____ CIZ: _____
Contributing Agency ORI: _____ **Date of Arrest:** _____ **Date of Offense:** _____
PCN: _____ **LID:** _____ **OIN:** _____
 Offense(s): _____
 Originating Agency ORI: _____ RCC: _____
 Comments: _____
 (Be specific: other case #, warrant #, agency, counts, citation #, etc.)

Correction Submitted By:
Name: Submitting person's name _____
Telephone No. (000) 000-0000 _____

Submitting Agency and Address:
 Submitting agency's name _____
 12546 Anywhere St. _____
 SomeWhere, WA 98500 _____

Correction Notice will be returned if all required (highlighted) information is not provided.

3000-240-007 (R 11/14)

Exhibit – 14 Add Out of County Warrant

| | | | | |
|---------------------------------|--------------------------|-----------------------|--|---|
| CORRECTION NOTICE | | | |  |
| Date: 1/9/17 | SID #: WA10000825 | | | |
| TCN: WA40001000050755761 | PCN: 007806851 | FBI #: 9007700 | | |

| | | | | |
|---|-----------------------------------|-------------------------------|------------------------------|-------------------------|
| A - INFORMATION PREVIOUSLY SUBMITTED | | | | |
| Subject Fingerprinted: | TRAINING | RECORD | | |
| | <small>(Last Name)</small> | <small>(First Name)</small> | <small>(Middle Name)</small> | <small>(Suffix)</small> |
| Date of Birth: 06/22/1986 | Social Security No. _____ | | | |
| Sex: M | Race: U | Hgt: 601 | Wgt: 175 | Hair: BRO Eye: BLU |
| Alias: _____ | | | POB: _____ | CIZ: _____ |
| Contributing Agency ORI: WA03400000 | Date of Arrest: 04/04/2014 | Date of Offense: _____ | | |
| PCN: 007806851 | LID: 123456 | OIN: _____ | | |
| Offense(s): _____ | | | | |
| Originating Agency ORI: _____ | | RCC: _____ | | |
| Comments: _____ | | | | |
| <small>(Be specific: other case #, warrant #, agency, counts, citation #, etc.)</small> | | | | |

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

| | | | | |
|---|----------------------------------|-------------------------------|------------------------------|-------------------------|
| B - CORRECT INFORMATION TO READ | | | | |
| 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: _____ | | | POB: _____ | CIZ: _____ |
| Contributing Agency ORI: _____ | Date of Arrest: _____ | Date of Offense: _____ | | |
| PCN: _____ | LID: _____ | OIN: _____ | | |
| Offense(s): Fail to Comply | | | | |
| Originating Agency ORI: WA0340000 | | RCC: 161000023 | | |
| Comments: Out of County Warrant, Burglary 2, Thurston Co. | | | | |
| <small>(Be specific: other case #, warrant #, agency, counts, citation #, etc.)</small> | | | | |

| |
|---|
| Correction Submitted By: |
| Name: Submitting person's name _____ |
| Telephone No. (000) 000-0000 _____ |

| |
|---------------------------------------|
| Submitting Agency and Address: |
| Submitting agency's name _____ |
| 12546 Anywhere St. _____ |
| SomeWhere WA 98500 _____ |

Correction Notice will be returned if all required (highlighted) information is not provided.

3000-240-007 (R 11/14)

Exhibit – 15 Add DOC Violation

CORRECTION NOTICE



Date: 1/9/17 **SID #:** WA10000825
TCN: WA40001000050755761 **PCN:** 007806851 **FBI #:** 9007700

A - INFORMATION PREVIOUSLY SUBMITTED

Subject Fingerprinted: TRAINING RECORD
 (Last Name) (First Name) (Middle Name) (Suffix)

Date of Birth: 06/22/1986 **Social Security No.** _____

Sex: M **Race:** U **Hgt:** 601 **Wgt:** 175 **Hair:** BRO **Eye:** BLU

Alias: _____ **POB:** _____ **CIZ:** _____

Contributing Agency ORI: WA023025C **Date of Arrest:** 12/31/2016 **Date of Offense:** _____

PCN: 007806851 **LID:** 123456 **OIN:** _____

Offense(s): _____

Originating Agency ORI: _____ **RCC:** _____

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

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

B - CORRECT INFORMATION TO READ

Subject Fingerprinted: _____
 (Last Name) (First Name) (Middle Name) (Suffix)

Date of Birth: _____ **Social Security No.** _____

Sex: _____ **Race:** _____ **Hgt:** _____ **Wgt:** _____ **Hair:** _____ **Eye:** _____

Alias: _____ **POB:** _____ **CIZ:** _____

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

PCN: _____ **LID:** _____ **OIN:** _____

Offense(s): Fail to Comply

Originating Agency ORI: WA023025C **RCC:** 981001234

Comments: DOC Wrnt Theft 1; DOC Wrnt WA032025C 981003241 Assault 2

(Be specific: other case #, warrant #, agency, counts, citation #, etc.)

Correction Submitted By:
Name: Submitting person's name
Telephone No. (000) 000-0000

Submitting Agency and Address:
 Submitting agency's name
 12546 Anywhere St.
 SomeWhere WA 98500

Correction Notice will be returned if all required (highlighted) information is not provided.

3000-240-007 (R 11/14)

Completing the Notice of Arrest (NOA)

The NOA is automatically transmitted to the contributing agency via email or their telecommunications system when an arrest is entered into the Washington State Identification System (WASIS) criminal history database. The NOA can be used to change, correct, or delete information previously submitted.

The following information is required:

- Indicate on the NOA it is a “Correction Notice.”
- Name, agency name and address, and phone number of the person submitting the correction.
- Current date.
- Action to be taken (correct to read, add, or delete).
- Provide clear instructions indicating what is to be corrected, added, or deleted.

Note: If incomplete, unclear, or illegible the form will be returned to the agency for completion.

Submit the Notice of Arrests the same ways correction notices are submitted (email, fax, or mail). If you currently do not receive your Notices of Arrest and would like to, please contact Jennifer Perry at Jennifer.Perry@wsp.wa.gov.

Exhibit – 16 NOA Correct To Read

WASHINTING STATE PATROL/WASIS NOTICE OF ARREST DATE 12/31/2016
ATTENTION: CONTRIBUTING ORI WAWSPD0000

SID NUMBER ARRESTEE NAME BIRTHDATE
WA10000825 RECORD, TRAINING 5/10/1982
AKA *FIESTY, FIGHTER

Correct to Read: Birthdate: 01/10/1985

FBI NO.
90007700

PCN 004503643 TCN WA4000100050755834

OFFENSE
ORIGINATING ORI WA0340000 DATE OF ARREST LID/OCA
ANY LAW ENFORCEMENT AGENCY 12/31/2016 B2057915

UNIQUE NO (OIN) Correct to Read: Originating ORI: WA0340100 WARRANT NO.
1254983

CHARGE: 08401000 MUNICIPALITIES/COUNTY CODE VIOLATION – NON FELONY
RCW: 35/36.00.000
DOMESTIC VIOLENCE
CLASS UNKNOWN

COMMENTS: AMC/12X.06.180/VIOLATE NO CONTACT ORDER
DISPOSITION RESPONSIBILITY: COURT ORI
AGENCY: COURT NAME
CITY AND STATE

CORRECTION NOTICE
Date:
Submitted by:
Telephone number:
Submitting agency name and address

Exhibit – 17 NOA Add

WASHINTING STATE PATROL/WASIS
ATTENTION: CONTRIBUTING ORI WAWSPD0000

NOTICE OF ARREST

DATE 12/31/2016

SID NUMBER
WA10000825

ARRESTEE NAME
RECORD, TRAINING
AKA *FIESTY, FIGHTER

BIRTHDATE
5/10/1982

FBI NO.
90007700

PCN 004503643

TCN WA4000100050755834

OFFENSE

ORIGINATING ORI WA0340000
ANY LAW ENFORCEMENT AGENCY

DATE OF ARREST
12/31/2016

LID/OCA
B2057915

UNIQUE NO (OIN)
1254983

COURT CASE NO.

WARRANT NO.

CHARGE: 08401000 MUNICIPALITIES/COUNTY CODE VIOLATION – NON FELONY
RCW: 35/36.00.000
DOMESTIC VIOLENCE
CLASS UNKNOWN

Add Offense: Driving Under the Influence

COMMENTS: AMC/12X.06.180/VIOLATE NO CONTACT ORDER
DISPOSITION RESPONSIBILITY: COURT ORI
AGENCY: COURT NAME
CITY AND STATE

CORRECTION NOTICE
Date:
Submitted by:
Telephone number:
Submitting agency name and address

Exhibit – 18 NOA Delete a Charge

WASHINTING STATE PATROL/WASIS
ATTENTION: CONTRIBUTING ORI WAWSPD0000

NOTICE OF ARREST

DATE 12/31/2016

SID NUMBER
WA10000825

ARRESTEE NAME
RECORD, TRAINING
AKA *FIESTY, FIGHTER

BIRTHDATE
5/10/1982

FBI NO.
90007700

PCN 004503643

TCN WA4000100050755834

OFFENSE

ORIGINATING ORI WA0340000
ANY LAW ENFORCEMENT AGENCY

DATE OF ARREST
12/31/2016

LID/OCA
B2057915

UNIQUE NO (OIN)
1254983

COURT CASE NO.

WARRANT NO.

CHARGE: 08401000 MUNICIPALITIES/COUNTY CODE VIOLATION – NON FELONY
RCW: 35/36.00.000
DOMESTIC VIOLENCE
CLASS UNKNOWN

Delete Charge: Reason: Duplicate Charge

COMMENTS: AMC/12X.06.180/VIOLATE NO CONTACT ORDER
DISPOSITION RESPONSIBILITY: COURT ORI
AGENCY: COURT NAME
CITY AND STATE

CORRECTION NOTICE
Date:
Submitted by:
Telephone number:
Submitting agency name and address

Exhibit – 19 NOA Delete an Entire Arrest

WASHINTING STATE PATROL/WASIS
ATTENTION: CONTRIBUTING ORI WAWSPD0000

NOTICE OF ARREST

DATE 12/31/2016

SID NUMBER
WA10000825

ARRESTEE NAME
RECORD, TRAINING
AKA *FIESTY, FIGHTER

BIRTHDATE
5/10/1982

FBI NO.
90007700

PCN 004503643

TCN WA4000100050755834

OFFENSE

ORIGINATING ORI WA0340000
ANY LAW ENFORCEMENT AGENCY

DATE OF ARREST
12/31/2016

LID/OCA
B2057915

UNIQUE NO (OIN)
1254983

COURT CASE NO.

WARRANT NO.

CHARGE: 08401000 MUNICIPALITIES/COUNTY CODE VIOLATION – NON FELONY
RCW: 35/36.00.000
DOMESTIC VIOLENCE
CLASS UNKNOWN

Delete the date of arrest: Reason: Sent in Error

COMMENTS: AMC/12X.06.180/VIOLATE NO CONTACT ORDER
DISPOSITION RESPONSIBILITY: COURT ORI
AGENCY: COURT NAME
CITY AND STATE

CORRECTION NOTICE
Date:
Submitted by:
Telephone number:
Submitting agency name and address

Completing the RAPsheet

A RAPsheet may be used as a correction notice. The RAPsheet can be used to change, correct, or delete information previously submitted on an arrest.

The following information is required:

- Indicate on the RAPsheet it is a “Correction Notice.”
- Name, agency name and address, and phone number of the person submitting the correction.
- Current date.
- Action to be taken (correct to read, add, or delete).
- Provide clear instructions indicating what is to be corrected, added, or deleted.

Note: If incomplete, unclear, or illegible the form will be returned to the agency for completion:

Submit the RAPsheet the same ways correction notices are submitted (email, fax, or mail).

Exhibit – 20 RAPsheet Correct to Read

NAME: PERSON, MEAN E DOB: 10/04/1980
SID NUMBER: WA99999999 FBI NUMBER: 782937A

ARREST 17 DATE OF ARREST: 05/04/2016

NAME USED: PERSON,MEAN E
CONTRIBUTING AGENCY: WA0050200 FORKS POLICE DEPARTMENT
LOCAL ID: ABC123 PCN: 999999999 TCN: N/A

| ARREST OFFENSES | DISPOSITION |
|--|------------------------------------|
| 0993000 FAIL TO COMPLY CLASS UNKNOWN ORIGINATING AGENCY: WAWSP8000 WSP-BREMERTON COMMUNICATIONS OIN: 555555 DISPO RESPONSIBILITY: WA005023J COURT CASE NO: C123456 DATE OF OFFENSE: 05/01/2016 JUVENILE: COMMENT: WRNT DUI | CONTRIBUTOR OR RESPONSIBLE AGENCY: |

Correct to Read: Originating
Agency ORI WA0050200

Correction Notice
Date:
Submitted by:
Telephone number:
Submitting agency name and address:

Note: Include as much available information as possible (Originating ORI, OIN, Court Case No., Date of Offense, etc).

Exhibit – 21 RAPsheet Add

NAME: PERSON, MEAN E DOB: 10/04/1980
SID NUMBER: WA99999999 FBI NUMBER: 782937A

ARREST 17 DATE OF ARREST: 05/04/2016

NAME USED: PERSON,MEAN E
CONTRIBUTING AGENCY: WA0050200 FORKS POLICE DEPARTMENT
LOCAL ID: ABC123 PCN: 999999999 TCN: N/A

| ARREST OFFENSES | DISPOSITION |
|--|------------------------------------|
| 0993000 FAIL TO COMPLY CLASS UNKNOWN ORIGINATING AGENCY: WAWSP8000 WSP-BREMERTON COMMUNICATIONS OIN: 555555 DISPO RESPONSIBILITY: WA005023J COURT CASE NO: C123456 DATE OF OFFENSE: 05/01/2016 JUVENILE COMMENT: WRNT DUI | CONTRIBUTOR OR RESPONSIBLE AGENCY: |

Add offense: Assault 4 DV

Correction Notice
Date:
Submitted by:
Telephone number:
Submitting agency name and address:

Note: Include as much available information as possible (Originating ORI, OIN, Court Case No., Date of Offense, etc).

Exhibit – 23 RAPsheet Delete an Entire Date of Arrest

NAME: PERSON, MEAN E DOB: 10/04/1980
SID NUMBER: WA99999999 FBI NUMBER: 782937A

ARREST 17 DATE OF ARREST: 05/04/2016

NAME USED: PERSON, MEAN E
CONTRIBUTING AGENCY: WA0050200 FORKS POLICE DEPARTMENT
LOCAL ID: ABC123 PCN: 999999999 TCN: N/A

| ARREST OFFENSES | DISPOSITION |
|--|------------------------------------|
| 0993000 FAIL TO COMPLY | CONTRIBUTOR OR RESPONSIBLE AGENCY: |
| CLASS UNKNOWN | |
| ORIGINATING AGENCY: WAWSP8000 | |
| WSP-BREMERTON COMMUNICATIONS | |
| OIN: 555555 | |
| DISPO RESPONSIBILITY: WA005023J | |
| COURT CASE NO: C123456 | |
| DATE OF OFFENSE: 05/01/2016 | |
| JUVENILE | |
| COMMENT: WRNT DUI | |

Delete the entire arrest, sent
in error.

Correction Notice
Date:
Submitted by:
Telephone number:
Submitting agency name and address:

Note: Include as much available information as possible (Originating ORI, OIN, Court Case No., Date of Offense, etc).

Disposition Reporting

Revised Code of Washington (RCW) 10.98.050 requires the law enforcement agency to transmit the disposition report form to the prosecuting attorney, county clerk, or appropriate court of limited jurisdiction for subsequent submission to the Section.

In the case of superior court or felony disposition, the county clerk or prosecuting attorney promptly shall submit the completed disposition information to the Criminal History Records Section (CHRS). 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 CHRS, the county clerk will provide the disposition information electronically to the CHRS. 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.

Whenever arrest charges reach a final disposition, the disposition must be reported to the Section. In the event no charges are filed, the Prosecutor's Office is responsible for notifying the Section that no charges were filed. When the case is disposed in court, the court is required to submit the disposition to the Section.

Process Control Number (PCN)

The PCN is a unique tracking number generated at the time of a criminal arrest fingerprinting event that links the arrest event to the disposition and facilitates the

electronic submission of disposition information to the WSP. The PCN was implemented statewide between 1996 and 2002.

The PCN is automatically generated by a livescan device or fingerprint card PCN packets provided by the Section. Each packet contains two fingerprint cards and a disposition sheet form stamped with the same PCN. The PCN is used 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 report 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), Superior Court Case Management System (Odyssey), and the Judicial Information System (JIS). The Section forwards all disposition information to the FBI through electronic tape transmission.

Electronic Disposition (E-Dispo) Project

The groundwork 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 criminal arrest 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 CHRS. 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 and 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 CHRS 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 early 2005, Benton County was the first county enabled to send dispositions electronically to the CHRS. After successful transmissions from Benton County, other counties were enabled to send disposition information electronically to the Section. Initially, the majority of electronically transmitted dispositions were not able to be processed electronically and had to be printed out for manual entry by WSP staff. A disposition with one charge, one disposition, and one RCW were allowed to update the Washington State Identification System (WASIS) criminal history database

Disposition Reporting Continued

automatically without human intervention; referred to as “lights out.” In 2008, the remaining counties (King, Pierce, Snohomish) were enabled to transmit electronically. By the end of 2008 about 3% of the electronic dispositions updated WASIS lights out, 42% were resolved through exception handling by WSP staff, and the remaining 55% had to be printed out for manual entry.

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 5% and the number able to be processed electronically in the exception handling queue by staff to over 89%. These percentages remained stable for the next several years. Additional enhancements were made in 2017 which increased the amount of dispositions able to process as “lights out” to over 33%. Of the remaining dispositions, 60% are able to be processed through exception handling and only 6% have to be printed out for manual processing.

Audits

State statute, 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 all disposition reports have been received and added to the criminal history record information (CHRI). Section staff research arrests over one year old without a disposition. If no disposition is found, the arresting agency is notified; the agency shall respond back to the CHRS within 60 days.

The results of compliance audits are published annually and distributed to legislative committees dealing with criminal justice issues, the Office of Financial Management, as well as criminal justice agencies and associations.

Historically, the Section prepared a list of all arrest offenses for which no disposition had been received (open arrest) and which had been outstanding for more than nine months since the date of arrest. The list was mailed to the disposition responsible agency for research and submission of the disposition to the Section.

In September 2001, the disposition audits were deferred until the completion of the Disposition Backlog Elimination Project. In 2004, the Section made a business decision to have staff research open dispositions rather than mailing a list to the disposition responsible agency.

In 2013, the disposition audit was re-instated. Each agency is audited for the number of fingerprint arrest charges submitted and the number of those charges without a disposition. Charges with associated dispositions are considered 'in compliance'. The Compliance Report reflects the percentage IN compliance, with the goal of the 100% compliance.

Common Reasons for Open Arrests

- PCN was not forwarded to the court.
- The PCN was not entered into the court system.
- PCN was added to the wrong court case.
- Charges were not filed and the Prosecutor did not submit a disposition report form to the WSP.

- The booking agency entered an incorrect ORI as the agency responsible for the disposition. If a court is not identified at the time of the booking event, the originating agency is listed as the disposition responsible agency.
 - a. Non-fingerprint submitting agency is listed as the originating agency.
 - b. The contributing ORI differs from the originating ORI and the PCN is not forwarded to the responsible agency.

PCN Guidelines are available on the Criminal History/Fingerprint Training website at <http://www.wsp.wa.gov/secured/ident/resource.htm>.

The Section retains CHRI for 120 from an individual's most recent date of birth. Local criminal justice agency retention schedules are generally much less. In the event of a purged file, when disposition details are no longer available, the audit report form should be returned to the Section indicating "Disposition Unavailable". This will satisfy future audits and will not be adverse to the subject of the record, but will allow the subject's fingerprints to be retained for criminal justice purposes.

If an audit report is received for an arrest with a PCN assigned, the appropriate court should ensure the PCN was entered into the court system. This will trigger an electronic disposition transfer to the WSP, updating the arrest record.

Compliance Report

As noted above, the compliance report summarizes and compares previously reported arrest charges with dispositions received to determine the compliance rate for submitting dispositions as mandated by state statute. The goal is to ensure that every arrest charge has a disposition associated with it.

- 1) Originating Agency Name – the agency where the arrest event originated. This is the agency responsible for forwarding the PCN (process control number) to the appropriate court. This may differ from the contributing ORI (the agency who submitted the fingerprints to the WSP).
- 2) Originating Agency ORI – the originating agency identifier number supplied by the FBI.
- 3) Total Arrest Charges Reported – fingerprint based arrest charges submitted by each agency. These are by charge, not by arrest event. There may be multiple charges per arrest event submission.
- 4) Total Open Charges – indicates the number of arrest charges for which a final disposition has not been reported.
- 5) Percentage in Compliance – indicates the percentage of arrest charges for each contributing agency that do have a final disposition on file.

Compliance Report Example

The 2016 Washington State Patrol Annual Disposition Reporting Compliance Report looked at arrest events that occurred between 01/01/2014 and 12/31/2014

| 1)Originating Agency Name | 2)Originating Agency ORI | 3)2014 Total Arrest Charges Reported | 4)Total Open Charges | 5)Percent In Compliance |
|----------------------------------|---------------------------------|---|-----------------------------|--------------------------------|
| COUNTY NAME | | | | |
| COUNTY SHERIFFS OFFICE | WA0000000 | 300 | 47 | 84.33% |
| CITY POLICE DEPARTMENT | WA0000100 | 207 | 48 | 76.81% |
| CITY POLICE DEPARTMENT | WA0000200 | 54 | 16 | 70.37% |
| COUNTY NAME | | | | |
| COUNTY SHERIFF | WA0000000 | 1549 | 123 | 92.06% |
| CITY POLICE DEPARTMENT | WA0000100 | 6 | 0 | 100.00% |
| CITY POLICE DEPARTMENT | WA0000200 | 164 | 162 | 1.22% |

Intentionally Left Blank

Court Orders

It is the responsibility of the prosecutor or appropriate court to submit supplemental disposition information to the WSP. The supplemental information may be in the form of an overturned conviction or sentence, an 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 dismissal, order to vacate, order to expunge, and order to seal or destroy. 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 from conviction to nonconviction.

Information maintained as Criminal History Record Information (CHRI) by criminal justice agencies, other than courts, is governed under the Criminal Records Privacy Act (RCW 10.97). 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.

Order to Vacate – Felony Offenses

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 from the court, the "Guilty" status is replaced with "Vacated". A status reflecting "Vacated" is available only for criminal justice purposes. The Section will notify the FBI of the updated status.

Reference RCW 9.95.240, 9.94A.637, and 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 from the court, the "Guilty" status is replaced with "Vacated". A status reflecting "Vacated" is available only for criminal justice purposes. The Section will notify the FBI of the updated status.

Reference RCW 9.96.060

Order to Expunge/Delete

CHRI consisting of nonconviction 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 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.

An individual may request to have their nonconviction data expunged/deleted using the WSP Expungement/Deletion of Nonconviction Record form or file a motion with the court.

Upon receipt of the form or court order to expunge/delete, staff will locate the corresponding arrest and disposition information and delete the information. 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, businesses/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 juvenile CHRI. The juvenile court will hold regular sealing hearings and administratively seal an individual's juvenile record when the subject reaches the age of eighteen (18), unless the court receives an objection or notes a compelling reason not to seal. At the time of the disposition hearing an administrative hearing is scheduled to take place during the first regularly scheduled sealing hearing after the subject has completed the terms and conditions of the disposition including affirmative conditions and financial obligations. 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.

In response to the order to seal, the documents relating to the arrest incident and disposition named in the court order are sealed. The FBI disseminates sealed juvenile record information on a background check. Consequently, the WSP deleted sealed juvenile records from the FBI so that they are not available to the public on a background check.

In 2015, the legislature passed Engrossed Second Substitute Senate Bill (ESSSB) 5564 (RCW 13.50.260) which states, "the Washington State Patrol shall ensure that the Washington State Identification System provides criminal justice agencies access to sealed juvenile records information". Since July 24, 2015, the WSP nonconviction RAPsheet shows these records as "**** JUVENILE SEALED RECORD****". Sealed juvenile records are only available to criminal justice agencies. When a court order is received to open a sealed record the record is updated in the Washington State Identification System (WASIS) criminal history database showing the original disposition value and is electronically sent to the FBI.

A person who is over the age of twenty-three (23) may petition the court to destroy their CHRI.

