WASHINGTON STATE PATROL



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

REQUEST FOR CRIMINAL HISTORY INFORMATION CHILD/ADULT ABUSE INFORMATION ACT RCW 43.43.830 THROUGH 43.43.845

A REQUESTING AGENCY/ADDRESS	B PURPOSE Check appropriate box	
Agency		
Attn	Educational School District (ESD)/School District Volunteer – no fee	
Address	Non-Profit Business/Organization – no fee (Excluding Schools & ESD's) Profit Business/Organization - \$17	
City/State/Zip	Front Business/Organization - \$17	
I certify this request is made pursuant to and for the purpose indicated.	Adoptive Parent - \$17	
	Receive background results electronically	
	Email address	
	Password (must be at least 8 characters)	
Authorized Signature Date	Fees: Make payable to Washington State Patrol by check, money order, or business account.	
() Title Area Code/Phone Number	Notary letters certifying the results are available upon request. There is an additional \$10.00 processing fee per notary seal.	
	Notarized Letter(s)	
APPLICANT OF INQUIRY (Please provide as much information Applicant's Name:	ntion as possible; name and date of birth are mandatory.)	
Last	Middle	
Alias/Maiden Name(s):	-	
Date of Birth: Month/Day/Year Sex:	Race:	
Secondary dissemination of this criminal history record information res	sponse is prohibited unless in compliance with statute	
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WASHINGTON STATE PATROL IDENTIFICATION	N & CRIMINAL HISTORY SECTION	
As of this date, the applicant named below has no record pursuant	to RCW 43.43.830 through 43.43.845.	
Requesting Agency		
Applicant's Signature		
Applicant's Name		
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Address		

CHILD/ADULT ABUSE RECORD SEARCH GUIDELINES



Refer to Revised Code of Washington (RCW) 43.43.830-43.43.845 for complete information. Child/Adult Abuse Information Act background checks may be conducted by Washington State businesses or organizations. Other states must conduct searches under the Criminal Records Privacy Act, RCW 10.97.

- 1. Searches may be conducted only on prospective employees, volunteers, or adoptive parents. Background checks may be conducted on prospective employees, volunteers, or adoptive parents who will or may have unsupervised access to children under sixteen years of age, developmentally disabled persons, or vulnerable adults. The background check is for initial employment decisions only. Background checks on current employees or volunteers should be done through the Criminal Records Privacy Act, RCW 10.97.
- 2. Applicants must be notified an inquiry may be made.

A business or organization shall not make an inquiry to the Washington State Patrol unless the business or organization has notified the applicant, who may be offered a position as an employee or volunteer, that an inquiry may be made.

3. A business or organization must prepare a disclosure statement to be signed by the applicant before a background check may be conducted.

A business or organization shall require each applicant to disclose whether the applicant has been:

- (a) Convicted of a crime;
- (b) Had findings made against him or her in any civil adjudicative proceeding;
- (c) Has both a conviction and findings made against him or her.
- 4. Applicants must be notified of the response.

The requesting agency shall notify the applicant of the Washington State Patrol's response within ten days after receipt. The employer shall provide a copy of the response to the applicant and shall notify the applicant of such availability.

Notes:

- "Business or organization" means a person, business, or organization licensed in this state, any agency of
 the state, or other governmental entity, that educates, trains, treats, supervises, houses, or provides
 recreation to developmentally disabled persons, vulnerable adults, or children under sixteen years of age,
 or that provides child day care, early learning, or early learning childhood education services, including but
 not limited to public housing authorities, school districts, and educational service districts.
- The business or organization shall use this record only in making the initial employment or engagement decision. Further dissemination or use of the record is prohibited. A business or organization violating this subsection is subject to civil action for damages.
- Responses are limited to Washington State records only.

NOTE: The requested record information is furnished solely on the basis of name and/	or/
description similarity with the subject of your inquiry. Positive identification or	
non-identification can only be effected upon receipt of fingerprints.	

I have read and understand the above **CHILD/ADULT ABUSE RECORD SEARCH GUIDELINES** pursuant to Revised Code of Washington (RCW) 43.43.830-43.43.845.

Jser Name	Account #	
Jser Signature		Date
Reset password?		

MUST BE SIGNED BY ALL NON-PROFIT ACCOUNT USERS