



## SKAMANIA COUNTY COMMUNITY HEALTH

### Chemical Dependency Program

PO Box 369

Stevenson, WA 98648

Phone (509) 427-3850

Fax (509) 427-0188

RE: WAC 388-805-310

Dear Patient:

We require the following documents, **prior** to scheduling or completing a Chemical Dependency assessment, for the following situations:

#### **If charged with DUI:**

- 1) **Driving Abstract from Department of Licensing** (the fee is \$10)
- 2) **Copy of DUI Arrest Report** (The arrest report can be obtained from the county where the arrest occurred. These prices are set by each individual county.)
- 3) **Copy of Criminal History** (A copy of your criminal history can be obtained through WA State Patrol for a nominal fee.)

#### **If assessment is requested or required in relation to any legal system involvement (including pretrial, County Probation, City Probation, Bench Probation, and/or DOC supervision):**

- 1) **Copy of Criminal History** (A copy of your criminal history can be obtained through WA State Patrol for a nominal fee.)
- 2) **Arrest report for relating offense** (The arrest report can be obtained from the county where the arrest occurred. These prices are set by each individual county.)

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If you have any questions, please call (509) 427-3850 and speak with your primary treatment provider.



OFFICE OF THE SKAMANIA COUNTY  
**SHERIFF**

Dave Cox  
Undersheriff

Pat Bond  
Chief Criminal Dep

Marlea McKenzie  
Chief Civil Deputy

David Waymire  
Jail Superintendent

PO Box 790  
200 Vancouver Ave.  
Stevenson, WA 98648.  
Phone (509) 427-9490  
Fax (509) 427-4369  
www.skamaniasheriff.com  
scso@co.skamania.wa.us

DAVID S. BROWN  
SHERIFF

**REQUEST FOR PUBLIC RECORDS**

<b>REQUESTED BY:</b>																		
Name:		Date:																
Address:																		
City, State, ZIP:		Phone No:																
<b>REQUESTED INFORMATION:</b>																		
<b>INCIDENT INFORMATION:</b>																		
Date of Incident:	Location of Incident:	Nature of Incident:																
Parties involved		Investigation Officer:																
		Case Number:																
<b>REQUESTER READ AND SIGN:</b>		<b>COMPLETED BY:</b>																
<p>I understand that secondary dissemination of any information obtained is prohibited unless in compliance with RCW 10.97.050 and RCW 42.17.310. I also understand that requested records may be redacted in accordance with RCW 42.17.</p> <p>I understand that I will be charged an additional \$.15 cents per page copy fee for 10 or more pages (see posted fee schedule for further information on required fees). I understand that records will be mailed and/or made available once payment in full is received by SCSSO.</p> <p>The only acceptable form of payment is by cash or check</p>		<table border="1"> <tr> <td>NO. OF COPIES _____ @ \$.15</td> <td>\$</td> </tr> <tr> <td>REPORT FEE \$5.00 EA</td> <td>\$</td> </tr> <tr> <td>AUDIO CD \$20.00 EA</td> <td>\$</td> </tr> <tr> <td>VIDEO CD \$20.00 EA</td> <td>\$</td> </tr> <tr> <td>PHOTOGRAPH CD \$10.00 EA</td> <td>\$</td> </tr> <tr> <td>SUBTOTAL</td> <td>\$</td> </tr> <tr> <td>POSTAGE</td> <td>\$</td> </tr> <tr> <td><b>TOTAL DUE:</b></td> <td>\$</td> </tr> </table>	NO. OF COPIES _____ @ \$.15	\$	REPORT FEE \$5.00 EA	\$	AUDIO CD \$20.00 EA	\$	VIDEO CD \$20.00 EA	\$	PHOTOGRAPH CD \$10.00 EA	\$	SUBTOTAL	\$	POSTAGE	\$	<b>TOTAL DUE:</b>	\$
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<b>REQUESTER'S SIGNATURE:</b>																		
<b>RECEIVED:</b>																		
DATE OF RELEASE:	DATE OF BILLING:	AMOUNT RECEIVED:																
RECIPIENT'S SIGNATURE	PUBLIC RECORDS OFFICER SIGNATURE																	

PLEASE ALLOW FIVE BUSINESS DAYS FOR RESPONSE TO REQUEST PER RCW 5.04.020



## Driving Record Request

You may use this form to request **your driving record**. We will mail, email, or fax your record to you or to the individual or company you request below. Mail this request and **\$10 for each record** in a check or money order payable to the Department of Licensing to:

Driver Records  
**Department of Licensing**  
 PO Box 9048  
 Olympia, WA 98507-9048

FOR VALIDATION ONLY

106-060-421-0005

Please allow two weeks for processing. If you have additional questions, contact customer service at (360) 902-3900.