In response to an order to destroy juvenile records, the WSP deletes all CHRI related to the destroy order. Per statute, the WSP 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 record, including demographic information and biometrics is removed from the FBI file.

Reference RCW 13.50.050, 13.50.260, RCW 13.50.270, Chapter 43.43

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 deferred disposition is

considered a conviction. Once the conditions are met, the record is vacated. The record is sealed no later than 30 days after the juvenile's 18th birthday if 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

Sex/Kidnapping Offender Registration

Statutory Requirements

The Community Protection Act of 1990 requires 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. The photograph may be emailed to SORlivescanphotos@wsp.wa.gov or mailed to the Criminal History Records Section (CHRS) with the fingerprint card.

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 felony 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.

Sex/Kidnapping Offender Registration Continued

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 Washington State Identification System (WASIS) criminal history database to provide the capability to collect all SOR details in one information system, add data elements, and allow 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 as 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. In addition, 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. In addition, 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 was updated weekly using information from the registry in WASIS.

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

Sex/Kidnapping Offender Registration Continued

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 were made to the sex and kidnapping offender registration requirements. Effective September 1, 2006, any adult or juvenile who is required to register was required 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.

Sex/Kidnapping Offender Registration Continued

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 registration requirements; Substitute House Bill 2534 and Substitute Senate Bill 6414.

Substitute House Bill 2534 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 provided 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

Sex/Kidnapping Offender Registration Continued

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.

In 2011 the Legislature expanded the definition of a sex offense to include any federal convictions classified as a sex offense under 42 U.S.C. Sec 16911 (SORNA), any military conviction for a sex offense including sex offense under the uniform code of military justice, and any conviction in a foreign country for a sex offense under guidelines or regulations established pursuant to 42 U.S.C. Sec. 16912.

Out-of-state convictions for failure to register count towards the number of previous convictions 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.

A person with a federal or out-of-state conviction may request the county sheriff to investigate their removal from the registry, if a court in the person's state of conviction has determined the person should not be required to register and proof of relief from registration is provided to the sheriff. If the county sheriff determines the person has been relieved of the duty to register in his or her state of conviction, the county sheriff shall request the WSP to remove the person from the registry.

Changes were made to when a juvenile may petition to be relieved of duty. For class A felony sex or kidnapping offenses committed at the age of fifteen or older when:

- at least sixty months have passed since the adjudication and completion of confinement, and
- there are no additional adjudications or convictions of sex or kidnapping offenses, and
- there have been no adjudications or convictions for fail to register during the sixty months prior, and
- the petitioner shows by a preponderance of evidence he/she is sufficiently rehabilitated to warrant removal from the central registry.

Sex/Kidnapping Offender Registration Continued

The courts may seal records for persons convicted of a sex offense only if registration as a sex offender is no longer required or the offender has been relieved of the duty to register. The court may not seal records for offenders who have been convicted of rape in the first degree, rape in the second degree, or indecent liberties that was actually committed with forcible compulsion.

The 2012 legislative session included promoting prostitution in the first degree (RCW 9A.88.070) or promoting prostitution in the second degree (RCW 9A.88.080) to the definition of a sex offense if the person has a prior conviction for one of these offenses. A person is required to register for second and subsequent convictions of promoting prostitution in the first or second degree.

During the 2015 legislative session the definition of sex offense and kidnapping offense was expanded to include any tribal conviction for which the person would be required to register as a sex or kidnapping offender while residing in the reservation of conviction; or if not required to register in the reservation of conviction, an offense that under the laws of this state would be classified as a sex or kidnapping offense. Also, other sex offender and kidnapping offender related RCWs now include tribal convictions in the statute such as 9A.44.140, 9A.44.141, and 9A.44.142.

Agencies may develop a process to allow an offender to petition for review of the offender's assigned risk level classification. The timing, frequency, and process for review are at the sole discretion of the agency.

Any person required to register who intends to travel outside the United States must provide, by certified mail, with return receipt requested, or in person, signed written notice of the plan to travel outside the country to the county sheriff of the county with whom the person is registered at least twenty one days prior to travel. The notice shall include the following information: name, passport number and country, destination, itinerary details including departure and return dates, means of travel, and purpose of travel. If the offender subsequently cancels or postpones travel outside the United States, the offender must notify the county sheriff no later than three days after cancellation or postponement of the intended travel outside the United States or on the departure date provided in the notification, whichever is earlier. The county sheriff shall notify the United States Marshals Service as soon as practicable after receipt of the notification. In cases of unexpected travel due to family or work emergencies, or for offenders who travel routinely across international borders for work-related purposes, the notice must be submitted in person at least twenty four hours prior to the travel to the sheriff of the county where such offenders are registered with a written explanation of the circumstances that make compliance impracticable.

Sex/Kidnapping Offender Registration Continued

Sex offenders and kidnapping offenders who are visiting Washington State and intend to reside or be present in the state for ten days or more shall register his or her temporary address or where he or she plans to stay with the county sheriff of each county where the offender will be staying within three business days of arrival. Registration for temporary residents shall include the information required in RCW 9A.44.130(2)(a), except the photograph and fingerprints.

Except as provided in RCW 9A.44.142, for a person required to register for a federal, tribal, or out-of-state conviction, the duty to register shall continue indefinitely.

For a person who is or has been determined to be a sexually violent predator pursuant to chapter 71.09 RCW, the duty to register shall continue for the person's lifetime.

A person who is listed in the central registry as the result of a federal, tribal, or out-of-state conviction may request the county sheriff to investigate whether the person should be removed from the registry if a court or other administrative authority in the person's state of conviction has made an individualized determination that the person is not required to register and the person provides proof of the relief from registration to the county sheriff.

Who is Required to Register

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

- Adult – fixed residence or not.
- Juvenile – fixed residence or not.
- Student – a person who is enrolled, on a full-time or part-time basis, in any public or private education 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.

Resident of Washington

Register with the county sheriff in the county of the person's residence.

If admitted to a public or private institution of higher education in Washington, provide the name of the school to the sheriff's office where the person currently resides.

If working at or on a campus of a public or private institution of higher education in Washington, register and provide the name of the institution to the sheriff's office where the person currently resides.

Not a Resident of Washington

Register with the sheriff of the county where the place of employment or vocation is located.

If admitted to a public or private institution of higher education in Washington, the person must register where the school is located and provide the name of the school attending. The person must also inform the county sheriff where he/she resides.

If working for or on a campus of a public or private institution of higher education in Washington, the person must register where the school is located. The person must also inform the county sheriff where he/she resides.

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 <https://fortress.wa.gov/wsp/watchcj/>.

OWSOR Interface

The Offender Watch & Sex Offender Registry (OWSOR) Interface is a collaborative initiative by the Washington State Patrol (WSP) and the Washington Association of

Sex/Kidnapping Offender Registration Continued

Sheriffs and Police Chiefs (WASPC) to retrieve SOR data from the Offender Watch (OW) system and automatically update the WASIS system with that data.

The interface replaces the paper/email/fax processes that were used to update the WSP SOR data before. The interface electronically transfers information from Offender Watch to WASIS updating information such as change of addresses, level updates, and photos.

As a result, the OWSOR interface achieves a reduction in redundant work and a minimization of manually processing data. Thus, improving the accuracy, consistency, and timeliness of the SOR data stored in WASIS.

Sex/Kidnapping Offender Registration Continued

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Background Checks

Washington State Criminal History Record Information (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 nonconviction 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."

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, adverse findings, 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 conducted on WATCH require 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 seconds, a response is returned to the users WATCH inbox. The website address is <https://fortress.wa.gov/wsp/watch>. 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 will receive a Washington State conviction record of arrests and prosecutions (RAP) sheet. The RAPsheet reflects all Washington State criminal history background convictions, adverse findings, and any arrests less than one year old without a disposition. It also includes sex/kidnapping offender registration and Department of Corrections (DOC) information.

Background Checks Continued

The search is based on name and date of birth (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 WATCH inbox within a matter of seconds. 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 via 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. The notary letter request will be mailed to the requester within 7-14 business days. If a notary letter is required based on fingerprints, it must be mailed to the WSP with a 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.

An individual may request a Compromised Identity Claim (CIC) card by appearing at the Section. The CIC may assist an individual who has been the victim of identity theft or who has mental disabilities to establish their identity. The person will need to bring a passport photograph to the Section, pay the fee, and have their fingerprints put on file. The person is issued a CIC with the person photograph, name, SID number, signature, date issued, and staff signature. There is a fee for the CIC, if the card is lost and a new card is requested a fee is charged for the new card.

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 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 the WSP your agency agrees to hold, collect, and reconcile fees for billing from the 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 email 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 (30) 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 email address change for responses.

Inquiry Document Form-The Administration of Criminal Justice Agencies

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 nonconviction 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 (WATCHCJ)

The WATCHCJ 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 WATCHCJ. When the account is opened, background searches may be conducted. WATCHCJ offers the capability to view sex/kidnapping offender registrants' photographs. In addition, there is no logging requirement; logging is done automatically.

Various reports are also available through WATCHCJ: My Transaction History, Account Transaction Totals Report, Account Aggregate Query Report, and Account Membership. The website address is <https://fortress.wa.gov/wsp/watchcj/>.

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 nonconviction 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

Background Checks Continued

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.

The Contractor Qualification and Waiver form should be mailed to the Section along with one fingerprint card for each applicant. The state search and the FBI search require a fee for processing. The applicant card must use the authorized NCIC ORI and 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, or towns to request state and federal background checks. The county, city, or town must draft an ordinance allowing them to conduct state and federal background checks. The draft ordinance is forwarded to the 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 the WSP, it is forwarded to the FBI requesting approval for the county, city, or town to conduct fingerprint based background checks per the ordinance. The FBI assigns an Originating Agency Identifier (ORI) to the county, city, or town. The WSP will notify the county, city, or town 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, or town must establish a billing account with the WSP. The agency is required to collect and hold the fees until billed by the WSP.

Each agency is responsible to determine whether the individual is suitable for employment or licensing purposes. The county, city, or town 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, or town is subject to audits by the WSP and FBI regarding the dissemination of CHRI and standard operating procedures.

An agency conducting a name and date of birth background check may do so using the WATCH internet application or on a Section-prescribed form for a name and date of birth background check. The state response will include Washington 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 Washington 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 the 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 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 a 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 completing the Applicant Information form, the form is available on the FBI website at <https://www.fbi.gov/services/cjis/identity-history-summary-checks>
Mail the form to:

FBI CJIS Division - Summary Request
1000 Custer Hollow Road
Clarksburg WV 26303

Background Checks Continued

Note: Effective October 12, 2013, the FBI no longer accepts self-addressed stamped return envelopes. Envelopes received after this date will be destroyed. The response is returned via the U.S. Post Office.

Enclose the \$18.00 fee in the form of a money order or certified check (cash, personal checks, or business checks will not be accepted). Payments may also be submitted by completing the FBI Credit Card Payment form and mailing it to the FBI. If the request is for multiple people include the \$18.00 fee for each person (each person included on the form must sign the form). If multiple copies of the background check are requested include \$18.00 for each copy requested.

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, complete the Applicant Information form, and check the “Challenge information on your record” box.

- Exhibit 25 – Criminal Records Privacy Act Name and DOB Search form
- Exhibit 26 – Criminal Records Privacy Act Fingerprint Card
- Exhibit 27 – Personal Identification Fingerprint Card
- Exhibit 28 – Child/Adult Abuse Information Name Search Guidelines
- Exhibit 29 – Child/Adult Abuse Information Act Fingerprint Card
- Exhibit 30 – Fingerprint Services Billing Account Applicant
- Exhibit 31 – Agency Electronic Mail Address for State and FBI Responses
- Exhibit 32 – Applicant Submitting Agency Request to Change form
- Exhibit 33 – Private Sector Act Fingerprint Card

Background Checks Continued

Exhibit 25 – Criminal Records Privacy Act Name and DOB Search Form

WASHINGTON STATE PATROL
Identification and Background Check Section
PO Box 42633
Olympia WA 98504-2633
(360) 534-2000
<http://watch.wsp.wa.gov>



REQUEST FOR CONVICTION CRIMINAL HISTORY RECORD (RCW 10.97)

- \$16 Fee — Conviction Criminal History Record Information Based on Name and Date of Birth**
- For a \$12 fee and an immediate response using a credit card, access our web site listed above.
- \$38 Fee — Conviction Criminal History Record Information Based on Fingerprints**
- A full set of fingerprints on a fingerprint card is required for processing.
- \$10 Fee per Notary Seal — Notary Letter(s) in Addition to Criminal History Record Check**
- Requesting _____ Notarized Letter(s)

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. Applicant may be advised of inquiry.

SUBJECT INFORMATION: (Please type or print clearly)

Applicant's Name _____
Last First Middle

Alias/Maiden Name/Other Names Used _____

Date of Birth _____
Month/Day/Year

REQUESTOR INFORMATION: (Please type or print clearly)

Name _____

Address _____

City State ZIP Code

Contact Phone Number () _____

Would you like your results e-mailed or mailed? (Please select only one)

- Mailed (It may take 7 to 14 business days for response, when mailed.)
- E-Mailed*

E-Mail Address _____

Password _____

(Password must be 8-15 characters)

* Results can only be e-mailed for name and date of birth inquiries. Fingerprint-based background checks and notary letters will be mailed. Password is required to open encrypted PDF results.

3000-240-569 (R 6/18)

Background Checks Continued

Exhibit 26 – Criminal Records Privacy Act Fingerprint Card

| | | | | | | | | | | | | | | | | |
|--|--------------------|--|----------------|--|------|-----|------|------|--|--|--|--|--|--|--|--|
| <p>APPLICANT <small>*See Privacy Act Notice on Back</small></p> <p>FD-258 (REV. 3-1-10) 1110-0046</p> <p>SIGNATURE OF PERSON FINGERPRINTED _____</p> <p>RESIDENCE OF PERSON FINGERPRINTED _____</p> <p>DATE _____ SIGNATURE OF OFFICIAL TAKING FINGERPRINTS _____</p> <p>EMPLOYER AND ADDRESS _____</p> <p>REASON FINGERPRINTED Criminal Records Privacy Act RCW 10.97.050</p> | <p>LEAVE BLANK</p> | <p>TYPE OR PRINT ALL INFORMATION IN BLACK</p> <p>LAST NAME <u>NAM</u> FIRST NAME _____ MIDDLE NAME _____</p> <p>ALIASES <u>AKA</u></p> <p>CITIZENSHIP <u>CTZ</u></p> <p>YOUR NO. <u>OCA</u></p> <p>FBI NO. <u>FBI</u></p> <p>ARMED FORCES NO. <u>MNU</u></p> <p>SOCIAL SECURITY NO. <u>SOC</u></p> <p>MISCELLANEOUS NO. <u>MNU</u></p> | <p>FBI</p> | <p>LEAVE BLANK</p> | | | | | | | | | | | | |
| | | <p>O R I</p> | | | | | | | | | | | | | | |
| | | <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td>SEX</td> <td>RACE</td> <td>HGT</td> <td>WGT</td> <td>EYES</td> <td>HAIR</td> </tr> <tr> <td> </td> <td> </td> <td> </td> <td> </td> <td> </td> <td> </td> </tr> </table> | SEX | RACE | HGT | WGT | EYES | HAIR | | | | | | | <p>DATE OF BIRTH <u>DOB</u> Month Day Year</p> <p>DATE OF BRITH <u>POB</u></p> | |
| SEX | RACE | HGT | WGT | EYES | HAIR | | | | | | | | | | | |
| | | | | | | | | | | | | | | | | |
| | | <p>LEAVE BLANK</p> | | | | | | | | | | | | | | |
| | | <p>CLASS _____</p> <p>REF. _____</p> | | | | | | | | | | | | | | |
| <h1 style="font-size: 4em; margin: 0;">Example</h1> | | | | | | | | | | | | | | | | |
| 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 | | | | | | | | | | | | |
| <p>LEFT FOUR FINGERS TAKEN SIMULTANEOUSLY</p> | | <p>L.THUMB</p> | <p>R.THUMB</p> | <p>RIGHT FOUR FINGERS TAKEN SIMULTANEOUSLY</p> | | | | | | | | | | | | |

Background Checks Continued

Exhibit 27 – Personal Identification Fingerprint Card

| | | | | | |
|--|---|--------------|-------------|---|------|
| PERSONAL IDENTIFICATION <small>SEE REVERSE SIDE FOR FURTHER INSTRUCTIONS</small> | <small>TYPE OR PRINT ALL INFORMATION IN BLACK</small> LAST NAME <u>NAM</u> FIRST NAME MIDDLE NAME | | | FBI LEAVE BLANK | |
| | SIGNATURE OF PERSON FINGERPRINTED | | | FINGERPRINTS SUBMITTED BY | |
| RESIDENCE OF PERSON FINGERPRINTED | DATE FINGERPRINTED | | | SEX | RACE |
| PERSON TO BE NOTIFIED IN CASE OF EMERGENCY | SOCIAL SECURITY NO. | | | HGT | WGT |
| | MISCELLANEOUS NO. | | | EYES | HAIR |
| FINGERPRINTED BY | SCARS AND MARKS | | | DATE OF BIRTH | DOB |
| | | | Month | Day | Year |
| NAME _____ | | | CLASS _____ | | |
| ADDRESS _____ | | | REF. _____ | | |
| 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 | | L. THUMB | R. THUMB | RIGHT FOUR FINGERS TAKEN SIMULTANEOUSLY | |

Exhibit 28 – Child/Adult Abuse Information Name Search Guidelines

CHILD/ADULT ABUSE RECORD SEARCH GUIDELINES



Return completed form by e-mail to: WATCH.Help@wsp.wa.gov

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, adoptive parents, prospective clients, or resident.** Background checks may be conducted on prospective employees, volunteers, or adoptive parents who will be or may have unsupervised access to children less than sixteen years of age, developmentally disabled persons, or vulnerable adults. The background check is for initial employment decisions only. A prospective client's or resident's conviction record—upon the request of a business or organization that qualifies for exemption under section 501(c)(3) of the internal revenue code of 1986 (26 U.S.C. Sec. 501(c)(3) and that provides emergency shelter or transitional housing for children, persons with developmental disabilities, or vulnerable adults.
- 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. (See required disclosure items: [RCW 43.43.834](#))**
- 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:

- 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**.
- 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.
- "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.
- "Client" or "resident" means a child, person with developmental disabilities, or vulnerable adult applying for housing assistance from a business or organization.

ALL USERS – SYSTEM SAFEGUARDS

- Passwords are a unique identifier and should NEVER be shared with unauthorized users/personnel.
- Record information received as a result of a WATCH inquiry should only be used for the purpose for which it was intended.
- I understand that audits will be conducted on each account every 2 years or as needed.
- Violations of these WATCH system safeguards could result in the user being inactivated or the agency being denied access until the violation has been corrected.

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 _____ Account # _____

User Signature _____ Date _____

3000-240-036 (R 1/16)

Background Checks Continued

Exhibit 29 – Child/Adult Abuse Information Act Fingerprint Card

| | | | | |
|---|-------------|---|---|---------------|
| <p>APPLICANT <small>*See Privacy Act Notice on Back</small></p> <p>FD-258 (REV. 3-1-10) 1110-0046</p> <p>SIGNATURE OF PERSON FINGERPRINTED _____</p> <p>RESIDENCE OF PERSON FINGERPRINTED _____</p> <p>DATE _____ SIGNATURE OF OFFICIAL TAKING FINGERPRINTS _____</p> <p>EMPLOYER AND ADDRESS _____</p> <p>REASON FINGERPRINTED Child/Adult Abuse Act RCW 43.43.832</p> | LEAVE BLANK | <p><small>TYPE OR PRINT ALL INFORMATION IN BLACK</small></p> <p>LAST NAME <u>NAM</u> FIRST NAME _____ MIDDLE NAME _____</p> <p>ALIASES <u>AKA</u> O R I</p> <p>CITIZENSHIP <u>CTZ</u> SEX _____ RACE _____ HGT _____ WGT _____ EYES _____ HAIR _____</p> <p>YOUR NO. <u>OCA</u></p> <p>FBI NO. <u>FBI</u></p> <p>ARMED FORCES NO. <u>MNU</u></p> <p>SOCIAL SECURITY NO. <u>SOC</u></p> <p>MISCELLANEOUS NO. <u>MNU</u></p> | FBI LEAVE BLANK | |
| | | <p>DATE OF BIRTH <u>DOB</u> <small>Month Day Year</small></p> <p>DATE OF BRITH <u>POB</u></p> | | |
| | | <p>CLASS _____</p> <p>REF. _____</p> | LEAVE BLANK | |
| 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 | | L.THUMB R.THUMB | RIGHT FOUR FINGERS TAKEN SIMULTANEOUSLY | |

Exhibit 30 – Fingerprint Services Billing Account Application



Identification and Background Check Section
PO Box 42633
Olympia WA 98504-2633

BACKGROUND CHECK REQUEST BILLING ACCOUNT APPLICATION

Thank you for your interest in establishing a billing account with the Washington State Patrol (WSP). Upon return of this form to the WSP, a billing account will be established for your agency to process a fingerprint-based criminal history background check for a fee of \$38 or a name and date of birth background check for a fee of \$16 under the Washington State Criminal Records Privacy Act Revised Code of Washington (RCW) 10.97.050. In addition, the WSP Identification and Background Check Section, at 106 11th Avenue SW, Suite 1300, Olympia, Washington, provides fingerprinting service for a fee of \$19. Printing is conducted between the hours of 8 a.m. and 5 p.m., Monday through Friday, with the last appointment at 4:30 p.m., and no appointment is needed. The office is closed from 12 (Noon) to 1 p.m.

Please complete the information below for your agency:

| | |
|-------------------------------|-----------|
| AGENCY NAME | |
| CONTACT PERSON | |
| TELEPHONE NUMBER | () |
| E-MAIL ADDRESS | |
| FAX NUMBER | () |
| AGENCY BILLING ADDRESS | |
| | |

Please provide the name and e-mail address of the person to receive the invoice:

| | |
|--------------------------------|--|
| NAME AND E-MAIL ADDRESS | |
|--------------------------------|--|

Mail or fax this form to:

Lynette Brown
Background Check Unit Supervisor
Washington State Patrol
Identification and Background Check Section
PO Box 42633
Olympia WA 98504-2633
Phone (360) 534-2109
Fax (360) 534-2073

3000-240-045 (R 6/18)

Exhibit 31 – 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 BILLED INVOICE ACCOUNT

(current date)

TO: Washington State Agencies
RE: Agency Electronic Mail Address

Please complete the information below to indicate an electronic mail (e-mail) address to receive your agency's monthly invoice electronically.

| | |
|---|---------|
| AGENCY NAME | |
| AGENCY ORI/ACCOUNT NUMBER | |
| AGENCY CONTACT PERSON | |
| ADDRESS | |
| TELEPHONE NUMBER | () |
| FAX NUMBER | () |
| CONTACT PERSON'S E-MAIL ADDRESS | |
| E-MAIL ADDRESS TO RECEIVE INVOICES | |

Mail or fax this form to:

WSP Identification and Criminal History Section
Attn: Background Check Unit Supervisor
PO Box 42633
Olympia WA 98504-2633
Phone (360) 534-2109
Fax (360) 534-2073

3000-240-086 (12/16)

Exhibit 32 – Applicant Submitting Agency Request to Change Form



**Identification and Background Check 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 | | New Information | |
|--------------------------------|----------|--------------------------------|----------|
| Agency Name | | Agency Name | |
| Agency Address | | Agency Address | |
| Fax Number | () | Fax Number | () |
| Contact Person | | Contact Person | |
| Contact Person Phone No. | () | Contact Person Phone No. | () |
| E-Mail Address State Responses | | E-Mail Address State Responses | |
| E-Mail Address FBI Responses | | E-Mail Address FBI Responses | |
| Password | | Password | |

| Requestor Information | | | |
|-----------------------|--|-------------|--|
| Name | | Agency Name | |
| Signature | | ORI # | |
| Date | | Date | |

3000-240-021 (R 4/17)

Background Checks Continued

Exhibit 33 – Private Sector Act Fingerprint Card

| | | | | | |
|--|--------------------|---|--|---|--|
| <p>APPLICANT <small>*See Privacy Act Notice on Back</small></p> <p>FD-258 (REV. 3-1-10) 1110-0046</p> <p>SIGNATURE OF PERSON FINGERPRINTED _____</p> <p>RESIDENCE OF PERSON FINGERPRINTED _____</p> <p>DATE _____ SIGNATURE OF OFFICIAL TAKING FINGERPRINTS _____</p> <p>EMPLOYER AND ADDRESS _____</p> <p>REASON FINGERPRINTED Private Sector Act RCW 43.43.815</p> | <p>LEAVE BLANK</p> | <p>TYPE OR PRINT ALL INFORMATION IN BLACK</p> <p>LAST NAME <u>NAM</u> FIRST NAME _____ MIDDLE NAME _____</p> <p>ALIASES <u>AKA</u></p> <p>CITIZENSHIP <u>CTZ</u> SEX _____ RACE _____ HGT _____ WGT _____ EYES _____ HAIR _____</p> <p>YOUR NO. <u>OCA</u></p> <p>FBI NO. <u>FBI</u></p> <p>ARMED FORCES NO. <u>MNU</u></p> <p>SOCIAL SECURITY NO. <u>SOC</u></p> <p>MISCELLANEOUS NO. <u>MNU</u></p> | <p>FBI</p> <p>LEAVE BLANK</p> <p>DATE OF BIRTH <u>DOB</u> Month Day Year</p> <p>DATE OF BRITH <u>POB</u></p> <p>LEAVE BLANK</p> <p>CLASS _____</p> <p>REF. _____</p> | | |
| 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 | | L.THUMB | R.THUMB | RIGHT FOUR FINGERS TAKEN SIMULTANEOUSLY | |

Washington State/NCIC RAPsheet

The Record of Arrests and Prosecutions (RAPsheet) is an accumulation of the retained fingerprint cards and dispositions received by the Section from law enforcement agencies and courts. The information includes: criminal arrests, criminal justice applicants/volunteers and contract employees, sex/kidnapping offender registrations, personal identification, missing person information, and Department of Corrections' incarcerations and supervisions. All fingerprint cards are searched against the Automated Biometric Identification System (ABIS) database and identifications are made based on positive fingerprint comparison. The results of the background check are returned to the requestor of the background check.

