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)

☐ **$32 Fee — Conviction Criminal History Record Information Based on Name and Date of Birth**
- For an $11 fee and an immediate response using a credit card, access our web site listed above.

☐ **$58 Fee — Conviction Criminal History Record Information Based on Fingerprints**
- A full set of fingerprints on a fingerprint card is required for processing.

☐ **$15 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 _____

How would you like to receive your results? (Please select only one)

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

☐ WSP Portal*

Portal Account # _____

Portal Username _____

*For results to be sent through WSP Portal requestor must have pre-exisiting WSP Portal account. To inquire on establishing an account contact us at CRDapplicantfollowup@wsp.wa.gov

* Background checks with notary letters will be mailed to the requestor.