A new copy of the RAPsheet should be requested when needed for subsequent use as additions or deletions may be made at any time.

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. Conviction information includes arrests less than one year old without a disposition. A conviction RAPsheet is disseminated without restriction based on RCW 10.97.050(1) and 43.43.830-845. Businesses, organizations, and the public receive conviction information.

"Nonconviction 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 nonconviction RAPsheet will contain both conviction and nonconviction data. Criminal justice agencies receive nonconviction information.

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

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

Note: Nonconviction entities/agencies will only receive conviction information and pending arrests less than one year old without a disposition. The information **not** available on a conviction RAPsheet is highlighted in gray on the following RAPsheet example.

Washington State RAPsheet

1. **CRIMINAL HISTORY INFORMATION AS OF** – the request date of the background check.

2. **MASTER INFORMATION**
 - A. Name – the name received on the first retained fingerprint card. This name becomes the “master” name and may or may not be the person’s true name. Other names used are entered in the Other Names Used field under Person Information.
 - B. State Identification (SID) number – a unique number assigned to the subject of record by the Automated Biometric Identification System (ABIS). All subsequent submissions receive the same SID number based on fingerprint identification.
 - C. DOC Number – a unique number assigned by the Department of Corrections (DOC). This number is not based on fingerprints.
 - D. Date of Birth (DOB) – subject’s date of birth provided at the time of the fingerprinting event; this DOB may or may not be the subject’s true DOB. Additional dates of births are entered in the Other Dates of Birth field under Person Information.
 - E. FBI or Universal Control Number (UCN) – a unique number assigned by the Federal Bureau of Investigation based upon fingerprint identification.

3. **PERSON INFORMATION**
 - A. Deceased
 - Date Reported – date the death was reported.
 - Reporting Agency – ORI and name of the reporting agency.
 - Deceased Type:
 - Reported – submitted on a death certificate, disposition, correction notice, or other written form.
 - Verified – based on post-mortem fingerprints or dental records.
 - B. Physical Descriptors – sex, race, height, weight, eye, and hair color. Refer to Appendix B.
 - C. Place of Birth – two-letter state or country abbreviation indicating the place of birth. Refer to Appendix C for state codes or refer to Appendix N for country codes.
 - D. Citizenship – two-letter country abbreviation. An individual may have dual citizenship. Refer to Appendix N
 - E. Other Names Used – includes alias names (birth/maiden, street/gang, nicknames, etc.) used by the subject. Refer to Appendix A.
 - F. Other Dates of Births Used – additional dates of birth used by the subject.

- G. Social Security Number – social security numbers used by the subject.
 - H. Miscellaneous Number – other forms of government issued photo identification. Refer to Appendix D.
 - I. DNA Taken – indicates if DNA was taken; “N” for No or “Y” for Yes. A biological sample from an adult or juvenile must be collected for purposes of DNA identification per RCW 43.43.754 upon conviction; refer to the RCW for a list of qualifying offenses.
 - J. DNA Typed – indicates whether a profile was created from the DNA that was typed; “N” for No or “Y” for Yes.
 - K. DLO – indicates the location of the DNA, telephone number, the system used to type the DNA-STR (Short Tandem Repeat), and the DNA number.
 - L. Comments – allows entry of other important information such as twin, real name unknown, etc.
- 4. SCARS, MARKS, TATTOOS, AND AMPUTATIONS (SMTA)**
- A. Location – NCIC abbreviation, indicating where the SMT is located on the body. (Example: scar left arm = SC L ARM, Tattoo right leg = TAT R Leg.)
 - B. Description – a generic description of the tattoo. (Example: cartoon character, flowers, etc.) Refer to Appendix O.
- 5. CONVICTION AND/OR ADVERSE FINDING SUMMARY**
- A. Reflects the number of convictions/adverse findings for each category of offense (i.e. Felony, Gross Misdemeanor, Misdemeanor, and Unknown) and the specific offense name. Refer to Appendix F.
 - B. Type of felony, Class A (the most serious classification), Class B, and Class C.
 - C. Status date – the date the judge signed the disposition or sentencing.
- 6. DOC SUMMARY**
- A. Offense literal – the offense the subject is under DOC’s jurisdiction for.
 - B. Type – commitment, supervision, interstate unit, etc.
 - C. Date of Intake – date the subject was fingerprinted by DOC.
- 7. CRIMINAL HISTORY INFORMATION** – reflects the subject’s arrests and dispositions in chronological date order with the newest arrest appearing first.
- ARREST 11** – indicates there are 11 arrests on the RAPsheet for this individual.
- A. Date of Arrest (DOA) – date of the arrest event.
 - B. Name Used – name the subject gave at the time of the fingerprinting event.

- C. Contributing Agency – the agency submitting the fingerprint arrest to the WSP (this is generally the same agency who fingerprints the subject).
- D. Local ID – a number assigned by the contributing agency to identify this arrest; it may be a booking, name, jacket number, etc.
- E. Process Control Number (PCN) – a unique tracking number generated at the time of a criminal arrest fingerprinting event that links the arrest event to the disposition and facilitates the electronic submission of disposition information to the WSP. The PCN will not appear on arrests prior to 1990. Refer to Appendix G.
- F. Transaction Control Number (TCN) – a unique identification number assigned at the time of the fingerprinting event. This number is the WSP's tracking and archive number. It appears on arrests after September 2001.

ARREST OFFENSES

- A. Crime Code and Offense Literal – the crime code identifies the literal of the offense.
- B. Revised Code of Washington (RCW) – the RCW describes the offense and the degree.
- C. Offense Classification – the offense classification provides the degree of the offense: Class A, B, and C felonies, gross misdemeanor, misdemeanor, or classification unknown (no degree is associated with the offense).
- D. Originating Agency – agency who initiated the case (commonly referred to as the arresting agency); may be the same as the contributing agency or a different agency.
- E. Other Identifying Number (OIN) – May be the citation or incident number or any number the agency assigns.
- F. Dispo Responsibility – identifies which court will hear the case, only the ORI is shown.
- G. Court Case Number – court case number given to this case. The court case number may not be known at the time of the booking event.
- H. Date of Offense (DOO) – date the offense was committed. The DOO may or may not be the same date as the DOA.

DISPOSITION

- A. Contributor or Responsible Agency – ORI and name of agency responsible to provide the disposition.
- B. Status – the disposition status of the arrest event. Example of a “Disposition Not Received” – meaning no disposition has been received for this arrest event at the time the RAPsheet was requested.
Note: Agencies receiving a “conviction” RAPsheet will be able to view arrests less than one year old without a disposition. Once the arrest is over one year old, it will not appear on the “conviction” RAPsheet. Criminal justice agencies will still be able to view the arrest after the arrest is over one year old without a disposition.

ARREST 10

- A. Example of an enhancement added to the arrest offense. Refer to Appendix F.
- B. Court Case No – a unique number assigned by the court to identify a court case.
- C. Status – the disposition (judgment, finding, adjudication, determination, sentencing, status, etc.) of the case.
- D. Offense Code and Literal – the offense code identifies the literal.
- E. RCW – describes the offense.
- F. Example of a domestic violence enhancement – an enhancement may reduce the offense degree to a lower degree or increase the sentencing.
- G. Offense Classification – the classification provides the degree of the offense: Class A, B, and C felonies, gross misdemeanor, misdemeanor, or classification unknown (no degree is associated with the offense).
- H. Status Date – date of the disposition, finding, adjudication, or judgment & sentence (J&S) is signed by the judge.
- I. Sentence – contains the sentencing information; jail, prison, suspensions, supervision, fine, etc.

ARREST 9

- A. Date of Offense (DOO) – the DOO is different than the DOA in this example.
- B. Status - example of a dismissal – the case was dismissed, no finding of guilt or adverse finding.

ARREST 8

- A. Status - example of an “adverse finding” – the subject was not found guilty of the offense by reason of insanity; an adverse finding is not favorable to the subject.
- B. Appealed Date – date of the case was appealed.

- C. Division of the Court of Appeals hearing the case.
 - King County – Division I
 - Pierce County – Division II
 - Spokane County – Division III
- D. Case No – court case number assigned by the court of appeals; this case number will differ from the original case number assigned by the trial court.
- E. Judgment Date – date the appellate court ruled on the appeal.
- F. Judgment – appellate court decision (affirmed, remanded, etc.)

ARREST 7

- A. Sentence – example of sentencing per charge – sentencing for gross misdemeanors and misdemeanors are entered for each offense.
- B. Offense Classification – example of a classification unknown – no degree for the offense was provided by the court.
- C. Sentence – example of a second offense sentencing. The sentencing for the second offense is included with the sentencing for the first offense.
- D. Subsequent Disposition – example of a subsequent action taken on a case that does not affect the original case outcome; a Certificate of Restoration of Opportunity (CROP) may assist a subject in obtaining a job or housing.

ARREST 6

- A. Sentence – example of superior court sentencing. Contact the court for questions regarding the abbreviations, acronyms, and for questions regarding the disposition.
- B. Example of a weapon enhancement – most enhancements add a specific amount of prison time a subject must serve. In some cases an enhancement may reduce the offense down one degree.
Note: The contributing agency is providing the dispositions for the following arrests. Because these cases may not be adjudicated in the county of the arrest, if the agency doesn't provide a disposition it will remain open. The open arrest will show on the WSP Annual Disposition Reporting Compliance Report.

ARREST 5

- A. Comment – example of an agency making an out of county warrant arrest – the county issuing the warrant and the original charge are entered in the Comment field.
- B. Status – example of a disposition entered by the arresting agency – a warrant was issued in one county and a different county arrested the

subject on the warrant (out of county warrant). Since the case will not be heard in the county making the arrest, the arresting agency needs to satisfy the disposition. The booking officer has four pre-court disposition options: “Out of County Warrant”, “Released No Charge”, “DOC Violation”, or “Tribal Arrest”.

- C. Example of a probation/supervision violation arrest – an individual was arrested on a DOC Violation.
- D. Example of a DOC Violation pre-court disposition – the status of “DOC Violation” is entered by the contributing agency to satisfy the disposition.
- E. Example of a tribal code violation arrest – an individual was arrested on tribal charges.
- F. Example of a pre-court tribal code violation disposition – the status of “Tribal Arrest” is entered by the contributing agency to satisfy the disposition since the case will not be heard by the local court.

ARREST 4

- A. Attempt – example of an enhancement reducing the degree of the offense – the arrest offense was a felony; but the court reduced the charge to “attempted possession stolen property 2” in this example; the “Attempt” reduces the offense classification to a gross misdemeanor.
Note – attempt, solicitation, and complicity reduce the offense classification down one degree, except for serious sex offenses and drug offenses.
- B. Comment – example of an update of “Dismissed” in the Comment field– a dismissal ordered by the district or municipal court after the subject has successfully completed all of the sanctions (jail, fine, supervision, etc.) given by the court. The sanctions are dismissed and the court case is closed. The status of the case remains guilty.
- C. Offense code and literal – example of an amended charge – the court amended the charge from controlled sub-felony to a legend drug-pos-no prescription.

ARREST 3

- A. Comment – example of the type of drugs in the Comment field.
- B. Subsequent Disposition – example of a Certificate and Order of Discharge – the subject has completed all of the sanctions assessed by the court, the sanctions are dismissed, and the court case closed. When a subject is convicted of a felony, they lose their civil rights. The Certificate and Order of Discharge re-instates a person’s civil rights, except the right to possess a firearm.
- C. Subsequent Disposition – example of a Right to Possess a Firearm Restoration – issued by the court reinstating the subject’s right to possess

firearms. Any court may restore a subject's firearm rights; it does not have to be the court of conviction. RCW 9.41.040(4). The right to possess a firearm court order is only good for this arrest and doesn't apply to previous or subsequent arrests.

- D. Subsequent Disposition – example of a Conditional Commutation – the sentence was commuted (reduced) to a lesser sentence. The guilty status remains and the commutation is entered in the Subsequent Disposition field.

ARREST 2

- A. Status – example of a vacated record – the status of guilty is removed and replaced by the disposition status of “Vacated”. A vacate allows the subject to state, “They have never been convicted of this offense” for responding to questions on employment applications. This record may be used in a later criminal prosecution. The vacated record does not appear on a conviction RAPsheet.
- B. Status – example of a pardon – the guilty status is replaced with the status of “Pardoned.” The pardon does not grant legal authority for a subject to state they have never been convicted of a crime, but they may indicate a pardon was issued by the Governor. The pardoned record does not appear on a conviction RAPsheet.
- C. Comment – the date and type of the pardon is entered into the Comment field.

ARREST 1

- A. Status – when a juvenile record is sealed, the status is changed to ****Sealed Juvenile Record****. The status date was changed to reflect the date the court order was signed.
- B. Comment – the original disposition status and disposition date are entered into the Comment field. The record is still available to criminal justice agencies, but may not be disseminated for non-criminal justice purposes. RCW 13.50.260.
- C. Sentence – the original sentencing remains on the record.

8. CUSTODY HISTORY – State Department of Corrections

Note: Not all DOC entries will have an associated arrest on the RAPsheet. Some of the reasons why an arrest may not be available include:

- The fingerprint card was rejected due to insufficient quality fingerprints.
- The fingerprint card was not submitted to the WSP.
- Fingerprints were not taken.

Washington State/NCIC RAPsheet Continued

- Out of state supervisions. Refer to Appendix J.
- A. Type – commitment, supervision, interstate unit (out-of-state supervision), etc.
- B. Date – date when the subject was fingerprinted.
- C. Name Used – name listed in the commitment/supervision paperwork.
- D. DOC Number – a unique number assigned by DOC.
- E. Contributing Agency – ORI and name of the DOC facility or office contributing the fingerprints to the WSP.
- F. Transaction Control Number (TCN) – a unique identification number assigned to each fingerprint submission. The number is the WSP’s tracking and archive number.
- G. Court Case Number – a unique number assigned by the court to identify a court case.
- H. County/State – name of the Washington State county or two-letter state abbreviation where the conviction occurred. Refer to Appendix C.
- I. Charge – crime code, offense literal, offense classification, and RCW.
- J. DOO (Date of Offense) – the date the offense occurred.
- K. CDD (Court Disposition Date) – date the disposition, finding, adjudication, or J&S was signed by the judge.
- L. CPL (Other Court Sentence Provision Literal) – court sentencing information. This field includes the enhancement notation of the dangerous weapon used in the crime. It also reflects how the sentence is served, consecutively with the enhancement mandatory sentencing. Examples of enhancements include: domestic violence (DV), weapon, firearm, school zone, etc.
- M. Charge – example of a second offense – with weapon enhancement.
- N. Type – Supervision – the subject is supervised by Washington DOC and is a Washington State resident.
- O. Type – Interstate Unit – indicates the subject is from another state and is being supervised by Washington State DOC. There will not be an arrest record on the Washington RAPsheet; the subject was not arrested in Washington. The two-letter state abbreviation reflects the state the subject is being supervised for, ID (Idaho).

9. SEX/KIDNAPPING OFFENDER REGISTRATION (SOR)

- A. Projected end registration date – defaults to non-expiring, may be changed to reflect an ending registration date.
- B. Caution and Medical Conditions – alerts law enforcement of any cautions (violent, black belt, etc.) or medical conditions (heart condition, diabetic, etc.) for a subject. Refer to Appendix E.
- C. Original Registration Date – date the subject first registered as a SOR offender.

Washington State/NCIC RAPsheet Continued

- D. DOC bulletin available – DOC prepares a bulletin and forwards it to the sheriff’s office. The bulletin includes the subject’s name, DOB, physical descriptors, address, etc.

EVENTS

- A. Type – registration type; “Sex Offender, Sex/Kidnapping Offender, Relieved of the Duty to Register”, etc. A subject may be a sex offender, a kidnapping offender, or a sex/kidnapping offender. Refer to Appendix E.
- B. Name Used – offender’s name.
- C. Date – date the subject registered as a SOR offender.
- D. Contributing Agency – sheriff’s office submitting the fingerprint registration.
- E. Place of Conviction – county where the conviction took place.
- F. Local Classification – risk classification.
- Level I – least likely to reoffend.
 - Level II – moderate risk to reoffend.
 - Level III – most likely to reoffend, includes sexual predators.
- G. Conviction – crime(s) requiring the offender to register; the crime code and charge literal. The subject is not being arrested for the offense listed; it is the offense that required the subject to register.
- H. Local ID – assigned by the sheriff’s office, if a number is not provided the field is left blank.
- I. Comment – comments pertinent to this entry, such as the local classification level was updated, etc.

RELEASE INFORMATION

- J. Information received from DOC furnished by an ongoing interface with the state DOC OMNI system. Contact DOC with any questions.
- Date – date released from prison.
 - ORI – the ORI will always be a DOC ORI.
 - Local ID – normally left blank.
 - County – the last reported county of residence.

ADDRESSES

- K. Residence Address – lists the last three most current addresses listed for the offender in chronological date order with the most recent address listed first.
- L. Employment Address – lists the name and address of the business where the individual is employed – includes the likely start and end date of employment.

PHOTOGRAPH

- M. Photograph – the three most current photographs are retained by the WSP with the most recent photograph appearing on the RAPsheet. Refer to Appendix E.

10. APPLICANT INFORMATION

- A. Type – “Criminal Justice Applicant (CJA), Personal Identification (PID), Contract Employee, and Missing Persons.”
- B. Date – date of the fingerprinting event.
- C. Fingerprint Reason – reason for the fingerprinting event, (criminal justice employee or volunteer, personal identification, contractor, etc.).
- D. Name Used – name given at the time of the fingerprinting event. It is recommended to request government issued photo identification.
- E. Contributing Agency – ORI and name of the agency rolling the fingerprints and submitting them to the WSP.
- F. Local ID – assigned by the agency taking the fingerprints, if not provided the field is left blank.
- G. Type – example of a contract employee employed by a criminal justice agency.
- H. Missing Persons – missing person’s information is based on fingerprints and is entered by the Criminal History Records Section.
- I. Personal Identification – when a person has diminished mental capabilities or is the victim of identity theft they may voluntarily request to have their fingerprints placed on file and may request a Compromised Identity Claim (CIC) card.

Note: For more information on the CIC contact the Identification and Background Check Section at (360) 534-2000.

11. MONITORED POPULATION REGISTRATION TRACKING INFORMATION

Example of a fingerprint-based Felony Firearm Registration (FFOR). The fingerprints are retained in the Washington State Identification System (WASIS) and the Automated Biometric Identification System (ABIS). Law enforcement agencies are given the choice of requiring fingerprints for the FFOR or entering non-fingerprint based registrations including the photograph in the Washington Crime Information Center (WACIC).

- A. Type – Felony Firearms Offender Registration.

Note: When electronically submitting fingerprints for FFOR, the Type of Transaction (TOT) is “NFUF” and the reason fingerprinted is “FFOR.”

- B. Reg. Req. Date – date of registration.
- C. Projected Exp. Date – date the subject no longer must register.
- D. Name Used – name given at the time of the registration.

Washington State/NCIC RAPsheet Continued

E. Contributing Agency – ORI and name of agency contributing the fingerprints to the WSP.

F. Local ID – assigned by the LEA.

Note: All Felony Firearm Registrations are housed in WACIC, including fingerprint based registrations. However, only fingerprint based registrations will be included on the RAPsheet. Photographs need to be submitted/entered as part of the FFOR entry process in WACIC.

12. GLOSSARY OF TERMS – a glossary is available at the listed website.

13. RESOURCES – contact information and website links to various agencies.

Washington State/NCIC RAPsheet Continued

Exhibit 36 - Washington State RAPsheet

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

1. CRIMINAL HISTORY INFORMATION AS OF 09/01/2018

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, CHAPTER 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: 03/08/1996
B) SID NUMBER: WA10000825 E) FBI NUMBER: 9007700
C) DOC NUMBER: 999999

3. PERSON INFORMATION

A) DECEASED DATE REPORTED: 02/24/2013
REPORTING AGENCY: WA0340000 THURSTON COUNTY SHERIFF
DECEASED TYPE: **REPORTED** or **VERIFIED**

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

| | | | |
|---------------------|------------------------------|-------------------|----------------|
| E) OTHER NAMES USED | F) OTHER DATES OF BIRTH USED | G) SOC SEC NUMBER | H) MISC NUMBER |
| INSTA,RECORD | | | AF-531112233 |
| OUTA,RECORD | 06/08/1996 | 531-11-2233 | AR-091234569 |
| EXAMPLE,MARY Q | 03/08/1997 | 536-22-3344 | |

Washington State/NCIC RAPsheet Continued

SID NUMBER: WA10000825 NAME: TRAINING,RECORD

PIED,PIPER
SEASONING,GARLIC
SEASONING,SALT

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. SCARS, MARKS, TATTOOS, AMPUTATIONS

| A) LOCATION | B) DESCRIPTION | LOCATION | DESCRIPTION |
|-------------|----------------|----------|-------------|
| BLND R EYE | | SC RSHLD | |
| TAT L HND | INSIGNIA | FRC RIBS | |
| DISC LSHLD | | MC HEART | |
| GOLD TOOTH | | TRANSXL | |

5. CONVICTION AND/OR ADVERSE FINDING SUMMARY

| A) | B) | C) |
|--|----------------|------------------|
| 6 FELONY(S) | | DISPOSITION DATE |
| MURDER-2 | CLASS A FELONY | 12/15/2016 |
| RAPE OF A CHILD-1 | CLASS A FELONY | 07/20/2016 |
| ASSAULT-2 | CLASS B FELONY | 07/20/2016 |
| THEFT-2 | CLASS C FELONY | 03/19/2016 |
| CONT SUB-POSS NO PRESCRIPTION | CLASS C FELONY | 05/20/2015 |
| ELUDING LAW ENFORCEMENT VESSEL (WATERCRAFT) | CLASS C FELONY | 09/15/2013 |
| 3 GROSS MISDEMEANORS(S) | | |
| ASSAULT-4 DV | | 04/24/2017 |
| STEROIDS-POSS W/O PRESC <20 TABS | | 10/17/2016 |
| POSSESS STOLEN PROPERTY-2 ATTEMPT | | 09/15/2015 |
| 1 MISDEMEANOR(S) | | |
| LEGEND DRUG-POSS-NO PRESCRIPTION | | 09/15/2015 |
| 1 CLASSIFICATION(S) UNKNOWN | | |
| DRUG RELATED CHARGE | | 10/17/2016 |

6. DOC SUMMARY

| A) | B) | C) |
|-------------------|------------|------------|
| RAPE OF A CHILD 1 | COMMITMENT | 07/20/2016 |
| ASSAULT 2 | COMMITMENT | 07/20/2016 |

Washington State/NCIC RAPsheet Continued

SID NUMBER: WA10000825 NAME: TRAINING,RECORD

7. 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 11

B) DATE OF ARREST: 09/24/2017

C) NAME USED: PEPPER,SEASONING
D) CONTRIBUTING AGENCY: WA0340000 THURSTON COUNTY SHERIFF
E) LOCAL ID: A123456 F) PCN: 007806388 G) TCN: WA4000100050755891

Table with 2 columns: ARREST OFFENSES and DISPOSITION. Row 1: 0208300 FIREWORKS-UNL DISCHRG OR USE, CONTRIBUTOR OR RESPONSIBLE AGENCY: WA034013J THURSTON COUNTY. Row 2: RCW: 70.77.488, STATUS: DISPOSITION NOT RECEIVED. Row 3: GROSS MISDEMEANOR. Row 4: ORIGINATING AGENCY: WA0340000 THURSTON COUNTY SHERIFF. Row 5: OIN: B554468. Row 6: DISPO RESPONSIBILITY: WA034013J. Row 7: COURT CASE NO: C12312X. Row 8: DATE OF OFFENSE: 09/24/2017.

ARREST 10

DATE OF ARREST: 03/26/2017

NAME USED: PEPPER,SEASONING
CONTRIBUTING AGENCY: WA0340000 THURSTON COUNTY SHERIFF
LOCAL ID: B12312 PCN: 009987126 TCN: WA4000100050756052

Table with 2 columns: ARREST OFFENSES and DISPOSITION. Row 1: 0113400 ASSAULT-4, CONTRIBUTOR OR RESPONSIBLE AGENCY: WA034013J THURSTON COUNTY DISTRICT COURT. Row 2: RCW: 9A.36.041(2). Row 3: DOMESTIC VIOLENCE, COURT CASE NUMBER: CR12612XX. Row 4: GROSS MISDEMEANOR, STATUS: GUILTY. Row 5: ORIGINATING AGENCY: WA0340000 THURSTON COUNTY SHERIFF. Row 6: OIN: 06038124. Row 7: DISPO RESPONSIBILITY: WA034013J. Row 8: COURT CASE NO: CR12612XX. Row 9: DATE OF OFFENSE: 03/26/2017. Row 10: SENTENCE: JAIL: 90 D, JAIL SUS.: 15 D, FINE: \$1000.00, FINE SUS.: \$700.00.

Washington State/NCIC RAPsheet Continued

SID NUMBER: WA10000825 NAME: TRAINING,RECORD

ARREST 9

DATE OF ARREST: 01/01/2017

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

| ARREST OFFENSES | DISPOSITION |
|--|--|
| 0736110 CONT SUB-POSS NO PRESCRIPTION RCW: 69.50.4013(2) CLASS C FELONY ORIGINATING AGENCY: WA0340000 THURSTON COUNTY SHERIFF OIN: 554784 | CONTRIBUTOR OR RESPONSIBLE AGENCY: WA034123J THURSTON COUNTY SUPERIOR COURT COURT CASE NUMBER: 171261478 |
| A) DATE OF OFFENSE: 12/26/2016 | B) STATUS: DISMISSED 0736110 CONT SUB-POSS NO PRESCRIPTION RCW: 69.50.4013(2) CLASS C FELONY STATUS DATE: 2/10/2017 |

ARREST 8

DATE OF ARREST: 11/22/2016

NAME USED: SEASONING,PEPPER
CONTRIBUTING AGENCY: WA0340000 THURSTON COUNTY SHERIFF
LOCAL ID: A123456 PCN: 009987088 TCN: WA4000100050755818

| ARREST OFFENSES | DISPOSITION |
|--|---|
| 0014200 MURDER 2 RCW: 9A.32.050(2) CLASS A FELONY ORIGINATING AGENCY: WA0340000 THURSTON COUNTY SHERIFF OIN: 554784 DISPO RESPONSIBILITY: WA034013J DATE OF OFFENSE: 11/22/2016 | CONTRIBUTOR OR RESPONSIBLE AGENCY: WA034123J THURSTON COUNTY SUPERIOR COURT COURT CASE NUMBER: 1615544XX |
| | A) STATUS: ACQUITTED BY REASON OF INSANITY 0014200 MURDER-2 RCW: 9A.32.050(2) CLASS B FELONY STATUS DATE: 12/15/2016 |
| | B) APPEALED DATE: 01/20/2017 C) DIVISION 1 COURT OF APPEALS D) CASE NO: X2095-X E) JUDGMENT DATE: 01/28/2017 F) JUDGMENT: AFFIRMED |

Washington State/NCIC RAPsheet Continued

SID NUMBER: WA10000825 NAME: TRAINING,RECORD

ARREST 7
09/12/2016

DATE OF ARREST:

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

ARREST OFFENSES
0739900 DRUG RELATED CHARGE
RCW: 69.00.000
CLASS UNKNOWN
ORIGINATING AGENCY: WA0340000
THURSTON COUNTY SHERIFF
OIN: CR12345X
DISPO RESPONSIBILITY: WA034013J
COURT CASE NO: CR12345X
DATE OF OFFENSE: 09/12/2016

0765900 OPR OFF-ROAD VEH W/UNDER
THE INFLUENCE
RCW: 46.09.120(2)
MISDEMEANOR
ORIGINATING AGENCY: WA0340000
THURSTON COUNTY SHERIFF
OIN: CR123456
DISPO RESPONSIBILITY: WA034013J
COURT CASE NO: CR12345X
DATE OF OFFENSE: 09/12/2016

DISPOSITION
CONTRIBUTOR RESPONSIBLE AGENCY:
WA034013J THURSTON COUNTY
DISTRICT COURT
COURT CASE NO: CR12345X
STATUS: GUILTY
0722020 STEROIDS-POSS W/O PRESC <200
TABS
RCW: 69.41.350(1)
GROSS MISDEMEANOR
STATUS DATE: 10/17/2016
A) SENTENCE: FINE: \$500.00,
FINE SUS: \$300.00
STATUS: GUILTY
0739900 DRUG RELATED CHARGE
RCW: 69.00.000
B) CLASS UNKNOWN
STATUS DATE: 10/17/2016
C) SENTENCE: INCL.
D) SUBSEQUENT DISPOSITION: CERTIFICATE
OF RESTORATION OF OPPORTUNITY
DATE: 12/30/2016
ORI:WA0340000

Washington State/NCIC RAPsheet Continued

SID NUMBER: WA10000825 NAME: TRAINING,RECORD

ARREST 5

DATE OF ARREST: 01/30/2016

| | | |
|----------------------|-----------------------------------|-------------------------|
| NAME USED: | SEASONING,SALT | |
| CONTRIBUTING AGENCY: | WA0340000 THURSTON COUNTY SHERIFF | |
| LOCAL ID: B152462 | PCN: 007840519 | TCN: WA4000100050755801 |

| ARREST OFFENSE | DISPOSITION |
|---|---|
| 099300 FAIL TO COMPLY CLASS UNKNOWN OIN: 32568X DATE OF OFFENSE: 01/30/2016 A) COMMENT: ADAMS CO.ELUDING LAW ENFORCEMENT VESSEL (WATERCRAFT), | CONTRIBUTOR OR RESPONSIBLE AGENCY: WA0340000 THURSTON COUNTY SHERIFF STATUS DATE: 01/30/2016 B) STATUS: OUT OF COUNTY WRNT |
| C) 0991000 PROB SUPERV VIOLATION UNKNOWN CLASS ORIGINATING AGENCY: WA0340100 OLYMPIA PD DATE OF OFFENSE: 01/30/2016 | CONTRIBUTING OR RESPONSIBLE AGENCY WA0340100 OLYMPIA POLICE DEPARTMENT STATUS DATE: 01/30/2016 D) STATUS: DOC VIOLATION |
| E) 0995000 TRIBAL CODE VIOLATION WARRANT NO: FVXX15057 UNKNOWN CLASS ORIGINATING AGENCY: WADI00000 TRIBAL AGENCY NAME DISPO RESPONSIBITLY: WADI00000 TRIBAL AGENCY COURT NAM COURT CASE NO: FVXX15057 | CONTRIBUTOR OR RESPONSIBLE AGENCY: WA0340100 OLYMPIA POLICE EPARTMENT STATUS DATE: 01/30/2016 F) STATUS: TRIBAL ARREST |
| DATE OF OFFENSE: 01/30/2016 COMMENT: ASSUALT 2 TCC3.15.030.2 | |

Washington State/NCIC RAPsheet Continued

SID NUMBER: WA10000825 NAME: TRAINING,RECORD

ARREST 3

DATE OF ARREST: 04/09/2015

NAME USED: EXAMPLE, MARY Q
CONTRIBUTING AGENC: WA0340000 THURSTON COUNTY SHERIFF
LOCAL ID: THSC99336 PCN: 004503639 TCN: WA4000100050755334

ARREST OFFENSES
0731000 CONTROLLED SUB-FELONY
RCW: 69.50.000
FELONY
ORIGINATING AGENCY: WA0340000
THURSTON COUNTY SHERIFF
OIN: 012458
DISPO RESPONSIBILITY: WA034123J
COURT CASE NO: 0710002XX50
DATE OF OFFENSE: 04/09/2015

A) COMMENT: VUCSA-1; POSS
COC/HER

DISPOSITION
CONTRIBUTOR OR RESPONSIBLE AGENCY:
WA034123J THURSTON COUNTY
SUPERIOR COURT
COURT CASE NO: 1510002XX50

STATUS: GUILTY
0736110 CONT SUB-POSS NO
PRESCRIPTION
RCW: 69.50.4013(2)
CLASS C FELONY
STATUS DATE: 05/20/2015

B) SUBSEQUENT DISPOSITION: CERTIFICATE
AND ORDER OF DISCHARGE
DATE: 12/01/2016
ORI: WA03412J

C) SUBSEQUENT DISPOSITION: RIGHT TO
POSSESS A FIREARM RESTORED
DATE: 12/01/2015
ORI: WA034123J
COMMENT: 9.41.040.(4)

D) SUBSEQUENT DISPOSITION: CONDITIONAL
COMMUTATION
DATE: 12/01/2015
ORI: WA034123J

Washington State/NCIC RAPsheet Continued

9. SEX/KIDNAPPING OFFENDER REGISTRATION

- A) PROJECTED END REG DATE: NONEXP
B) CAUTION AND MEDICAL CONDITIONS: EPILEPSY
C) ORIGINAL REGISTRATION DATE: 07/20/2015
D) DOC BULLETIN AVAILABLE: Y

EVENTS

- A) TYPE: SEX OFFENDER REGISTRATION
B) NAME USED: SEASONING, PEPPER
C) DATE: 10/21/2016
D) CONTRIBUTING AGENCY: WA0340000
THURSTON COUNTY SHERIFF
E) PLACE OF CONVICTION: WA
F) LOCAL CLASSIFICATION: II
G) CONVICTION
PRIMARY: 0081600 – RAPE OF A CHILD 1
H) LOCAL ID:
I) COMMENT: LEVEL UPDATED 10/21/2016

J) RELEASE INFORMATION

DATE: 08/19/2015
ORI: WA023025C
LOCAL ID:
COUNTY: GRANT

M)



- K) RESIDENCE ADDRESSES:
STREET #: 000
ST NAME: ANYWHERE ST
CITY: OLYMPIA
COUNTY: THURSTON
ZIP CODE: 98504
DATE SUBMITTED: 07/28/2015
LIKELY START DATE: 07/28/2015

- L) EMPLOYMENT ADDRESSES
ORGANIZATION NAME: MACHINES LTD
CONTACT NAME: ZIPPY ONE
STREET #: 1414
STREET NAME: SPOOKY LANE
CITY: OLYMPIA
STATE: WA
COUNTRY: US
ZIP CODE: 98504
DATE SUBMITTED: 08/25/2016
LIKELY START DATE: 08/25/2016

Washington State/NCIC RAPsheet Continued

SID NUMBER: WA10000825 NAME: TRAINING,RECORD

10. APPLICANT INFORMATION

A) TYPE: CRIMINAL JUSTICE B) DATE: 04/20/2017
C) FINGERPRINT REASON: CRIMINAL JUSTICE APPLICANT
D) NAME USED: SEASONING,SALT
E) CONTRIBUTING AGENCY: WAWSP0000 WASHINGTON STATE CONTROL TERMINAL
F) LOCAL ID:

G) TYPE: CONTRACT EMPLOYEE DATE: 03/24/2016
FINGERPRINT REASON: CONTRACT EMPLOYEE
NAME USED: TRAINING,RECORD
CONTRIBUTING AGENCY: WA0340000 THURSTON COUNTY SHERIFF
LOCAL ID: 000825

H) TYPE: ***MISSING PERSON*** DATE: 05/22/2015
NAME USED: SEASONING,GARLIC
CONTRIBUTING AGENCY: WA0340000 THURSTON COUNTY SHERIFF
LOCAL ID: 000825

I) TYPE: PERSONAL IDENTIFICATION DATE: 01/03/2014
FINGERPRINT REASON: PERSONAL IDENTIFICATION
NAME USED: PIED,PIPER
CONTRIBUTING AGENCY: WA0340000 THURSTON COUNTY SHERIFF
LOCAL ID: 000825

12. MONITORED POPULATION REGISTRATION TRACKING INFORMATION

A) TYPE: FELONY FIREARMS OFFENDER REGISTRATION
B) REG REQ DATE: 08/27/2013
C) PROJECTED EXP DATE: 08/27/2017
D) NAME USED: PERSON,MEAN E
E) CONTRIBUTING AGENCY: WA0240000 OKANOGAN COUNTY SHERIFF
F) LOCAL ID: S13-03XX8

12. GLOSSARY OF TERMS IS AVAILABLE IN THE CRIMINAL JUSTICE TRAINING MANUAL (CJTM) LOCATED AT [HTTP://WWW.WSP.WA.GOV/CRIME/CRIMHIST.HTM](http://www.wsp.wa.gov/crime/crimhist.htm)

13. RESOURCES

ADMINISTRATIVE OFFICE OF THE COURTS (AOC) -----WWW.COURTS.WA.GOV
WSP CRIMINAL HISTORY RECORDS SECTION-----CRIMHIS@WSP.WA.GOV OR (360)534-2000
WSP CRIMINAL HISTORY & FINGERPRINT TRAINING-----
-----WWW.WSP.WA.GOV/CRIME/CRIMINAL-HISTORY/CRIMINAL-HISTORY-TRAINING/
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

FBI Information

The Federal Bureau of Investigation (FBI) RAPsheet is often referred to as a triple III (Interstate Identification Index) sheet.

- Each state has unique crime codes and offense literals, offense degrees, SOR classifications, etc. Contact the submitting agency for information regarding a particular offense, disposition, SOR classification, etc.
- A background check based on fingerprints submitted to the FBI may return different descriptors than submitted. The returned information is based upon positive fingerprint identification.
- The FBI record is created by information received from local, state, federal, tribal, and international criminal justice agencies. The record consists of the person's name, physical descriptors, arrest, and disposition information. The records may include supervision, custody, and wanted persons.
- NEIM Standard/Criminal History Information Exchange Format (CHIEF)
Currently RAPsheets are received by the requestor in state specific formats rather than a uniform format. The purpose of NEIM/CHIEF is to provide a uniform FBI RAPsheet format. The new format would make the RAPsheet easier to read, allowing criminal justice agencies to make more informed decisions.
- If an ORI ends in the following characters:
 - 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 may 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.
- When an individual receives two FBI numbers, the newest number is cancelled. A message is returned with the following:

"Special Information" Revised Record – 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.

FBI Triple III requested using the FBI number

- A)** FBI number – a unique number assigned by the FBI.
- B)** State name and state SID number – state and SID where the subject has possible criminal history.
- C)** Purpose code C – the purpose code used to conduct a III search for criminal justice purposes.
- D)** Name, SID, and physical descriptors – name, SID number, and physical descriptors on the returned state’s criminal history record.
- E)** OBTS No – the DOC’s offender based tracking system number, assigned by DOC.
- F)** Judicial – lists the court information.
- G)** Prosc Data – lists the prosecutor’s information including the offense, state statute/ordinance, and the degree of the offense.
- H)** Court Data – lists the offense, state statute/ordinance, level of offense, disposition date, etc.

Example – FBI Ill requested using the FBI number

***** UNSOLICITED MESSAGE FROM NCIC

DATE: 04/22/10

TIME: 08:27:45

NCICPJ

ORI: WA034315C

THIS INTERSTATE IDENTIFICATION INDEX RESPONSE IS THE RESULT OF YOUR RECORD REQUEST FOR FBI/9007700. AN INDIVIDUAL'S RECORD WILL BE COMPLETE WHEN ALL RESPONSES ARE RECEIVED FROM THE FOLLOWING SOURCES

A) FBI - FBI/9007700

B) FLORDIA -STATE ID/FL355418XX

ATN/O OFFICER

ACCESS INTERFACE MESSAGE

***** UNSOLICITED MESSAGE *****

DATE: 07/30/2015

TIME: 08:27:45

NCICJORI:

WA034315C

QR.WA034315C.SID/WA10000825.PUR/C.ATN/E HALE.DPT/DEPT OF CORRECTIONS

ADR/637 WOODLAND SQ LOOP

SE.CIS/OLYMPIA,WA.ZIP/98504

ATN/O OFFICER

ATN/L PERSON

*ACCESS INTERFACE MESSAGE

*****UNSOLICITED MESSAGE FROM INLETS

DATE: 07/30/2015

NCICPJ

ORI: WA034315C

CR.FLIII000

08:23 07/302015 78899

08:23 07/30/2015 30337 WA034315C

TXT

HDR/2L010C8F 137*V

ATN/L PERSON

SID NUMBER: FL355418XX C) PURPOSE CODE: C PAGE 1
BECAUSE ADDITIONS OR DELTETIONS MAY BE MADE AT ANY TIME,
A NEW COPY SHOULD BE REQUESTED WHEN NEEDED FOR FUTURE USE
FLORIDA CRIMINAL HISTORY -

D) NAME STATE ID NO. FBI NO. DATE REQUESTED

FBI Information Continued

RECORD, TRAINING FL-38548XX 9007700 01/02/2013
SEX RACE BIRTH DATE HEIGHT WEIGHT EYES HAIR
M W 09/29/1958 5'10" 165 HAZ BRO
BIRTH PLACE SKIN DOC NO.
CA
FINGERPRINT CLASS SOC. SEC. NO. MISC. NO. SCR/MRK/TAT
546-00-0000
TAT L ARM
OCCUPATION ADDRESS CITY/STATE
DRY WALLER 1256 W 5 ST ANYWHERE, FL

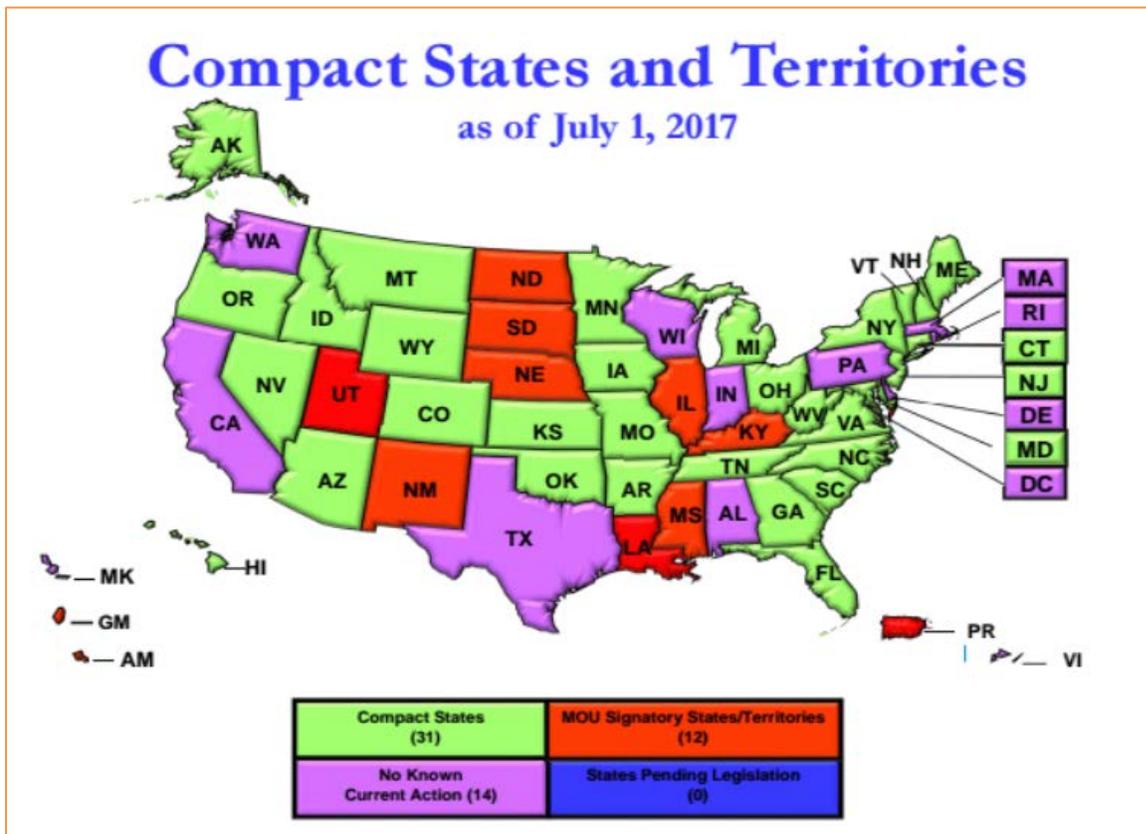
ARREST - 1 09/29/2013 **E)** OBTS NO. - 0006343XXX
ARREST AGENCY-ANYWHERE FL SHERIFFS OFFICE
AGENCY CASE-134565 678 OFFENSE DATE- 09/29/2013
CHARGE 001-SHOPLIFTING
F) JUDICIAL-
AGENCY-ANYWHERE COUNTY COURT FL016XXXJ
CHARGE 001-COURT SEQ COURT NO. -12345678MMA
SUPPLEMENTAL ARREST DATA-
STATUS- LEVEL
G) PROSC DATA- LARCENY-
PETIT THEFT
STATUTE/ORDINANCE-FL812.014 **LEVEL-MISDEMEANOR 2ND DEG**
STATUTE DESCRIPTION-THEFT
DISPO DATE-09/29/2013 DISP-N/A
H) COURT DATA-LARCENY-
PETIT THEFT
STATUTE/ORDINANCE-FL812.014 LEVEL-MISDEMEANOR 2ND DEG
STATUTE DESCRIPTION-THEFT
DISPO DATE-09/29/1993 **DISP-GUILTY/CONVICTED**
COUNSEL-SELF TRIAL-NONE PLEA-NOLO CONTENDRE
SENT DATE-09/29/2013
CONFINEMENT- 20D, JAIL- UNKNOWN,
FINE- UNKNOWN, COURT COST- 116

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. If you don't receive a response from the state, query the state using the state's SID number.

NFF States

- | | | |
|----------|----------------|---------------|
| Colorado | New York | Ohio |
| Florida | Maryland | Oklahoma |
| Georgia | Montana | Oregon |
| Idaho | New Jersey | Tennessee |
| Iowa | Minnesota | West Virginia |
| Hawaii | Missouri | Wyoming |
| Kansas | North Carolina | |



Example – FBI Use and Dissemination Restrictions

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

A) FL034015C

B) ICN XXX#####

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

C) 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 NONGOVERNMENTAL ENTITIES AUTHORIZED TO SUBMIT FINGERPRINTS 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 OFFICIAL MAKING THE DETERMINATION OF SUITABILITY FOR LICENSING OR EMPLOYMENT SHALL PROVIDE THE APPLICANT THE OPPORTUNITY TO COMPLETE, OR CHALLENGE THE ACCURACY OF, 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 AS IT APPEARS IN THE FBI'S CJIS DIVISION RECORDS SYSTEM, THE APPLICANT SHOULD BE ADVISED THAT THE PROCEDURES TO CHANGE, CORRECT OR UPDATE THE RECORD ARE SET FORTH IN TITLE 28, CFR, SECTION 16.34.

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. Fingerprints are required to establish identification 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 an applicant fingerprint 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 RAPsheet 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 for 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. A person desiring to keep a copy of their nonconviction CHRI may do so by paying the required fee. The CHRI is given directly to the person or mailed.

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.

Reference RCW 43.43.730, 10.97.080

Record Review and Challenge Continued

Exhibit 29 – Request for Inspection Form



WASHINGTON STATE PATROL
CRIMINAL HISTORY RECORDS SECTION
PO BOX 42833
OLYMPIA, WA 98504-2833

SID _____

WASIS NAME

REQUEST FOR INSPECTION OF RECORD Pursuant to RCW 43.43.730

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

DATE _____

I, _____, do hereby request permission to
(print name) (date of birth)
inspect my criminal history record information maintained in the Washington State Criminal History
Records Section files. In order to ensure positive identification as the person in question, I am
submitting my fingerprints in the space below.

(FW 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.

Signature of Applicant

Name of Applicant

Street

City State Zip

Prints of right four fingers taken simultaneously. If unable to
print, use left four fingers.

3000-345-062 (R.1/17)

Request for Modification of Record

If an individual reviewing his/her CHRI believes 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.

Reference RCW 43.43.730, WAC 446-20-090

Record Review and Challenge Continued

Exhibit 30 – Request for Modification of Record Form



Washington State Patrol Criminal History Records 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: _____

I, _____, Date of Birth _____, hereby
(print name)
acknowledge receipt this date, _____, a copy of a Washington State Patrol
Criminal History Records Section RAPsheet bearing SID _____ consisting of _____
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.

AND request modification to read (Quote):

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.

| | |
|-----------------------------------|-----------------------------------|
| _____ Name | _____ Name |
| _____ Street | _____ Street |
| _____ City State Zip | _____ City State Zip |

Signature of Applicant

Name

Street

City State Zip

()

Phone

| |
|--|
| Prints of right four fingers taken simultaneously. If unable to print, use left four fingers. |
|--|

3000-240-009 (R 5/17)

RULES AND REGULATIONS

WAC 446-20-090

Inspection of record by the subject of record.

(1) Any person desiring to inspect his or her criminal history record information or request a copy of his or her nonconviction data for a reasonable fee may do so at the central records keeping office of any criminal justice agency or at the Washington state patrol identification and criminal history section, during normal business hours, Monday through Friday, excepting legal holidays.

(2) Any person desiring to inspect his or her criminal history record information or request a copy of his or her nonconviction data for a reasonable fee must first permit his or her fingerprints to be taken by the criminal justice agency for identification purposes, if requested to do so. The criminal justice agency in its discretion may accept other identification in lieu of fingerprints.

(3) A reasonable period of time, not to exceed thirty minutes, will be allowed each individual to visually examine criminal history record information pertaining to himself or herself.

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

(5) Each criminal justice agency will develop procedures to ensure that no individual improperly retains or mechanically reproduces nonconviction data during the process of inspection.

[Statutory Authority: Chapters [10.97](#) and [43.43](#) RCW. 12-17-114, § 446-20-090, filed 8/21/12, effective 9/21/12; 10-01-109, § 446-20-090, filed 12/17/09, effective 1/17/10; 97-05-048, § 446-20-090, filed 2/18/97, effective 3/21/97. Statutory Authority: RCW [10.97.080](#) and [10.97.090](#), 80-08-057 (Order 80-2), § 446-20-090, filed 7/1/80.]

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.

The subject of the record may appeal the agency's refusal to modify the record to the superior court. The court shall conduct a de novo hearing and may order such relief as it determines to be just and equitable.

Reference WAC 446-20-160 and 43.43.730

Request for Expungement/Deletion of Record

An individual may request deletion of his/her nonconviction CHRI only. CHRI which consists of nonconviction data only, is subject to deletion after two years or longer have elapsed since the record became nonconviction (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. When the finding or release is based on an order of a court, the applicant must furnish a certified copy of the court order.

The Section may, at its option, refuse to make the deletion if (1) the disposition was a deferred prosecution or similar diversion; (2) the subject of the record has a prior conviction for a felony or gross misdemeanor; (3) the subject of the record has been arrested for or charged with another crime during the intervening period.

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 nonconviction form has no effect on the information maintained in the Administrative Office of the Courts (AOC)'s Judicial Information System (JIS) database.

Reference RCW 10.97.060 and WAC 446-16-025

Record Review and Challenge Continued

Exhibit 31 – Request for Expungement/Deletion of Record Form



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

WSP USE ONLY

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, Criminal History Records Section, PO Box 42633, Olympia WA 98504-2633, or deliver personally to 106 11th Avenue SW, Olympia WA 98501.

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

I, _____, whose description, fingerprints, and
(print name)
duly witnessed signature appear below, do hereby request that, as provided in RCW 10.97.060, the following described record of arrest be deleted from the files of the Washington State Patrol Identification and Criminal History Section.

NAME _____
(last) (first) (middle)

DATE OF BIRTH _____ SEX _____ RACE _____ SSN (optional) _____

ADDRESS _____ PHONE _____

CITY/STATE/ZIP _____

AGENCY MAKING ARREST _____ DATE OF ARREST _____

OFFENSE CHARGED _____

COURT _____ COURT CASE NO. _____

DISPOSITION DATE _____

DISPOSITION _____

Date Signature of Applicant

Witnessed by (print name)

Signature of Witness

Address of Witness

Prints of right four fingers taken simultaneously. If unable to print, use left four fingers.

3600-240-382 (R 1/18)

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, PO 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.

3000-240-362 (R 7/14)

Record Review and Challenge Continued

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History

Section Staff

Criminal History Records Section (CHRS)

The CHRS is comprised of four specialized units responsible for maintaining Criminal History Record Information (CHRI). Accuracy, confidentiality, quality control, auditing, and training 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) criminal history database. 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 digitally imaged and readily available for retrieval in the Criminal History Document Archive and Retrieval (CHDAR) database. The Unit is responsible for processing electronically submitted fingerprint transaction discrepancies through the exception handling process in the WASIS database. 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 Administrative Office of the Courts (AOC)'s Judicial Information System (JIS). Approximately 33% of the EDTRs electronically post to WASIS without intervention ("lights-out"). The remaining 67% are routed through exception handling where most are resolved with slight manual intervention with the remaining 6% requiring more in depth manual processing. The Unit researches arrests older than one year without a disposition using court databases to locate a final disposition and update the records to reflect the disposition.

Criminal History Support/Sex/Kidnapping Offender Registration (SOR) 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 an existing criminal history record. Second, the Unit maintains the statewide SOR registry. The SOR registry receives fingerprint registration cards from county sheriff's offices throughout the state. Registration photographs and change of address information are received through and interface with the Washington Association of Sheriffs and Police Chief's (WASPC)'s Offender Watch system. Third, unit members provide customer service to our criminal and non-criminal justice customers through phone, email, and the Criminal Records Division's customer service counter.

Records Improvement Unit

The Records Improvement Unit provides statewide training to criminal justice and state 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 (CHRI) is received and processed in order to provide the most current instruction to the Section's contributors and users.

The auditors work closely with the Section's criminal justice stakeholders. They are responsible for compiling and distributing the Annual Disposition Reporting Compliance Report. They also conduct stakeholder meetings in each county throughout the state consisting of representatives from the sheriff's office, police departments, prosecutor's office, courts, and jails.

Other staff within the unit are responsible for researching arrests over one year old without a disposition using court databases to locate a final disposition and updating the records to reflect the located disposition.

Identification and Background Check Section

The Identification and Background Check Section is comprised of the Identification/Fingerprint and Background Check Units.

Identification/Fingerprint Unit

The fingerprint technicians are responsible for processing fingerprints through the Automated Biometric Identification System (ABIS). The technicians process both criminal arrest and applicant fingerprint cards, evaluate ABIS search results, compare possible matches, and determine positive or negative fingerprint identification. They assist the ABIS remote workstation and livescan sites throughout Washington.

Background Check 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.

The 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 check documents, and processing SOR vouchers.

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 creating 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. The Technical Advisory Committee also rendered assistance in all phases of the planning, leading to the establishment of a new and innovative identification and criminal record system.

History of Fingerprint Technology

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 – 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 Arrests and Prosecutions (RAPsheet), 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 Automated Fingerprint Identification System (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. In addition, 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 and the state host system, containing a database of nearly 400,000 records, became operational on February 3, 1988.

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 – 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, Wyoming, and Washington. Each of these agencies enters into the shared AFIS database. Washington became a central site member in January 2008.

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.

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.

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 coroners 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 from the Criminal Records Division (CRD) 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 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, A Central Computerized Enforcement Service System (ACCESS). 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 began compiling an annual Disposition Reporting Compliance Report to identify disposition reporting compliance rates for agencies statewide and to increase disposition reporting. As part of the disposition audit process, CHRS staff research open arrests without a disposition in order to improve the accuracy and completeness of CHRI.

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 registerable 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 had 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.

The 2002 legislature tasked the Washington Association of Sheriffs and Police Chiefs (WASPC) with the responsibility for creating and maintaining a sex offender public website. Local Sheriff's Office Sex/Kidnapping Offender Coordinators had to enter information into the Offender Watch public website as well as provide the information to the statewide registry maintained by the WSP.

In 2009, the Section began accepting electronic submissions of Sex/Kidnapping Offender registrations using livescan. The photograph must be submitted via email.

In 2018, the interface between Offender Watch and the registry was completed. As a result, photographs and change of address information is electronically provided to the registry. The interface eliminated the need for the SOR Coordinators to enter into both systems.

Criminal History Improvement Project – 1990

In October 1990, the 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.

Process Control Number Project – 1993-2002

The Process Control Number (PCN) Project began as a pilot project with the King County Sheriff's Office and the 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 livescan fingerprinting devices are provided with blocks of numbers for assignment by the livescan 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 – 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 online 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.

In April 2014, a new feature was added to WATCH. The processing of Housing and Urban Development (HUD) is now available for all Housing Authorities to process and receive an instant background check based on an exact match of 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 livescan electronic-imaging technology for taking fingerprints.

WASIS/WACIC Replacement Project – 2000

The criminal history (WASIS) and crime information (WACIC) systems were replaced with integrated Year-2000 compliant systems. The upgraded 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. The Backlog Elimination Project successfully completed its goal of eliminating fingerprint arrest card and disposition backlogs by December 31, 2003. The \$2.456 million dollar project spanned 2 ½ years and included 24 project employees and permanent Section staff. During the course of the project over 1.8 million documents were processed, including 700,000 backlogged documents, resulting in up-to-date accurate CHRI.

Livescan to AFIS Connection Project – 2001-2007

Livescan 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 livescan device. Without a network connection, the fingerprint cards are printed from the livescan 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 livescan devices in lieu of remote AFIS workstations. In September 2001, the livescan 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 livescan devices located in local criminal justice agencies connected to the state AFIS and criminal history system. Since then, several additional livescan devices were purchased with federal grant money and installed in local criminal justice agencies. As of 2018, there are 140 livescan devices transmitting statewide. Approximately 93% of all fingerprint-based criminal history information in Washington State is submitted to the Section electronically.

AFIS/WASIS/IAFIS Interface Project – 2001

In September 2001, the interface between AFIS and 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 email.

These interfaces, along with a livescan 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 Administrative Office of the Courts (AOC)'s

Judicial Information System (JIS) databases to arrest data in the Section's WASIS criminal history database.

Dispositions entered by court staff into the court databases are submitted electronically to WASIS. Dispositions that are unable to be entered electronically are routed to an exception-handling queue where they are processed by Section employees.

This was 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 continued to allow more complex disposition reports to update WASIS electronically without human intervention. As of 2018, 33% of electronic disposition transfer reports (EDTR)'s are processed without intervention ("lights out"), the remaining 67% require some level of intervention to process.

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.

The WSP receives applicant fingerprints via livescan or card-scan to the AFIS. Once the state search is completed, the fingerprints are transmitted electronically to the FBI's AFIS for a federal search (if mandated by state statute). The result of the background check is returned to the requesting agency. Agencies submitting background checks electronically using either a livescan or card-scan device must collect the fees associated with the background check.

Record Retention – 1974-2018

When the Section opened, there were approximately 20,000 records on file. A state-level criminal history record retention schedule of 70 years of age plus ten years from date of most recent arrest activity was established.

In 2006, the Washington State Records Committee changed the retention schedule to match the FBI's retention schedule of 99 years of age plus ten years from the last date of arrest. Once retention has been met, the record is destroyed. The Washington State Identification System (WASIS) is updated with the status of "Expunged". The Section's retention criteria does not create a requirement for local criminal justice agencies or courts to keep records for the same period of time. The FBI has since increased their retention to age 120.

Palm Print Submission – 2010

In February 2010, the WSP received the first palm print record from Spokane County Juvenile Court. Palm prints are submitted along with the fingerprint record for criminal transactions only.

AFIS upgrade to ABIS – 2014

In 2014, the AFIS, operated through the Western Identification Network (WIN), was upgraded to the Automated Biometric Identification System (ABIS). This was a major undertaking across the eight WIN states. The Washington State deployment of this new hardware and software included new ABIS workstations at CRD and 14 remote sites at various law enforcement agencies across the state. The ABIS system is capable of retaining photographs in addition to fingerprint images. The Section retains mugshots and photographs submitted with the fingerprint transmission.

In April 2017, the WSP began receiving mugshots from King County. Since then, other counties have also started submitting mugshots. Mugshots are received for criminal transactions only.

Washington State Identification System (WASIS) Replacement Project

In 2011, the Criminal Records Division (CRD) began the process to replace the aged Washington State Crime Information Center (WACIC) hot files application and the Washington State Identification System (WASIS) criminal history database. Division staff are continuing to work with the selected vendor, Leidos, in development and testing. The new system is expected to go live in early-mid 2020.

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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 receive nonconviction criminal history record information.

RCW 10.97.060: Allows an individual to request deletion of his/her nonconviction 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 sixty days to provide the Section with a current disposition report for each outstanding disposition.

RCW 13.50.050: Allows for the destruction of certain juvenile records and allows the WSP to retain identifying data for sealed or destroyed juvenile records.

RCW 13.50.260: Identifies criteria for sealing an individual's juvenile records. The Washington State Patrol is required to provide criminal justice agencies access to sealed juvenile records information.

RCW 13.50.270: Requires juvenile records automatically destroyed within ninety days of becoming eligible for destruction, with the exception of identifying data which may be retained by WSP.

RCW 13.40.127: Allows for the automatic sealing of juvenile deferred dispositions when he/she reaches the age of eighteen subject to certain restrictions. If the juvenile is already eighteen they may apply for a juvenile seal or destroy under RCW 13.50.270.

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 Sex/Kidnapping Offender (SOR) registry for the state of Washington.

RCW 43.43.700: Established the Identification and Criminal History Section of the Washington State Patrol in the 1972 Legislative session. The Section officially opened on July 1, 1974. The Section maintains criminal history record information (CHRI), sex/kidnapping offender registrations (SOR), and state Department of Corrections (DOC) activity based on fingerprint identification.

RCW 43.43.730: Allows an individual to inspect and/or challenge the accuracy or completeness of his/her CHRI on file with the Section.

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. Authorizes the juvenile court administrator to fingerprint juveniles taken into custody. Allows, but does not require fingerprints be taken on misdemeanor or gross misdemeanor arrests when the individual is not taken into custody.

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

RCW 43.43.745: Requires the disposition of the charge for which an arrest was made to be reported to the Section at whatever stage in the proceedings a final disposition occurs.

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 whenever possible and other identification data of unidentified deceased persons to the Section.

RCW 43.43.815: Allows a private sector employer to receive 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.

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Contact List

WSP Contact List

CRIMINAL HISTORY RECORDS & IDENTIFICATION/BACKGROUND CHECK SECTIONS

Phone: (360) 534-2000

Business Address:

106 11th Avenue SW, Olympia WA 98501

P.O. Box 42633

Olympia WA 98504-2633

CRIMINAL HISTORY RECORDS SECTION MANAGER

Becky Miner

Phone: (360) 534-2111

Fax: (360) 534-2072

Email: Becky.Miner@wsp.wa.gov

Work Schedule: 0800 – 1730 Monday – Friday

Criminal History Support and Sex/Kidnapping Offender Registration (SOR) Unit Supervisor

Kim McParland

Phone: (360) 534-2163

Fax: (360) 534-2072

Email: Kim.Mcparland@wsp.wa.gov

Crimhis@wsp.wa.gov

Work Schedule: 0800 – 1700 Monday – Friday

For questions concerning court orders and SOR submissions.

Disposition Processing Team Supervisor

Debra Tafoya

Phone: (360) 534-2123

Fax: (360) 534-2072

Email: Debra.Tafoya@wsp.wa.gov

Work Schedule: 0800 – 1630 Monday – Friday

For questions concerning disposition reporting.

Production Unit Supervisor

Jennifer Perry

Phone: (360) 534-2113

Fax: (360) 534-2072

Email: Jennifer.Perry@wsp.wa.gov

CorrectionNotice@wsp.wa.gov

Work Schedule: 0800 – 1630 Monday – Friday

For questions concerning arrest submissions.

Records Improvement Unit

Kristina Davis

Phone: (360) 534-2184

Fax: (360) 534-2072

Email: Kristina.Davis@wsp.wa.gov

CRDTraining@wsp.wa.gov

Dispositions@wsp.wa.gov

Work Schedule: 0700 – 1730 Monday – Thursday

For information regarding annual disposition reporting compliance report, stakeholder meetings, fingerprint rolling techniques training, RAPsheet training, and criminal history related trainings.

IDENTIFICATION & BACKGROUND CHECK SECTION MANAGER

Deborah Collinsworth

Phone: (360) 534-2102

Fax: (360) 534-2070

Email: Deborah.Collinsworth@wsp.wa.gov

Work Schedule: 0830 – 1800 Tuesday – Friday

Background Check Supervisor:

Lynette Brown

Phone: (360) 534-2109

Fax: (360) 534-2073

Email: Lynette.Brown@wsp.wa.gov

Work Schedule: 0700 – 1630 Tuesday – Friday

Identification Supervisor – Day Shift:

Doug Patterson

Phone: (360) 534-2166

Fax: (360) 534-2174

Email: Douglas.Patterson@wsp.wa.gov

Work Schedule: 0700 – 1630 Monday – Thursday

Identification Supervisor – Swing Shift:

Kelly Hunt

Phone: (360) 534-2166

Fax: (360) 534-2174

Email: Kelly.Hunt@wsp.wa.gov

Work Schedule: 1400 – 2230 Monday – Friday

ABIS Administrators:

Michelle Kromm

Phone: (360) 534-2188

Fax: (360) 534-2074

Email: Michelle.Kromm@wsp.wa.gov

Work Schedule: 0900 – 1830 Monday – Thursday

For ABIS system and livescan issues/problems.

ABIS/TENPRINT UNIT

Phone: (360) 534-2188

Fax: (360) 534-2074

Work Schedule: 0600 – 0500 Monday – Friday (including swing shift)

For livescan fingerprint submissions, fingerprint rejections, and questions.

WSP Websites

Criminal History and Fingerprint Training

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

Provides information on the following:

- | | |
|-------------------------------|------------------------|
| 1) Frequently Asked Questions | 5) Training Documents |
| 2) Manuals and Brochures | 6) Vendor Contact List |
| 3) PCN Guidelines | 7) Quick Links |
| 4) Training Resources | |

A Central Computerized Enforcement Service System (ACCESS)

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

Provides information on the following:

- | | |
|-------------------------------|-----------------------------------|
| 1) Frequently Asked Questions | 6) ACCESS Contact Link |
| 2) NICS Links | 7) Calendar Link |
| 3) Manuals Link | 8) TAC Info Link |
| 4) System Memos | 9) Technical Security Information |
| 5) Training Modules | 10) Protection Order Link |

WSP Homepage

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

Provides information on the following:

- | | |
|-------------------------------|----------------------------|
| 1) Frequently Asked Questions | 4) Employment |
| 2) What's New | 5) Publications |
| 3) Hot Topics | 6) Links to Other Websites |

Washington Access to Criminal History (WATCH)

<https://fortress.wa.gov/wsp/watch/>

Provides information on the following:

- | | |
|------------------------------|--|
| 1) Frequently Asked Question | 5) Fees |
| 2) Forms | 6) Important Introductory |
| 3) Help Guide | 7) The search will result in information |
| 4) Login | 8) Legal Information |

Request for Supplies



Criminal History Records Section
PO Box 42633, Olympia WA 98504-2633
crimhis@wsp.wa.gov
Phone (360) 534-2000 Option 0; Fax (360) 534-2072

Return this form to crimhis@wsp.wa.gov
Please allow 7 business days for your order to be processed.

Agency Name _____ Date _____
Requested By _____
Agency Address _____
Agency Phone Number (____) _____

FINGERPRINT CARDS

If quantities of more than 2,000 are needed for the Arrest, Applicant, Personal ID, and Palm cards, please contact the FBI at (304) 625-3983.

| | QUANTITY |
|---|----------|
| <input type="checkbox"/> APPLICANT (BLUE) FD-258 | _____ |
| <input type="checkbox"/> ARREST (RED) FD-249 | _____ |
| <input type="checkbox"/> PERSONAL ID (GREEN) FD-353 | _____ |
| <input type="checkbox"/> PALM FD-884 | _____ |
| <input type="checkbox"/> SEX/KIDNAPPING 3000-240-535 | _____ |

PCN PACKETS

| | QUANTITY | ORI |
|---|----------|-------|
| <input type="checkbox"/> PCN PACKETS WITH PCN LABELS | _____ | _____ |
| <input type="checkbox"/> PCN PACKETS WITHOUT PCN LABELS | _____ | _____ |

NOTE: PCN packets come with two fingerprint cards per one disposition report unless otherwise requested below.

DISPOSITION REPORTS

| | QUANTITY |
|--|----------|
| <input type="checkbox"/> BLANK DISPOSITION REPORTS 3000-240-257 | _____ |

SPECIAL INSTRUCTIONS

3000-240-057 (R 3/17)

CJIS Fingerprinting Supply Requisition Form

The form is available on the following website:

<https://www.fbi.gov/services/cjis/fingerprints-and-other-biometrics/ordering-fingerprint-cards-and-training-aids>; click on “1-178 Supply Requisition Form.” Select the type of fingerprint card with or without the agency ORI printed on the card.

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, no space 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;
SMITH,JOHN HENRY LEWIS

Complete names are to be used if available. No part 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 name(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

Note: Hyphens are not allowed in first or middle names.

*Subject's Last 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, WSP 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 | |
| Enter the code below to indicate the sex the person identifies with or enter unknown. | |
| Female | F |
| Male | M |
| Unknown | U |

| | |
|--|---|
| RACE | |
| Enter the code below to indicate the race the person identifies with or enter unknown. | |
| American Indian or Alaskan Native | I |
| Asian or Pacific Islander | A |
| Black | B |
| Unknown | U |
| White | W |

Height
 Height must be entered using three characters for feet and inches, do not use punctuation marks. (Example: 507 or 601.)

Weight
 Weight must be entered using three characters for pounds. (Example: 050 or 175.)

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

| | |
|----------------------|-----|
| Hair Color | |
| Black | BLK |
| Blonde or Strawberry | BLN |
| Blue | BLU |
| Brown | BRO |
| Gary 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 Codes

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 only pertain to Washington State.

Caution and Medical Conditions

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

Sex/Kidnapping Offender Photograph

The subject's photograph should be taken at the time of registration and should be a color close-up (from the shoulders up) without the subject holding a placard or other identifying information.

Electronic Submission (SORLivescanPhotos@wsp.wa.gov):

1. Color photograph attached in a jpeg format.
2. Required information in the subject line: Name, DOB, and state identification (SID) number (if available).
3. Required information in the body: registration date.

Mailed Submission:

1. Color.
2. 2 x 3 – 3 ½ x 4 ½ in size.
3. Good quality paper or photograph paper.
4. On the reverse side of the photograph indicate the registrant's name, date of birth, and SID number (if available).

Avoid the following:

1. Photocopy of a photograph.
2. Interfering objects (e.g. file cabinets, Venetian blinds, book shelves).
3. Large or enlarged photographs.
4. Black and white photographs.

Note: A new photo may be taken at any time to update the file per RCW 9A.44.130 and emailed to SORSubmissions@wsp.wa.gov.

Appendix F – Conviction, Nonconviction, and Enhancements

Conviction/Adverse Values

| | |
|-------------------------------------|-----------------------------------|
| Acquitted by Reason of Insanity | Guilty-DV Pled/Proved |
| Bail Forfeit | Guilty-DV Pled/Proved DEF Revoked |
| Court Costs | Guilty Youth In Veh |
| Deferred Sentence | Guilty YIV Def Pros Revoked |
| Dismissed by Reason of Incompetency | Guilty No Fine |
| Guilty | Guilty No Penalty |
| | Not Guilty by Reason of Insanity |

Nonconviction Values

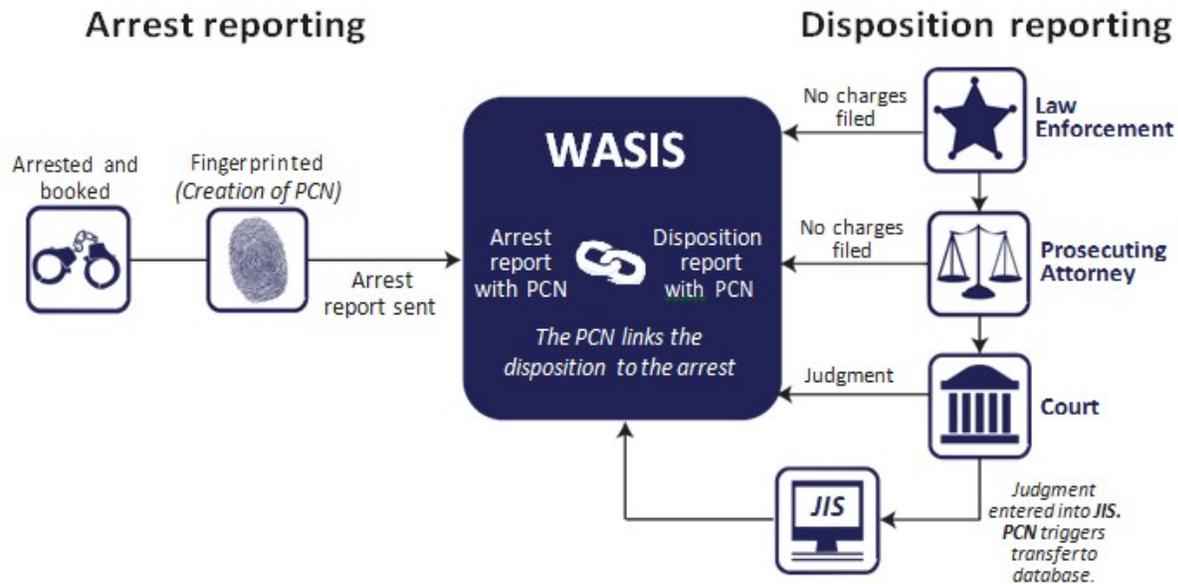
| | | |
|----------------------|----------------------|---------------------|
| Absconded | Final Discharge | Reduced To Warning |
| Acquitted | Hung Jury | Refer To |
| Case Closed | Included | Refused Extradition |
| Charge Dropped | Maximum Term | Reinstated |
| Conditional | Expired | Released |
| Discharge | Mistrial | Released No Charge |
| Continued | No Action | Reversed |
| Court Order | No Charge Filed | Revoked |
| Deceased | No Prosecution | Stay of Proceeding |
| Deferred | Nolle Prosecution | Stricken |
| Deferred Prosecution | Not Filed | Suspended |
| Deported | Not Guilty | Terminated |
| Detainer Cancelled | Other Agency | Tribal Arrest |
| Dismissed | Warrant | Turned Over To |
| Diversion | Out of County | Unavailable |
| DOC Violation | Warrant | Vacated |
| Exonerated | Pardoned | Waive Extradition |
| Extended | Probation Modified | Warrant Expired |
| Extradited | Prosecution Declined | Warrant Issued |
| File Closed | Quashed | |

Enhancements

| | |
|-------------------|--|
| Attempt | DUI Related |
| Solicit | Involving a Minor in Felony Offense |
| Conspire | Endangerment by Eluding a Police Vehicle |
| Complicity | Offense was Predatory |
| Protected Zone | Victim was under Fifteen Years of Age |
| Sexual Motivation | Victim had Diminished Capacity |
| Firearm | Sexual Conduct with Victim in Return for a Fee |
| Weapon | |
| Domestic Violence | |
| Drug Related | |

Appendix G – PCN Guidelines

PCN Flow Chart



A Process Control Number (PCN) is a unique tracking number assigned to a criminal arrest fingerprinting event. The PCN is automatically assigned by the livescan device or a PCN label is attached to the fingerprint card and disposition when using the ink method. The PCN packet consists of one fingerprint card and one pink disposition sheet pre-printed with the PCN.

The PCN

1. Links the arrest event to the disposition.
2. Facilitates the electronic submission of disposition information to the Washington State Patrol (WSP).
3. Updates CHRI automatically with little or no staff intervention.
4. Provides accurate and complete CHRI by increasing the number of arrests with dispositions on file.

The PCN is forwarded by the fingerprinting/arresting agency to the appropriate prosecutor or court for entry into the Administrative Office of the Courts (AOC)'s Judicial Information System (JIS), Superior Court Management Information System (SCOMIS), or Odyssey. When the PCN is entered by court staff into JIS/SCOMIS/Odyssey, it triggers a disposition which is sent electronically to the WSP (with the exception of no charges filed). There, it either automatically updates WASIS or is routed to exception handling by WSP staff. If the transaction requires manual intervention, WSP staff use the PCN to locate and update the submitted disposition. When the Prosecuting Attorney's (PA)'s Office declines to file charges, the PA's Office is responsible for

submitting the disposition information to the Section; if charges are being referred to a lower court, the PA's office is responsible for getting the PCN to said court.

Appendix H – Disposition Updates

| | |
|---|----------------------------|
| Certificate of Restoration of Opportunity | ESSHB1553 (Laws of 2016) |
| Final Discharge | RCW 9.96.050 |
| Certificate and Order of Discharge | RCW 9.96.050/9.94A.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 I – Court Orders and Pardons

Court Orders

| | |
|------------------|---|
| Juvenile Seal | RCW 13.50.050, 13.50.260 |
| Juvenile Destroy | RCW 13.50.050, 13.50.270 |
| Vacate | RCW 9.95.240, 9.94A.230, 9.94A.640, 9.96.060, 9.92.066 |
| 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 J – Department of Corrections (DOC) 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

<https://fortress.wa.gov/wsp/watchcj/>.

Note: Effective in early 2020, the Section will discontinue use of the 5 and 7 digit crime codes. Instead, the Section will base entries upon the submitted RCW.

Appendix L – WSP Certified Livescan Vendor List

Biometrics4All, Inc.

Website: sales@biometrics4all.com

Customer Support: (714) 568-9888 option 2

Customer Support Email: support@biometric4all.com

3M Cogent

Website: www.3M.com/IdentityManagement

Help Desk: (866) 500-2347

Help Desk Email: cghelpdesk@cogentsystems.com

CrossMatch Technologies Inc.

Website: www.crossmatch.com

Help Desk: (866) 276-7761

Help Desk Email: CMCC@CrossMatch.com

Fieldprint (applicant only)

Website: <http://www.fieldprintfbi.com/fbi/FieldprintFBI.aspx>

Customer Service: (888) 472-8919

Email: customerservice@fieldprint.com

SAFRAN/MorphoTrust USA

Website: www.MorphoTrust.com

Contact Information: (978) 215-2400

Email: Info@morphotrust.com

Appendix M – Country Codes

| | | | |
|---|----|----------------------------------|----|
| ABSENTEE SHAWNEE | EE | BRUNEI | BX |
| AFGHANISTAN | AF | BULGARIA | BU |
| AGUASCALIENTES | AG | BURKINA FASO | UV |
| ALBANIA | AA | BURMA | BR |
| ALBERTA | AB | BURUNDI | BI |
| ALGERIA | AN | BYELARUS | BY |
| ALL OTHER (any other country not included here) | YY | CAMBODIA | CJ |
| ALL OTHERS | YY | CAMEROON | CM |
| AMERICAN SAMOA | AM | CAMPECHE | CE |
| ANDORRA | AD | CANADA | CD |
| ANGOLA | AO | CANAL ZONE | CZ |
| ANGUILLA | AE | CANARY ISLANDS | ZI |
| ANTIGUA AND BARBUDA | AI | CAPE VERDE ISLANDS | CV |
| APACHE TRIBE | AX | CAROLINE ISLANDS | CG |
| ARGENTINA | AT | CAYMAN ISLANDS | CP |
| ARMENIA | AP | CENTRAL AFRICAN REPUBLIC | CW |
| ARUBA | AJ | CEYLON | CY |
| ASHMORE AND CARTIER ISLANDS | AH | CHAD | CF |
| AUSTRALIA | AS | CHEYENNE & ARAPAHO TRIBES | DA |
| AUSTRIA | AU | CHIAPAS | CI |
| AZERBAIJAN | AV | CHIHUAHUA | CH |
| AZORES ISLANDS | AQ | CHILE | CQ |
| BAHAMAS, THE | BD | CHRISTMAS ISLAND | HR |
| BAHRAIN/BAHREIN | BE | CITIZEN BAND POTTAWATOMIE TRIBE | DW |
| BAJA CALIFORNIA | BA | CLIPPERTON ISLAND | DB |
| BAJA CALIFORNIA | BJ | COAHUILA | CU |
| BAKER ISLAND | BK | COCOS (KEELING) ISLANDS | DD |
| BALEARIC ISLANDS | BW | COLIMA | CL |
| BANGLADESH | BL | COLOMBIA | CB |
| BARBADOS | BB | COMANCHE NATION | DP |
| BASSAS DAINDIA B50 | BF | COMOROS | DG |
| BELGIUM | BG | CONGO KINSHASA, NOW ZAIRE | ZR |
| BELIZE | BH | COOK ISLANDS | DI |
| BENIN | DH | CORAL SEA ISLANDS | DJ |
| BERMUDA | BM | COSTA RICA | CR |
| BHUTAN | BN | COTE D'IVOIRE | IY |
| BOLIVIA | BV | CROATIA | KC |
| BONAIRE | NX | CUBA | CC |
| BOSNIA AND HERCEGOVENIA | BP | CYPRUS | CS |
| BOTSWANA | BT | CZECH REPUBLIC | EZ |
| BOUVET ISLAND | BQ | DENMARK | DK |
| BRAZIL | BZ | DEVIL'S LAKE SIOUX TRIBE | DL |
| BRITISH COLUMBIA | BC | DISTRITO FEDERAL (MEXICO, D. F.) | DF |
| BRITISH INDIAN OCEAN TERRITORY | BO | DJIBOUTI | DN |
| BRITISH SOLOMON ISLANDS | BS | DOMINICA | DM |
| BRITISH VIRGIN ISLANDS | VB | DOMINICAN REPUBLIC | DR |

Appendices Continued

| | | | |
|------------------------------------|----|---------------------------------------|----|
| DURANGO | DO | HOWLAND ISLAND | HO |
| ECUADOR | EU | HUNGARY | HU |
| EGYPT | EY | ICELAND | IC |
| EL SALVADOR | EL | INDIA | II |
| ELLICE ISLANDS | TV | INDONESIA | IO |
| ENGLAND | EN | IOWA TRIBE | IW |
| EQUATORIAL GUINEA | EK | IRAN | IR |
| ERETRIA | ET | IRAQ | IQ |
| ESTONIA | ES | IRELAND | IE |
| ETHIOPIA | EO | ISLE OF MAN | IB |
| EUROPA ISLAND | ER | ISRAEL | IS |
| FALKLAND ISLANDS | FA | ITALY | IT |
| FAROE ISLANDS | FO | JALISCO | JL |
| FEDERATED STATES OF MICRONESIA | FS | JAMAICA | JM |
| FIJI | FJ | JAN MAYEN | JN |
| FINLAND | FD | JAPAN | JA |
| FOND DU LAC | FC | JARVIS ISLAND | JR |
| FRANCE | FN | JERSEY | JE |
| FRENCH GUIANA | FG | JOHNSTON ISLAND | JI |
| FRENCH POLYNESIA | FP | JORDAN | JO |
| FRENCH SOUTHERN AND ANTARTIC LANDS | FR | JUAN DE NOVA ISLAND | JU |
| GABON | GB | KAZAKHSTAN | KT |
| GAMBIA, THE | GK | KENYA | KE |
| GAZA | GZ | KICKAPOO TRIBE | KK |
| GEORGIA | GD | KINGMAN REEF | KI |
| GERMANY | GE | KIOWA | KW |
| GHANA | GG | KUWAIT | KU |
| GIBRALTAR | RG | KYRGYZSTAN | KZ |
| GILBERT ISLANDS | KB | LAC DU FLAMBEAU BAND OF LAKE SUPERIOR | LP |
| GLORIOSO ISLANDS | GO | LAOS | LS |
| GREECE | GC | LEBANON | LN |
| GREENLAND | GN | LEECH LAKE BAND OF CHIPPEWA | LL |
| GRENADA | GJ | LESOTHO | LE |
| GUADELOUPE | GP | LIBERIA | LB |
| GUAM | GM | LIBYA | LY |
| GUANAJUATO | GU | LIECHTENSTEIN | LI |
| GUATEMALA | GT | LITHUANIA | LH |
| GUERNSEY | GF | LUXEMBOURG | LX |
| GUERRERO | GR | MACAU | OC |
| GUINEA | GI | MACEDONIA | ZD |
| GUINEA-BISSAU | PG | MADAGASCAR | MP |
| GUYANA | GY | MADEIRA ISLANDS | IM |
| HAITI | HT | MALAWI | MF |
| HEARD ISLAND AND MCDONALD ISLAND | HE | MALAYSIA | MZ |
| HIDALGO | HL | MALDIVES | MV |
| HOLLAND | NE | MALI | ML |
| HONDURAS | HD | MALTA | MY |
| HONG KONG | HK | MANAHIKI ISLAND | KH |

Appendices Continued

| | | | |
|-----------------------------------|----|--------------------------------------|----|
| MANITOBA | MB | ONEIDA TRIBE OF INDIANS OF WISCONSIN | OT |
| MARIANA ISLANDS | MK | ONTARIO | ON |
| MARSHALL ISLANDS | MH | OSAGE NATION | OG |
| MARTINIQUE | ZB | OTOE-MISSOURIA TRIBE | OO |
| MAURITANIA | MU | PAKISTAN | PK |
| MAURITIUS | UM | PALAU, REPUBLIC OF | PD |
| MAYOTTE | YO | PALMYRA ATOLL | PL |
| MENOMINEE | IX | PANAMA | PM |
| MEXICO | MM | PARAGUAY | PV |
| MEXICO STATE | MX | PARCEL ISLANDS | PF |
| MIAMI TRIBE | DS | PAWNEE TRIBE | PW |
| MICHOACAN | MC | PEOPLE'S REPUBLIC OF CHINA | RC |
| MIDWAY ISLANDS | MW | PERU | PU |
| MILLE LACS | LC | PHILIPPINES | PI |
| MOLDOVA | LD | PITCAIRN, HENDERSON, DUCIE, AND OENO | PC |
| MONACO | MJ | POLAND | PO |
| MONGOLIA | MG | PONCA TRIBE | PN |
| MONTserrat | RR | PORTUGAL | PT |
| MORELOS | MR | PRINCE EDWARD ISLAND | PE |
| MOROCCO | MQ | PUEBLA | PB |
| MOZAMBIQUE | ZO | PUERTO RICO | PR |
| MUSCOGEE (CREEK) TRIBE | DT | QATAR | QA |
| NAMIBIA | SJ | QUEBEC | PQ |
| NAURU | NR | QUERETARO | QU |
| NAVASSA ISLAND | VL | QUINTANA ROO | QR |
| NAYARIT | NA | RED LAKE | RL |
| NEPAL | NP | REPUBLIC OF CONGO, BRAZZAVILLE | RB |
| NEVIS AND SAINT CHRISTOPHER KITTS | TS | REPUBLIC OF YEMEN | RY |
| NEW BRUNSWICK | NK | REUNION | RE |
| NEW CALEDONIA | NQ | RHODESIA | RH |
| NEW GUINEA | NO | ROMANIA/RUMANIA | RU |
| NEW ZEALAND | NZ | RUSSIA | RA |
| NEWFOUNDLAND | NF | RUSSIAN FEDERATION | RF |
| NICARAGUA | NU | RWANDA | RW |
| NIGER | NN | SAC & FOX | FX |
| NIGERIA | NG | SAINT HELENA | HS |
| NIUE | IU | SAINT LUCIA | LU |
| NORFOLK ISLAND | OF | SAINT PIERRE AND MIQUELON | PS |
| NORTH KOREA | KN | SAINT VINCENT AND THE GRENADINES | VV |
| NORTHERN IRELAND | NI | SAN LUIS POTOSI | SL |
| NORTHWEST TERRITORIES | NT | SAN MARINO | SH |
| NORWAY | NW | SAO TOME AND PRINCIPE | TP |
| NOVA SCOTIA | NS | SASKATCHEWAN | SN |
| NUEVO LEON | NL | SAUDI ARABIA | SB |
| OAXACA | OA | SCOTLAND | SS |
| OGLALA SIOUX | OS | SEMINOLE NATION | SK |
| OKINAWA | OI | SENECA-CAYUGA TRIBES | DV |
| OMAN | OM | SENEGAL | SG |

Appendices Continued

| | | | |
|--|----|---|----|
| SEYCHELLES | SE | TUAMOTU ARCHIPELAGO | TF |
| SHAKOPEE | KP | TUNISIA | TU |
| SIERRE LEONE | SA | TURKEY | TY |
| SINALOA | SI | TURKMENISTAN | UR |
| SINGAPORE | SR | TURKS AND CALCOS ISLANDS | TR |
| SLOVAKIA | LF | TURTLE MTN. BAND OF CHIPEWA | UC |
| SLOVENIA | LO | U.S. VIRGIN ISLANDS | VI |
| SOCIALIST REPUBLIC OF VIETNAM | RV | UGANDA | UG |
| SOMALIA | SM | UKRAINE | UK |
| SONORA | SO | UNITED ARAB EMIRATES | TC |
| SOUTH AFRICA | SF | UNITED STATES OF AMERICA | US |
| SOUTH GEORGIA AND THE SOUTH SANDWICH | GS | UNKNOWN | XX |
| SOUTH KOREA | KO | URUGUAY | UY |
| SPAIN | SP | UZBEKISTAN | UZ |
| SPRATLY ISLANDS | TE | VATICAN CITY | VY |
| SUDAN | SU | VENEZUELA | VZ |
| SURINAM | ZC | VERACRUZ | VC |
| SVALBARD | SV | WAKE ISLAND | WK |
| SWEDEN | SQ | WALES | WL |
| SWITZERLAND | SZ | WALLIS AND FUTUNA | WF |
| SYRIA | SY | WEST BANK | WB |
| TABASCO | TB | WEST INDIES | WN |
| TAIWAN, REPUBLIC OF CHINA | TW | WESTERN SAHARA | RS |
| TAJIKISTAN | TJ | WESTERN SAMOA | WS |
| TAMAULIPAS | TA | WHITE EARTH | WE |
| TANZANIA, UNITED REPUBLIC OF | TZ | WICHITA TRIBE | WT |
| THAILAND | TH | WYANDOTTE TRIBE | WD |
| TLAXCALA | TL | YUCATAN | YU |
| TOGO | TO | YUGOSLAVIA | YG |
| TOKELAU | TK | YUKON TERRITORY | YT |
| TONGA | TG | ZACATECAS | ZA |
| TRINIDAD AND TOBAGO | TT | ZAMBIA | ZM |
| TROMELIN ISLAND | TM | ZIMBABWE, REPUBLIC OF (formerly Rhodesia) | RH |
| TRUST TERRITORY OF THE PACIFIC ISLANDS | TD | | |

Appendix N - Scars, Marks, Tattoos, and Amputations (SMTAs)

The Section uses the National Crime Information Center (NCIC) Scars, Marks, Tattoos, and Amputations abbreviations.

Generic Tattoo Descriptions

When a tattoo is entered, a description of the tattoo must be selected from the drop down table containing the following categories.

| | | |
|--------------------|----------|-----------|
| Animal | Insects | Religious |
| Birds | Insignia | Reptiles |
| Body | Letters | Shapes |
| Cartoon Characters | Names | Sports |
| Fish | Nature | Vehicles |
| Flowers | Numbers | Weapon |

SMTA's Table: To select an entry begin typing the first few letters of the SMTA's

| | |
|------------|---|
| DISC ABDOM | Abdomen, discoloration |
| MOLE ABDOM | Abdomen, mole |
| RTAT ABDM | Abdomen, removed tattoo |
| SC ABDOM | Abdomen, scar |
| TAT ABDOM | Abdomen, tattoo |
| MC ACNE | Acne, medical condition |
| MISS ADND | Adenoids, missing |
| DA ALCOHOL | Alcohol, drug of abuse |
| MC ALCOHOL | Alcoholism, medical condition |
| MC ALLERGY | Allergies (including asthma), medical condition |
| MC ALZHMRS | Alzheimer's Disease, medical condition |
| DA AMPHETA | Amphetamines (includes stimulants), drug of abuse |
| TD ANALGES | Analgesics, therapeutic drug |
| MOLE L ANK | Ankle, left mole |
| DISC L ANK | Ankle, left, discoloration |
| FRC L ANKL | Ankle, left, fracture |
| HFR L ANKL | Ankle, left, healed fracture |
| RTAT LANKL | Ankle, left, removed tattoo |
| SC L ANKL | Ankle, left, scar |
| TAT L ANKL | Ankle, left, tattoo |

Appendices Continued

| | |
|------------|--|
| DISC ANKL | Ankle, nonspecific, discoloration |
| FRC ANKL | Ankle, nonspecific, fracture |
| HFR ANKL | Ankle, nonspecific, healed fracture |
| MOLE ANKL | Ankle, nonspecific, mole |
| RTAT ANKL | Ankle, nonspecific, removed tattoo |
| SC ANKL | Ankle, nonspecific, scar |
| TAT ANKL | Ankle, nonspecific, tattoo |
| DISC R ANK | Ankle, right, discoloration |
| FRC R ANKL | Ankle, right, fracture |
| HFR R ANKL | Ankle, right, healed fracture |
| MOLE R ANK | Ankle, right, mole |
| RTAT RANKL | Ankle, right, removed tattoo |
| SC R ANKL | Ankle, right, scar |
| TAT R ANKL | Ankle, right, tattoo |
| TD ANTBTC | Antibiotics, therapeutic drug |
| TD ACONVUL | Anticonvulsants, therapeutic drug |
| TD ADEPRES | Antidepressants, therapeutic drug |
| TD ANTINFL | Anti-inflammatory Medication, therapeutic drug |
| MISS APPNX | Appendix, missing |
| SC UL ARM | Arm, left upper, scar |
| TAT UL ARM | Arm, left upper, tattoo |
| ART L ARM | Arm, left, artificial |
| DISC L ARM | Arm, left, discoloration |
| MISS L ARM | Arm, left, missing |
| MOLE L ARM | Arm, left, mole |
| NM L ARM | Arm, left, needle marks |
| RTAT L ARM | Arm, left, removed tattoo |
| SC L ARM | Arm, left, scar |
| TAT L ARM | Arm, left, tattoo |
| FRC LL ARM | Arm, lower left, fracture |
| HFR LL ARM | Arm, lower left, healed fracture |
| MISS LLARM | Arm, lower left, missing |
| FRC LR ARM | Arm, lower right, fracture |
| HFR LR ARM | Arm, lower right, healed fracture |
| MISS LRARM | Arm, lower right, missing |

| | |
|-------------|---|
| ART ARM | Arm, nonspecific, artificial |
| DISC ARM | Arm, nonspecific, discoloration |
| FRC ARM | Arm, nonspecific, fracture |
| HFR ARM | Arm, nonspecific, healed fracture |
| RTAT ARM | Arm, nonspecific, removed tattoo |
| SC ARM | Arm, nonspecific, scar |
| TAT ARM | Arm, nonspecific, tattoo |
| SC UR ARM | Arm, right upper, scar |
| TAT UR ARM | Arm, right upper, tattoo |
| ART R ARM | Arm, right, artificial |
| DISC R ARM | Arm, right, discoloration |
| MISS R ARM | Arm, right, missing |
| MOLE R ARM | Arm, right, mole |
| NM R ARM | Arm, right, needle marks |
| RTAT R ARM | Arm, right, removed tattoo |
| SC R ARM | Arm, right, scar |
| TAT R ARM | Arm, right, tattoo |
| FRC UL ARM | Arm, upper left, fracture |
| HFR UL ARM | Arm, upper left, healed fracture |
| RTAT ULARM | Arm, upper left, removed tattoo |
| FRC UR ARM | Arm, upper right, fracture |
| HFR UR ARM | Arm, upper right, healed fracture |
| RTAT URARM | Arm, upper right, removed tattoo |
| MC ARTHRITS | Arthritis, medical condition |
| ART ELBOW | Artificial elbow joint |
| ART HIP | Artificial hip joint |
| ART KNEE | Artificial knee joint |
| ART LARYNX | Artificial larynx |
| ART SHLD | Artificial shoulder joint |
| MC ADD | Attention Deficit Disorder, medical condition |
| DISC BACK | Back, discoloration |
| FRC BACK | Back, fracture |
| HFR BACK | Back, healed fracture |
| MOLE BACK | Back, mole |
| RTAT BACK | Back, removed tattoo |

| | |
|------------|--|
| SC BACK | Back, scar |
| TAT BACK | Back, tattoo |
| BALD | Bald/Balding |
| DA BARBITU | Barbiturates, drug of abuse |
| MC BEHAVIO | Behavior disorder, medical condition |
| BLIND | Blind, both eyes |
| BLND L EYE | Blind, left eye |
| BLND EYE | Blind, one eye, nonspecific |
| BLND R EYE | Blind, right eye |
| BRACE BACK | Brace, back |
| BRA LR ARM | Brace, left and right arms |
| BRA LR LEG | Brace, left and right legs |
| BRAC L ARM | Brace, left arm |
| BRAC L LEG | Brace, left leg |
| BRACE NECK | Brace, neck |
| BRAC ARM | Brace, one arm, nonspecific |
| BRAC LEG | Brace, one leg, nonspecific |
| BRAC R ARM | Brace, right arm |
| BRAC R LEG | Brace, right leg |
| BRAC TEETH | Braces, teeth |
| ART BRSTS | Breast implant, left and right, artificial |
| ART L BRST | Breast implant, left, artificial |
| ART R BRST | Breast implant, right, artificial |
| DISC L BRS | Breast, left, discoloration |
| MISS LBRST | Breast, left, missing |
| MOLE LBRST | Breast, left, mole |
| RTAT LBRST | Breast, left, removed tattoo |
| SC L BRST | Breast, left, scar |
| TAT L BRST | Breast, left, tattoo |
| DISC BRST | Breast, nonspecific, discoloration |
| MOLE BRST | Breast, nonspecific, mole |
| RTAT BRST | Breast, nonspecific, removed tattoo |
| SC BREAST | Breast, nonspecific, scar |
| TAT BREAST | Breast, nonspecific, tattoo |
| DISC R BRS | Breast, right, discoloration |

| | |
|------------|---------------------------------------|
| MISS RBRST | Breast, right, missing |
| MOLE RBRST | Breast, right, mole |
| RTAT RBRST | Breast, right, removed tattoo |
| SC R BRST | Breast, right, scar |
| TAT R BRST | Breast, right, tattoo |
| MISS BRSTS | Breasts, missing |
| TD BRNCHDL | Bronchial Dilators, therapeutic drug |
| DISC L BUT | Buttock, left, discoloration |
| MOLE L BUT | Buttock, left, mole |
| NM L BUTTK | Buttock, left, needle marks |
| SC L BUTTK | Buttock, left, scar |
| TAT L BUTK | Buttock, left, tattoo |
| DISC BUTTK | Buttock, nonspecific, discoloration |
| SC BUTTK | Buttock, nonspecific, scar |
| TAT BUTTK | Buttock, nonspecific, tattoo |
| DISC R BUT | Buttock, right, discoloration |
| MOLE R BUT | Buttock, right, mole |
| NM R BUTTK | Buttock, right, needle marks |
| SC R BUTTK | Buttock, right, scar |
| TAT R BUTK | Buttock, right, tattoo |
| RTAT LBUTK | Buttocks, left, removed tattoo |
| MOLE BUTTK | Buttocks, nonspecific, mole |
| RTAT BUTTK | Buttocks, nonspecific, removed tattoo |
| RTAT RBUTK | Buttocks, right, removed tattoo |
| RTAT LCALF | Calf, left, removed tattoo |
| SC L CALF | Calf, left, scar |
| TAT L CALF | Calf, left, tattoo |
| RTAT CALF | Calf, nonspecific, removed tattoo |
| SC CALF | Calf, nonspecific, scar |
| TAT CALF | Calf, nonspecific, tattoo |
| RTAT RCALF | Calf, right, removed tattoo |
| SC R CALF | Calf, right, scar |
| TAT R CALF | Calf, right, tattoo |
| MC CANCER | Cancer, medical condition |
| CANE | Cane |

| | |
|------------|---|
| CARD PACEM | Cardiac pacemaker |
| TD CARDIAC | Cardiac, therapeutic drug |
| CATARACT | Cataract (nonspecific) |
| CATA L EYE | Cataract, left eye |
| CATA R EYE | Cataract, right eye |
| CAUL L EAR | Cauliflower ear, left |
| CAUL R EAR | Cauliflower ear, right |
| DISC L CHK | Cheek (face), left, discoloration |
| MOLE L CHK | Cheek (face), left, mole |
| RTAT L CHK | Cheek (face), left, removed tattoo |
| SC L CHK | Cheek (face), left, scar |
| TAT L CHK | Cheek (face), left, tattoo |
| DISC CHEEK | Cheek (face), nonspecific, discoloration |
| MOLE CHK | Cheek (face), nonspecific, mole |
| RTAT CHEEK | Cheek (face), nonspecific, removed tattoo |
| SC CHK | Cheek (face), nonspecific, scar |
| TAT CHEEK | Cheek (face), nonspecific, tattoo |
| DISC R CHK | Cheek (face), right, discoloration |
| MOLE R CHK | Cheek (face), right, mole |
| RTAT R CHK | Cheek (face), right, removed tattoo |
| SC R CHK | Cheek (face), right, scar |
| TAT R CHK | Cheek (face), right, tattoo |
| DISC CHEST | Chest, discoloration |
| MOLE CHEST | Chest, mole |
| RTAT CHEST | Chest, removed tattoo |
| SC CHEST | Chest, scar |
| TAT CHEST | Chest, tattoo |
| DISC CHIN | Chin, discoloration |
| MOLE CHIN | Chin, mole |
| RTAT CHIN | Chin, removed tattoo |
| SC CHIN | Chin, scar |
| TAT CHIN | Chin, tattoo |
| FRC LCLAVI | Clavicle, left, fracture |
| HFR LCLAVI | Clavicle, left, healed fracture |
| FRC CLAVIC | Clavicle, nonspecific, fracture |

Appendices Continued

| | |
|------------|---|
| HFR CLAVIC | Clavicle, nonspecific, healed fracture |
| FRC RCLAVI | Clavicle, right, fracture |
| HFR RCLAVI | Clavicle, right, healed fracture |
| CLEFT CHIN | Cleft chin |
| CLEFT PAL | Cleft palate |
| DA COCAINE | Cocaine (includes crack), drug of abuse |
| COLOST APP | Colostomy appliances |
| CON LENSES | Contact lenses |
| CRIP L ARM | Crippled arm, left |
| CRIP R ARM | Crippled arm, right |
| CRIP L FGR | Crippled finger(s), left hand (including webbed fingers) |
| CRIP R FGR | Crippled finger(s), right hand (including webbed fingers) |
| CRIP L FT | Crippled foot, left (including clubfoot) |
| CRIP R FT | Crippled foot, right (including clubfoot) |
| CRIP L HND | Crippled hand, left |
| CRIP R HND | Crippled hand, right |
| CRIP L LEG | Crippled leg, left |
| CRIP R LEG | Crippled leg, right |
| CRIP L TOE | Crippled toe(s), left (includes webbed toes) |
| CRIP R TOE | Crippled toe(s), right (includes webbed toes) |
| CROSSEYED | Cross-eyed |
| CRUTCHES | Crutches |
| DEAF | Deaf, left and right ears |
| DEAF L EAR | Deaf, left ear |
| DEAF EAR | Deaf, one ear, nonspecific |
| DEAF R EAR | Deaf, right ear |
| DEAF MUTE | Deaf mute |
| DENT LOW | Denture, lower only |
| DENT UP LO | Denture, upper and lower |
| DENT UP | Denture, upper only |
| DEV SEPTUM | Deviated septum |
| MC DIABTIC | Diabetic, medical condition |
| DIMP CHIN | Dimple, Chin |
| DIMP L CHK | Dimples, left cheek (face) |
| DIMP R CHK | Dimples, right cheek (face) |

| | |
|-------------|-------------------------------------|
| MC DOWNSYN | Down's Syndrome, medical condition |
| MC DRUGAB | Drug Abuse, medical condition |
| ART L EAR | Ear, left, artificial |
| DISC L EAR | Ear, left, discoloration |
| MISS L EAR | Ear, left, missing |
| MOLE L EAR | Ear, left, mole |
| RTAT L EAR | Ear, left, removed tattoo |
| SC L EAR | Ear, left, scar |
| TAT L EAR | Ear, left, tattoo |
| DISC EAR | Ear, nonspecific, discoloration |
| MOLE EAR | Ear, nonspecific, mole |
| RTAT EAR | Ear, nonspecific, removed tattoo |
| SC EAR | Ear, nonspecific, scar |
| TAT EAR | Ear, nonspecific, tattoo |
| ART R EAR | Ear, right, artificial |
| DISC R EAR | Ear, right, discoloration |
| MISS R EAR | Ear, right, missing |
| MOLE R EAR | Ear, right, mole |
| RTAT R EAR | Ear, right, removed tattoo |
| SC R EAR | Ear, right, scar |
| TAT R EAR | Ear, right, tattoo |
| MC EATDIS | Eating Disorders, medical condition |
| RTAT L ELB | Elbow, left, removed tattoo |
| SC L ELB | Elbow, left, scar |
| TAT L ELBOW | Elbow, left, tattoo |
| RTAT ELBOW | Elbow, nonspecific, removed tattoo |
| SC ELBOW | Elbow, nonspecific, scar |
| TAT ELBOW | Elbow, nonspecific, tattoo |
| RTAT R ELB | Elbow, right, removed tattoo |
| SC R ELB | Elbow, right, scar |
| TAT RELBOW | Elbow, right, tattoo |
| EXTR CBRST | Extra breast, center |
| EXTR LBRST | Extra breast, left |
| EXTR BRST | Extra breast, nonspecific |
| EXTR RBRST | Extra breast, right |

| | |
|------------|--|
| EXTR L FGR | Extra finger(s), left hand |
| EXTR R FGR | Extra finger(s), right hand |
| EXTR C NIP | Extra nipple, center |
| EXTR L NIP | Extra nipple, left |
| EXTR NIP | Extra nipple, nonspecific |
| EXTR R NIP | Extra nipple, right |
| EXTR L TOE | Extra toe(s), left |
| EXTR R TOE | Extra toe(s), right |
| EXTR C VRT | Extra vertebrae, cervical |
| EXTR L VRT | Extra vertebrae, lumbar |
| EXTR VRT | Extra vertebrae, nonspecific |
| ART L EYE | Eye, left, artificial |
| MISS L EYE | Eye, left, missing |
| ART R EYE | Eye, right, artificial |
| MISS R EYE | Eye, right, missing |
| DISC L EYE | Eyebrow, left/left eye area, discoloration |
| MOLE L EYE | Eyebrow, left/left eye area, mole |
| SC L EYE | Eyebrow, left/left eye area, scar |
| DISC EYE | Eyebrow, nonspecific, discoloration |
| SC EYE | Eyebrow, nonspecific, scar |
| DISC R EYE | Eyebrow, right/right eye area, discoloration |
| MOLE R EYE | Eyebrow, right/right eye area, mole |
| SC R EYE | Eyebrow, right/right eye area, scar |
| DISC FACE | Face, nonspecific, discoloration |
| RTAT FACE | Face, nonspecific, removed tattoo |
| SC FACE | Face, nonspecific, scar |
| TAT FACE | Face, nonspecific, tattoo |
| MISS L FJT | Finger joint(s), left hand, missing |
| MISS R FJT | Finger joint(s), right hand, missing |
| DISC L FGR | Finger(s), left hand, discoloration |
| FRC L FGR | Finger(s), left hand, fracture |
| MISS L FGR | Finger(s), left hand, missing |
| MOLE L FGR | Finger(s), left hand, mole |
| NM L FGR | Finger(s), left hand, needle marks |
| RTAT L FGR | Finger(s), left hand, removed tattoo |

| | |
|------------|---|
| SC L FGR | Finger(s), left hand, scar |
| TAT L FGR | Finger(s), left hand, tattoo |
| HFR L FGR | Finger(s), left, healed fracture |
| HFR FGR | Finger(s), nonspecific, healed fracture |
| MOLE FGR | Finger(s), nonspecific, mole |
| DISC R FGR | Finger(s), right hand, discoloration |
| FRC R FGR | Finger(s), right hand, fracture |
| MISS R FGR | Finger(s), right hand, missing |
| MOLE R FGR | Finger(s), right hand, mole |
| NM R FGR | Finger(s), right hand, needle marks |
| RTAT R FGR | Finger(s), right hand, removed tattoo |
| SC R FGR | Finger(s), right hand, scar |
| TAT R FGR | Finger(s), right hand, tattoo |
| HFR R FGR | Finger(s), right, healed fracture |
| DISC FGR | Finger, nonspecific, discoloration |
| RTAT FNGR | Finger, nonspecific, removed tattoo |
| SC FGR | Finger, nonspecific, scar |
| TAT FNGR | Finger, nonspecific, tattoo |
| FRC FGR | Fingers, nonspecific, fracture |
| ART L FT | Foot, left, artificial |
| DISC L FT | Foot, left, discoloration |
| FRC L FOOT | Foot, left, fracture |
| HFR L FOOT | Foot, left, healed fracture |
| MISS L FT | Foot, left, missing |
| MOLE L FT | Foot, left, mole |
| NM L FOOT | Foot, left, needle marks |
| RTAT LFOOT | Foot, left, removed tattoo |
| SC L FT | Foot, left, scar |
| TAT L FOOT | Foot, left, tattoo |
| DISC FOOT | Foot, nonspecific, discoloration |
| FRC FOOT | Foot, nonspecific, fracture |
| HFR FOOT | Foot, nonspecific, healed fracture |
| MOLE FOOT | Foot, nonspecific, mole |
| RTAT FOOT | Foot, nonspecific, removed tattoo |
| SC FOOT | Foot, nonspecific, scar |

| | |
|------------|--------------------------------------|
| TAT FOOT | Foot, nonspecific, tattoo |
| ART R FT | Foot, right, artificial |
| DISC R FT | Foot, right, discoloration |
| FRC R FOOT | Foot, right, fracture |
| HFR R FOOT | Foot, right, healed fracture |
| MISS R FT | Foot, right, missing |
| MOLE R FT | Foot, right, mole |
| NM R FOOT | Foot, right, needle marks |
| RTAT RFOOT | Foot, right, removed tattoo |
| SC R FT | Foot, right, scar |
| TAT R FOOT | Foot, right, tattoo |
| RTAT LFARM | Forearm, left, removed tattoo |
| SC LF ARM | Forearm, left, scar |
| TAT LF ARM | Forearm, left, tattoo |
| RTAT FARM | Forearm, nonspecific, removed tattoo |
| SC F ARM | Forearm, nonspecific, scar |
| TAT FARM | Forearm, nonspecific, tattoo |
| RTAT RFARM | Forearm, right, removed tattoo |
| SC RF ARM | Forearm, right, scar |
| TAT RF ARM | Forearm, right, tattoo |
| DISC FHD | Forehead, discoloration |
| MOLE FHD | Forehead, mole |
| RTAT FHD | Forehead, removed tattoo |
| SC FHD | Forehead, scar |
| TAT FHD | Forehead, tattoo |
| FRECKLES | Freckles |
| RTAT FLBOD | Full body, removed tattoo |
| TAT FLBODY | Full body, tattoo |
| MISS GALL | Gallbladder, missing |
| GLASSES | Glasses (prescription) |
| GLAUCOMA | Glaucoma |
| DA GLUE | Glue, drug of abuse |
| GOLD TOOTH | Gold tooth |
| MOLE GROIN | Groin area, mole |
| RTAT GROIN | Groin area, removed tattoo |

| | |
|------------|------------------------------------|
| SC GROIN | Groin area, scar |
| TAT GROIN | Groin area, tattoo |
| HAIR IMPL | Hair implants |
| DA HALLUCI | Hallucinogens, drug of abuse |
| ART L HND | Hand, left, artificial |
| DISC L HND | Hand, left, discoloration |
| FRC L HAND | Hand, left, fracture |
| HFR L HAND | Hand, left, healed fracture |
| MISS L HND | Hand, left, missing |
| MOLE L HND | Hand, left, mole |
| NM L HND | Hand, left, needle marks |
| RTAT L HND | Hand, left, removed tattoo |
| SC L HND | Hand, left, scar |
| TAT L HND | Hand, left, tattoo |
| FRC HAND | Hand, nonspecific, fracture |
| HFR HAND | Hand, nonspecific, healed fracture |
| MOLE HAND | Hand, nonspecific, mole |
| RTAT HAND | Hand, nonspecific, removed tattoo |
| SC HAND | Hand, nonspecific, scar |
| TAT HAND | Hand, nonspecific, tattoo |
| ART R HND | Hand, right, artificial |
| DISC R HND | Hand, right, discoloration |
| FRC R HAND | Hand, right, fracture |
| HFR R HAND | Hand, right, healed fracture |
| MISS R HND | Hand, right, missing |
| MOLE R HND | Hand, right, mole |
| NM R HND | Hand, right, needle marks |
| RTAT R HND | Hand, right, removed tattoo |
| SC R HND | Hand, right, scar |
| TAT R HND | Hand, right, tattoo |
| CL LIP | Harelip |
| DISC HEAD | Head, nonspecific, discoloration |
| MOLE HEAD | Head, nonspecific, mole |
| RTAT HEAD | Head, nonspecific, removed tattoo |
| SC HEAD | Head, nonspecific, scar |

| | |
|------------|--|
| TAT HEAD | Head, nonspecific, tattoo |
| HEAR AID | Hearing aid |
| MC HEART | Heart or circulatory diseases, medical condition |
| MC BLOOD | Hematological Diseases, medical condition |
| DISC L HIP | Hip, left, discoloration |
| MOLE L HIP | Hip, left, mole |
| RTAT L HIP | Hip, left, removed tattoo |
| SC L HIP | Hip, left, scar |
| TAT L HIP | Hip, left, tattoo |
| DISC HIP | Hip, nonspecific, discoloration |
| MOLE HIP | Hip, nonspecific, mole |
| RTAT HIP | Hip, nonspecific, removed tattoo |
| SC HIP | Hip, nonspecific, scar |
| TAT HIP | Hip, nonspecific, tattoo |
| DISC R HIP | Hip, right, discoloration |
| MOLE R HIP | Hip, right, mole |
| RTAT R HIP | Hip, right, removed tattoo |
| SC R HIP | Hip, right, scar |
| TAT R HIP | Hip, right, tattoo |
| HUMPBACKED | Humpbacked |
| TD HYPNOTI | Hypnotics, therapeutic drug |
| TD INSULIN | Insulin, therapeutic drug |
| MISS INTES | Intestines, missing |
| INTRA ROD | Intramedullary rod |
| IUD | Intrauterine device |
| FRC LL JAW | Jaw, lower left, fracture |
| HFR LL JAW | Jaw, lower left, healed fracture |
| HFR LR JAW | Jaw, lower left, healed fracture |
| FRC LR JAW | Jaw, lower right, fracture |
| FRC JAW | Jaw, nonspecific, fracture |
| HFR JAW | Jaw, nonspecific, healed fracture |
| FRC UL JAW | Jaw, upper left, fracture |
| HFR UL JAW | Jaw, upper left, healed fracture |
| FRC UR JAW | Jaw, upper right, fracture |
| HFR UR JAW | Jaw, upper right, healed fracture |

Appendices Continued

| | |
|-------------|--|
| MC KIDNEY | Kidney Conditions or Diseases, medical condition |
| MISS L KID | Kidney, left, missing |
| MISS R KID | Kidney, right, missing |
| DISC LKNEE | Knee, left, discoloration |
| FRC L KNEE | Knee, left, fracture |
| HFR L KNEE | Knee, left, healed fracture |
| MOLE L KNEE | Knee, left, mole |
| RTAT LKNEE | Knee, left, removed tattoo |
| SC L KNEE | Knee, left, scar |
| TAT L KNEE | Knee, left, tattoo |
| DISC KNEE | Knee, nonspecific, discoloration |
| FRC KNEE | Knee, nonspecific, fracture |
| HFR KNEE | Knee, nonspecific, healed fracture |
| MOLE KNEE | Knee, nonspecific, mole |
| RTAT KNEE | Knee, nonspecific, removed tattoo |
| SC KNEE | Knee, nonspecific, scar |
| TAT KNEE | Knee, nonspecific, tattoo |
| DISC RKNEE | Knee, right, discoloration |
| FRC R KNEE | Knee, right, fracture |
| HFR R KNEE | Knee, right, healed fracture |
| MOLE R KNEE | Knee, right, mole |
| RTAT RKNEE | Knee, right, removed tattoo |
| SC R KNEE | Knee, right, scar |
| TAT R KNEE | Knee, right, tattoo |
| MISS LRYNX | Larynx, missing |
| ART L LEG | Leg, left, artificial |
| MISS L LEG | Leg, left, missing |
| MOLE L LEG | Leg, left, mole |
| NM L LEG | Leg, left, needle marks |
| DISC L LEG | Leg, left, nonspecific, discoloration |
| SC L LEG | Leg, left, nonspecific, scar |
| TAT L LEG | Leg, left, nonspecific, tattoo |
| RTAT L LEG | Leg, left, removed tattoo |
| FRC LL LEG | Leg, lower left, fracture |
| HFR LL LEG | Leg, lower left, healed fracture |

| | |
|------------|--|
| MISS LLEG | Leg, lower left, missing |
| FRC LR LEG | Leg, lower right, fracture |
| HFR LR LEG | Leg, lower right, healed fracture |
| MISS LRLEG | Leg, lower right, missing |
| DISC LEG | Leg, nonspecific, discoloration |
| FRC LEG | Leg, nonspecific, fracture |
| HFR LEG | Leg, nonspecific, healed fracture |
| MOLE LEG | Leg, nonspecific, mole |
| RTAT LEG | Leg, nonspecific, removed tattoo |
| SC LEG | Leg, nonspecific, scar |
| TAT LEG | Leg, nonspecific, tattoo |
| ART R LEG | Leg, right, artificial |
| MISS R LEG | Leg, right, missing |
| MOLE R LEG | Leg, right, mole |
| NM R LEG | Leg, right, needle marks |
| DISC R LEG | Leg, right, nonspecific, discoloration |
| SC R LEG | Leg, right, nonspecific, scar |
| TAT R LEG | Leg, right, nonspecific, tattoo |
| RTAT R LEG | Leg, right, removed tattoo |
| FRC UL LEG | Leg, upper left, fracture |
| HFR UL LEG | Leg, upper left, healed fracture |
| FRC UR LEG | Leg, upper right, fracture |
| HFR UR LEG | Leg, upper right, healed fracture |
| DISC L LIP | Lip, lower, discoloration |
| MOLE L LIP | Lip, lower, mole |
| RTAT LWLIP | Lip, lower, removed tattoo |
| SC LOW LIP | Lip, lower, scar |
| TAT LW LIP | Lip, lower, tattoo |
| DISC LIP | Lip, nonspecific, discoloration |
| MOLE LIP | Lip, nonspecific, mole |
| RTAT LIP | Lip, nonspecific, removed tattoo |
| SC LIP | Lip, nonspecific, scar |
| TAT LIP | Lip, nonspecific, tattoo |
| DISC U LIP | Lip, upper, discoloration |
| MOLE U LIP | Lip, upper, mole |

Appendices Continued

| | |
|------------|--|
| RTAT UPLIP | Lip, upper, removed tattoo |
| SC UP LIP | Lip, upper, scar |
| TAT UP LIP | Lip, upper, tattoo |
| MC LIVER | Liver disease, medical condition |
| MISS LLUNG | Lung, left, missing |
| MISS RLUNG | Lung, right, missing |
| DA MARIJUA | Marijuana, drug of abuse |
| MISS C VRT | Missing Cervical Vertebra(e) |
| MISS L VRT | Missing Lumbar Vertebra(e) |
| MISS VRT | Missing Vertebra(e), nonspecific |
| MUTE | Mute (to be used if mute but not deaf) |
| DA NARCOTI | Narcotics, drug of abuse |
| DISC NECK | Neck, discoloration |
| FRC NECK | Neck, fracture |
| HFR NECK | Neck, healed fracture |
| MOLE NECK | Neck, mole |
| RTAT NECK | Neck, removed tattoo |
| SC NECK | Neck, scar |
| TAT NECK | Neck, tattoo |
| MC NERVOUS | Nervous conditions, medical condition |
| MC NRLGCAL | Neurological Conditions or Diseases, medical condition |
| DISC NOSE | Nose, discoloration |
| FRC NOSE | Nose, fracture |
| HFR NOSE | Nose, healed fracture |
| MISS NOSE | Nose, missing |
| MOLE NOSE | Nose, mole |
| RTAT NOSE | Nose, removed tattoo |
| SC NOSE | Nose, scar |
| TAT NOSE | Nose, tattoo |
| ORTH NAIL | Orthopedic nail or pin |
| ORTH PLATE | Orthopedic plate |
| ORTH SCREW | Orthopedic screw |
| DA OTHER | Other drugs of abuse |
| MC OTHER | Other medical disorders/conditions not listed |
| TD OTHER | Other therapeutic medications not listed above |

| | |
|------------|---|
| MISS OVARS | Ovaries, missing |
| MISS LOVAR | Ovary, left, missing |
| MISS ROVAR | Ovary, right, missing |
| DA PAINT | Paint (includes thinner), drug of abuse |
| MISS PANCR | Pancreas, missing |
| MC PARPLGC | Paraplegic, medical condition |
| FRC LPELVI | Pelvic bone, left, fracture |
| FRC RPELVI | Pelvic bone, right, fracture |
| HFR LPELVI | Pelvis bone, left, healed fracture |
| HFR RPELVI | Pelvis bone, right, healed fracture |
| HFR PELVIS | Pelvis, healed fracture |
| FRC PELVIS | Pelvis, nonspecific, fracture |
| IMPL PENIS | Penile implant |
| DISC PENIS | Penis, discoloration |
| MISS PENIS | Penis, missing |
| MOLE PENIS | Penis, mole |
| RTAT PENIS | Penis, removed tattoo |
| SC PENIS | Penis, scar |
| TAT PENIS | Penis, tattoo |
| PRCD ABDMN | Pierced abdomen |
| PRCD BACK | Pierced back |
| PRCD EAR | Pierced ear, one, nonspecific |
| PRCD EARS | Pierced ears |
| PRCD EYE | Pierced eyebrow, nonspecific |
| PRCD GNTLS | Pierced genitalia |
| PRCD L EAR | Pierced left ear |
| PRCD LLIP | Pierced lip, lower |
| PRCD LIP | Pierced lip, nonspecific |
| PRCD ULIP | Pierced lip, upper |
| PRCD L NIP | Pierced nipple, left |
| PRCD NIPPL | Pierced nipple, nonspecific |
| PRCD R NIP | Pierced nipple, right |
| PRCD NOSE | Pierced nose |
| PRCD R EAR | Pierced right ear |
| PRCD R EYE | Pierced right eyebrow |

| | |
|------------|--|
| PRCD TONGU | Pierced tongue |
| POCKMARK | Pockmarks |
| MC PASTPRE | Pregnancy Past, medical condition |
| MC PREGNAN | Pregnancy, present, medical condition |
| MISS PROST | Prostate Gland, missing |
| PROT L JAW | Protruding lower jaw |
| PROT U JAW | Protruding upper jaw |
| MC PLMNARY | Pulmonary (Lung) Diseases, medical condition |
| MC QUADPLG | Quadriplegic, medical condition |
| FRC L RIB | Rib(s), left, fracture |
| HFR L RIB | Rib(s), left, healed fracture |
| FRC RIBS | Rib(s), nonspecific, fracture |
| HFR RIBS | Rib(s), nonspecific, healed fracture |
| FRC R RIB | Rib(s), right, fracture |
| HFR R RIB | Rib(s), right, healed fracture |
| DA RITALIN | Ritalin, drug of abuse |
| TD RITALIN | Ritalin, therapeutic drug |
| DA ROHYPNL | Rohypnol, drug of abuse |
| SHRT L LEG | Shorter left leg |
| SHRT R LEG | Shorter right leg |
| DISC LSHLD | Shoulder, left, discoloration |
| FRC L SHLD | Shoulder, left, fracture |
| HFR L SHLD | Shoulder, left, healed fracture |
| MOLE L SHD | Shoulder, left, mole |
| RTAT LSHLD | Shoulder, left, removed tattoo |
| SC L SHLD | Shoulder, left, scar |
| TAT L SHLD | Shoulder, left, tattoo |
| DISC SHLD | Shoulder, nonspecific, discoloration |
| FRC SHLD | Shoulder, nonspecific, fracture |
| HFR SHLD | Shoulder, nonspecific, healed fracture |
| MOLE SHLD | Shoulder, nonspecific, mole |
| RTAT SHLD | Shoulder, nonspecific, removed tattoo |
| SC SHLD | Shoulder, nonspecific, scar |
| TAT SHLD | Shoulder, nonspecific, tattoo |
| DISC RSHLD | Shoulder, right, discoloration |

| | |
|------------|------------------------------------|
| FRC R SHLD | Shoulder, right, fracture |
| HFR R SHLD | Shoulder, right, healed fracture |
| MOLE R SHD | Shoulder, right, mole |
| RTAT RSHLD | Shoulder, right, removed tattoo |
| SC R SHLD | Shoulder, right, scar |
| TAT R SHLD | Shoulder, right, tattoo |
| SHUNT ART | Shunt, arterial vascular |
| SHUNT CERB | Shunt, cerebral ventricle |
| SLVR TOOTH | Silver tooth |
| MC SKIN | Skin Disorders, medical condition |
| SKL PLATE | Skull plate |
| FRC SKULL | Skull, fracture |
| HFR SKULL | Skull, healed fracture |
| FRC SPINE | Spine, fracture |
| HFR SPINE | Spine, healed fracture |
| MISS SPLEN | Spleen, missing |
| STAPLES | Staples |
| FRC STERN | Sternum, fracture |
| HFR STERN | Sternum, healed fracture |
| MISS STOMA | Stomach, missing |
| STUTTERS | Stutters |
| MISS L TES | Testis, left, missing |
| MISS R TES | Testis, right, missing |
| DISC LTHGH | Thigh, left, discoloration |
| MOLE L THG | Thigh, left, mole |
| NM L THIGH | Thigh, left, needle marks |
| RTAT LTHGH | Thigh, left, removed tattoo |
| SC L THGH | Thigh, left, scar |
| TAT L THGH | Thigh, left, tattoo |
| DISC THGH | Thigh, nonspecific, discoloration |
| MOLE THGH | Thigh, nonspecific, mole |
| RTAT THGH | Thigh, nonspecific, removed tattoo |
| SC THGH | Thigh, nonspecific, scar |
| TAT THGH | Thigh, nonspecific, tattoo |
| DISC RTHGH | Thigh, right, discoloration |

| | |
|------------|---|
| MOLE R THG | Thigh, right, mole |
| NM R THIGH | Thigh, right, needle marks |
| RTAT RTHGH | Thigh, right, removed tattoo |
| SC R THGH | Thigh, right, scar |
| TAT R THGH | Thigh, right, tattoo |
| MC THYROID | Thyroid Conditions or Diseases, medical condition |
| MISS THYRD | Thyroid, missing |
| FRC L TOE | Toe(s), left foot, fracture |
| HFR L TOE | Toe(s), left foot, healed fracture |
| MISS L TOE | Toe(s), left foot, missing |
| HFR TOE | Toe(s), nonspecific, healed fracture |
| FRC R TOE | Toe(s), right foot, fracture |
| HFR R TOE | Toe(s), right foot, healed fracture |
| MISS R TOE | Toe(s), right foot, missing |
| FRC TOE | Toes, nonspecific, fracture |
| MISS TONG | Tongue, missing |
| MISS TONSL | Tonsils, missing |
| MC TOURETE | Tourette's Syndrome, medical condition |
| TD TRANQUI | Tranquilizers, therapeutic drug |
| TRANSSEXL | Transsexual |
| TRANSVST | Transvestite |
| TUBE L EAR | Tube in left ear |
| TUBE R EAR | Tube in right ear |
| MC TB | Tuberculosis, medical condition |
| EAR TUBES | Tubes in ears, left and right |
| MISS UTRUS | Uterus, missing |
| VASC PROTH | Vascular prosthesis |
| WHEELCHAIR | Wheelchair |
| WIRE SUTUR | Wire sutures |
| DISC L WRS | Wrist, left, discoloration |
| FRC L WRST | Wrist, left, fracture |
| HFR L WRST | Wrist, left, healed fracture |
| MOLE L WRS | Wrist, left, mole |
| NM L WRIST | Wrist, left, needle marks |
| RTAT LWRS | Wrist, left, removed tattoo |

| | |
|------------|-------------------------------------|
| SC L WRIST | Wrist, left, scar |
| TAT L WRS | Wrist, left, tattoo |
| DISC WRIST | Wrist, nonspecific, discoloration |
| FRC WRIST | Wrist, nonspecific, fracture |
| HFR WRIST | Wrist, nonspecific, healed fracture |
| RTAT WRS | Wrist, nonspecific, removed tattoo |
| SC WRIST | Wrist, nonspecific, scar |
| TAT WRS | Wrist, nonspecific, tattoo |
| DISC R WRS | Wrist, right, discoloration |
| FRC R WRST | Wrist, right, fracture |
| HFR R WRST | Wrist, right, healed fracture |
| MOLE R WRS | Wrist, right, mole |
| NM R WRIST | Wrist, right, needle marks |
| RTAT RWRS | Wrist, right, removed tattoo |
| SC R WRIST | Wrist, right, scar |
| TAT R WRS | Wrist, right, tattoo |

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Glossary

ABIS – Automated Biometric Identification System; a computer used for searching and storing rolled, palm prints, or partial (latent) fingerprints.

Abet – to encourage or assist someone in wrongdoing.

Abscond – to run away or escape.

ACCESS – A Central Computerized Enforcement Service System [WSP].

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 gives assistance to the perpetrator of a crime without directly committing it, sometimes without being present.

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; refer to 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 livescan 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; fingerprint arrest or disposition information is already on file for a specific event.

Appeal – review of a case by a higher court (either the appellate or supreme court).

Arraignment – a court hearing where a defendant is advised of the criminal 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 – 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 (TOT) 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.

CASA – Court Appointed Special Advocate.

Cause Number – Court Case Number (CCN)

CCH – Computerized Criminal History.

CCJA – Certified Criminal Justice Agency.

CCN – Court Case Number; the unique number assigned by the court of jurisdiction to a specific case.

CDD – Court Disposition Date.

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 such as ending ridge, bifurcation, short ridge, island, enclosure, spur, crossover or bridge, delta, and core.

CHDAR – Criminal History Document Archive and Retrieval; digital image database where criminal history source documents are retained.

CHIPS – Criminal History Incident Processing System; exception handling within the Washington State Identification System (WASIS) criminal history database.

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.

CHRS – Criminal History Records Section.

CHSU – Criminal History Support/SOR Unit.

CIC – Crime Information Center; refers to hot files (i.e. wants/warrants, stolen vehicles, missing persons, etc.).

CIC card – Compromised Identity Claim card; a type of personal identification record retained by the Section for individuals whose identity have been compromised through identity theft or individuals with a criminal history record whose name is similar.

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 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.

CJI – Criminal Justice Information.

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.

COC – Chain of Command or Chain of Custody.

CODIS – Combined DNA Index System.

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.

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.

Complicity – the state of being involved with others in an illegal activity or wrongdoing; an accomplice.

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. Washington statute enables Judges to dismiss certain criminal charges (misdemeanors) if there is a civil remedy available to the victim. Compromises most often occur in theft or shoplifting cases where the victim receives compensation through a civil penalty. 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 – 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 Adjournment – 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) or Concealed Pistol License.

CRD – Criminal Records Division of the Washington State Patrol.

CRI (Contributing Agency Identifier) – agency contributing the fingerprinting event to the Section.

Defendant – person accused of committing a crime

Deferred Prosecution – the postponing of the prosecution of a subject to a future time; considered as nonconviction for CHRI dissemination purposes. Deferred prosecution is considered pending and is disseminated on a conviction RAPsheet until one year from the date of arrest.

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 – 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, the amount of fine, or terms of fine and/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.

DI – Data input; a job function performed on AFIS/ABIS 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),

DISCIS – District Court Information System.

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 in accordance with statutory authority.

District Attorney – refer to 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.

DNE – Do Not Enter.

DOA – Date Of Arrest or receipt.

DOB – Date Of Birth.

DOC – Department Of Corrections.

DOD – Date Of Death

DOO – Date Of Offense.

DPT – Disposition Processing Team of the Washington State Patrol.

DRA – Disposition Responsible Agency ORI and/or name of the hearing court.

DRO – Disposition Responsibility ORI and/or name of the hearing court.

DV – Domestic Violence.

EBTS – Electronic Biometric Transmission Specifications, requirements for transmitting biometric data to the Federal Bureau of Investigation (FBI)

E-Dispo – Electronic Disposition; refers to a disposition electronically transmitted to the Washington State Patrol from the Administrative Office of the Courts (AOC).

EDTR – Electronic Disposition Transfer Report, the electronic transfer of disposition information from the Administrative Office of the Courts (AOC)'s Judicial Information System (JIS) databases.

EFTS – Electronic Fingerprint Transmission Specifications, requirements for transmitting fingerprint data to the Federal Bureau of Investigation (FBI).

Exonerate – to free from charge, responsibility, or obligation; nonconviction 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.

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.

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 – 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 pay for damages resulting from a motor vehicle collision.

Fine – a sum of money imposed upon a convicted person as punishment for a criminal offense.

Fingerprint Comparison – comparing two sets of fingerprint impressions to determine if they were made by 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 – a person who has no prior convictions for a felony and has never participated in a deferred prosecution for a felony, and is eligible for the first-time offender waiver under RCW 9.94A.650.

Flat Impressions – commonly called “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.

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.

FTP - Fail To Pay; defendant failed to pay fine or costs or both imposed at the time of sentencing.

Fugitive – a person who has fled from justice.

GAL – Guardian Ad Litem; a person the court appoints to investigate what solutions would be in the “best interest of a child”.

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.

HC – Hard Card.

Henry Method of Classification – a system of fingerprint classification developed by Sir Edward Richard Henry, England, in 1901.

HGT – Height.

Hit – term used to indicate a positive fingerprint identification to 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.

IDC – Internal Disposition Correction; a form used by Section staff to make a correction to a record.

IdHS – Identity History Summary, new term used for an FBI RAPsheet.

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 NCIC.

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.

IPS – Interstate Photo System; a face recognition service that allows law enforcement agencies to search photographs of criminals to assist with identifications.

JIS – Judicial Information System; the Administrative Office of the Courts (AOC)'s judicial information database. This term may also be used to refer collectively to all of AOC's databases (i.e. Superior Court Management Information System [SCOMIS], Odyssey, District Court Management Information System [DISCIS], etc.)

JMS – Jail Management System; an electronic system used to manage jail information.

J/S or 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 – a full or partial fingerprint impression that is present on an object but is not visible until developed using powders, light sources, or chemical means.

Law Enforcement Exchange (LInX) – a regional information sharing system created, coordinated, and primarily funded by the US Naval Criminal Investigative Service (NCIC). It allows data sharing among participating municipal, county, state, and federal law enforcement agencies to reduce and solve crime.

LEA – Law Enforcement Agency.

LID – Local Identification Number

Lights-Out – the fully automated processing of electronic fingerprint or disposition information received by the Section and processed without human intervention.

Livescan – electronic recording of fingerprint impressions and related demographic data and electronically transmitting the record to the WSP.

MAP - Miscellaneous Applicant; a type of transaction used for electronic transmission of retainable criminal justice employee applicant fingerprints and related demographics.

Master Fingerprint Card – original fingerprint card retained by the Section.

Master Name – name received on the first retained fingerprint card received at the Section.

Material Witness – a person whose testimony is important to the outcome of a case.

Maximum Term Expired (Max Term Exp.) – maximum term of sentence has expired.

Minutia(e) – the major characteristics or features of a fingerprint, often called ridge characteristics, or points of identification such as ending ridge, bifurcation, short ridge, island, enclosure, spur, crossover or bridge, delta, and core.

Misdemeanor – offense of the lowest degree in Washington State; a simple misdemeanor carries penalties of up to 90 days in jail and fines of up to \$1,000.

Mistrial – erroneous or invalid trial, often declared because of prejudicial error in the proceedings, misconduct by a party, 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 existing information.

MPR – Manual Process Required; when an electronically submitted transaction cannot be processed electronically and must be handled by Section staff.

Municipal Court – a court of limited jurisdiction where violations of municipal or city ordinances are heard. Municipal courts have jurisdiction over gross misdemeanors, misdemeanors, and infractions.

MUPU – Missing/Unidentified Persons Unit is a part of the Washington State Patrol's Missing Children's Clearinghouse.

Name Inquiry (NI) – name and date of birth inquiry to determine if there is an existing record on file in the Washington State Identification System (WASIS) criminal history database.

National Data Exchange (N-DEx) – a national system that provides criminal justice agencies with an investigative tool for sharing criminal justice information.

NC – Nonconviction.

NCF – No Charges Filed; no charges filed in court on the defendant.

NCIC – National Crime Information Center, the Federal Bureau of Investigation (FBI) hot files (i.e. wants, warrants, stolen vehicles, missing persons, etc.).

NDOB – Name/Date of Birth.

NEC – Nippon Electronic Company (now under NEC only); the WSP's AFIS vendor.

NF – Not found; not on file.

NFF – National Fingerprint File, a component of the Federal Bureau of Investigation (FBI)'s Interstate Identification Index (III). The NFF contains a single set of fingerprints from participating states. The remaining fingerprint arrests and dispositions are maintained at the state level. Participating states are required to respond to all criminal and applicant record requests received by the FBI when there is a record at the state level.

NFUF – Non-Federal User Fee or No Charge; a type of transaction used for electronic transmission of non-retainable and retainable (i.e.: personal identification) fingerprints and related demographics.

NGI – Next Generation Identification; the biometric identification system used by the FBI; formerly referred to as IAFIS.

NI – Name Inquiry; a name and date of birth inquiry.

NIST – National Institute of Standards & Technology; national standards that promote interoperability of systems between criminal justice entities.

NOA – Notice of Arrest; a notice that is returned to contributing agencies when fingerprints are received and retained by the Section.

No Action – no further action taken on the case.

No Prosecution – charges were not filed by the prosecutor.

Nolle Pros (Nolle Prosequi) – declaration that the prosecutor in a criminal case will drop prosecution of all or part of a suit or indictment either before trial or before a verdict is rendered.

Nolo Contendere – no contest plea where the defendant neither admits nor disputes the charge, equal to a plea of guilty in a criminal matter.

Nonconviction Data – 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 – Originating Agency Case Number; a number assigned by the originating or contributing agency; 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; refer to 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 – a certificate of rehabilitation issued upon completion of a treatment program or by a court restoring certain rights. A Certificate of Rehabilitation does not restore firearm rights.

Ordinance – a local law.

ORI – Originating Agency Identifier; a unique agency identifier number assigned by the FBI.

OSPI – Office of the Superintendent of Public Instruction.

Pardoned – the exemption of a convicted person from the penalties of an offense or crime by the power of the executor of the laws (i.e. Governor).

Pattern Type – the classification given to a fingerprint denoting its primary characteristic (e.g., whorl, loop, arch, etc.).

PCN – Process Control Number; a unique number assigned at the time of a fingerprint arrest event linking the arrest event to its disposition at the conclusion of the court proceeding

Personal Identification (PID) – fingerprints submitted voluntarily 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 will return their identification data.

Plain Impressions – refer to Flat Impressions.

POB – Place of Birth.

POD – Prosecutorial Offer of Diversion.

Post-Release Supervision – the portion of an offender's community placement that is not community custody.

Preponderance of Evidence – a standard of proof in civil cases, evidence which shows the fact sought to be proved is more probable than not.

Probation Modified – a court order modifying the 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 – the standard used as the burden of proof in criminal cases. 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. RCW 9A.04.100

Prosecution Declined – no action taken by prosecutor; the prosecutor declines to file charges.

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 judicial proceeding in which a protective order is sought or issued related to a person, over the age of 18, who has been found to have abused or financially exploited a vulnerable adult.

Quality Control (QC) – a verification process to review fingerprint and criminal history record information (CHRI) entered and retained in the AFIS and WASIS databases meets the highest accuracy standards for future searches.

Quashed – a warrant that has been annulled or set aside.

RAPsheet (Record of Arrests and Prosecutions) – a compilation of arrest, Department of Corrections (DOC), Sex/Kidnapping Offender Registration (SOR), and retained applicant information received from criminal justice agencies throughout Washington State based upon positive fingerprint identification.

RC – Resolution Code.

RCC – Reported Court Case.

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 proven 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 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 (Ref Extradition) – subject involuntarily returned to the jurisdiction maintaining a warrant of arrest for that person.

Reinstated – terms of supervision or release have been reinstated after initial revocation.

Released No Charge – subject released with no penalties imposed or charges filed.

Remand – a criminal case sent back to a lower court by the court of appeals.

Remote Workstations – an ABIS terminal housed in remote locations throughout the state of Washington connected directly to the central site ABIS. These locations can do tenprint and latent searching, in addition to the ability to search other AFIS locations.

Restitution – the 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.

RISC – Repository for Individuals of Special Concern; a fingerprint based repository of wanted persons, known or appropriately suspected terrorists, sex offenders, and persons of special interest maintained by the FBI. State and local police officers may capture and submit fingerprint images using mobile devices to identify and capture wanted individuals.

RMS – Records Management System; a system used by local law enforcement agencies for the management of records. The RMS may or may not be interfaced with livescan devices or other local systems such as jail management systems.

Rolled Impressions – the ten nail-to-nail rolled fingerprint impressions.

SAO – State Auditor's Office.

SCCMS – Superior Court Case Management System; a stand-alone case management system not supported by the Administrative Office of the Courts.

SCOMIS – Superior Court Management Information System maintained by the Administrative Office of the Courts.

Seal – a court order to “seal” a juvenile record from view.

Sentence – the punishment a judge gives to 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 – State Identification number; unique number assigned to an individual when the Section receives the first retained fingerprint card for that person. All subsequent submissions are given the same SID number based on positive fingerprint identification.

Slap Prints – refer to Flat Impressions.

SMC – Seattle Municipal Court.

SMT or SMTA – Scars, Marks, Tattoos, and Amputations.

SOAP – Stay Out of Area of Prostitution; a condition of sentence or probation.

SOC/SSN – 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 and/or Kidnapping Offender Registration.

SRA – Sentencing Reform Act.

SSOSA – Special Sex Offender Sentencing Alternative; an alternative sentence structure for convicted sex offenders.

Statute – a law created by the legislature.

Stay of Proceedings – 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; commonly referred as “stricken from the record” when a judge declares particular evidence or testimony cannot be considered when deciding the case.

STR – Short Tandem Repeat (system used to identify strands of DNA).

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 – a court order directing the recipient to appear before the court and produce documents or other tangible evidence for use at a hearing or trial.

Summons – an order to appear before a judge or magistrate. The summons may be served by the sheriff or other authorized person 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 respond to the complaint.

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.

SVP – Sexually Violent Predator.

SWFM – State Workflow Manager.

TCN – Transaction Control Number; a unique tracking number assigned to each fingerprint card or transaction.

Tenprint – the fingerprint impressions of an individual's ten fingers; often used to refer to inked or livescan fingerprints.

Terminated – terms or conditions of supervision or release have been terminated.

Tort – an act that injures someone in some way, and for which the injured person may sue the wrongdoer for damages.

TOT (Type of Transaction) – a type of transaction used for electronic transmission of fingerprints and related demographics to CRD.

Type Lines – in a fingerprint pattern, type lines are the two innermost ridges which start or go parallel, diverge, and surround or tend to surround the pattern area.

UCN – FBI Universal Control Number; same as the FBI number.

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.

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 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; regulations of executive branch agencies issued by authority of statutes. Like legislation and the Constitution, regulations are a source of primary law in Washington.

WACIC – Washington Crime Information Center; contains the “hot files” for Washington State, including wanted persons, stolen vehicles, missing persons, etc.

Waived 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 fingerprint based criminal history records database for the state of Washington.

WATCH – Washington Access To Criminal History; internet website established for providing conviction criminal history records for Washington State.

WATCHCJ – Washington Access To Criminal History Criminal Justice; internet website established for providing nonconviction criminal history records to authorized criminal justice agencies.

WGT – Weight.

WIN - Western Identification Network; a consortium of states who share ABIS resources. Washington is a central site member of WIN.

Writ – a special written court order directing a person to perform, or refrain from performing, a specific act.

WRNT – Warrant.

WSP – Washington State Patrol

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