Requestor name <i>(Last, First, Middle Initial)</i>		
Washington driver license number	Date of birth	(Area code) Daytime telephone number
Name of individual or company you want your drive record sent to		
How would you like your driving record sent to you? (Check one only)		
<input type="checkbox"/> U.S. mail <input type="checkbox"/> email <input type="checkbox"/> Fax		
Delivery information (Mailing address, email, or [Area code] Fax number)		
Type(s) of record Insurance records will show violations, convictions, and accidents only. Other drive records will show all traffic-related convictions, violations, collisions, suspensions, revocations, and disqualifications. We offer the following types of driving records. Check the box beside the type(s) you need.		
<input type="checkbox"/> <b>Noncommercial insurance record (3 year)</b> —Used to create and renew vehicle insurance policies.		
<input type="checkbox"/> <b>Commercial insurance record (3 year)</b> —Used to create and renew commercial vehicle insurance policies.		
<input type="checkbox"/> <b>Life insurance record (3 year)</b> —Used to create and renew life insurance policies.		
<input type="checkbox"/> <b>Employment record</b> —Used by employers to determine employment eligibility.		
<input type="checkbox"/> <b>Volunteer/Transit record</b> —Used to determine if a volunteer driver meets the insurance and risk-management requirements to drive a vanpool vehicle or should be permitted to operate a vehicle used to transport individuals who are under 18, over 65, or disabled.		
<input type="checkbox"/> <b>School bus driver record</b> —Used to determine if a person should be employed to operate a school bus.		
This request is to be billed and mailed to school district _____		
School district authorization _____ Requestor code _____		
<input type="checkbox"/> <b>Complete record</b> —A complete driving record requested by the person named on the driving record.		
<i>I declare under penalty of perjury under the laws of the state of Washington that I am the individual named above.</i>		
_____	<b>X</b>	
Date and place	Signature (valid for four months)	

## Request your driving record

### How to request a copy of your driving record

You may request a copy of your own driving record 3 ways:

- **Online.** Simply [request a driving record online](#) and pay with a MasterCard, Visa, or American Express credit or debit card (gift card cannot be used).
- **By mail.** Complete a [Driving Record Request](#) and mail it with the fee to:  
 Driver Records  
 Department of Licensing  
 PO Box 9048  
 Olympia, WA 98507-9048
- **In person.** Bring your photo ID, and cash, check, or money order for the fee to any [driver licensing office](#).

### Fees

All driving records are \$10 each, and the fee is non-refundable.

You may pay the fee:

- by credit or debit card if you [request a driving record online](#).
- by check or money order if you mail in your request.
- by cash, check, or money order if you request a copy of your own record in person.

### More information

To learn more about driving records, see [Frequently asked questions](#).

### [Request another person's driving record](#)

#### CONTACT US

- Office locations
- Contact us






#### ABOUT US

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#### DO MORE ONLINE

- Renew your tabs
- Replace your license or ID card
- Report the sale of vehicle
- Check the status of a driver license
- Get a form
- ...more

#### DRIVER GUIDE

- English
- 
- 
- 
- 
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#### STAY CONNECTED

# WASHINGTON STATE PATROL

Identification and Criminal History Section

PO Box 42633

Olympia WA 98504-2633

(360) 534-2000

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



## REQUEST FOR CONVICTION CRIMINAL HISTORY RECORD (RCW 10.97)

**INSTRUCTIONS:** PLEASE COMPLETE THIS FORM WHEN REQUESTING **CONVICTION** CRIMINAL HISTORY RECORD INFORMATION FROM THE IDENTIFICATION AND CRIMINAL HISTORY SECTION. MAIL REQUEST TO ADDRESS NOTED ABOVE WITH \$17.00 CHECK OR MONEY ORDER OR COME TO OUR OFFICE AT 3000 PACIFIC AVENUE, OLYMPIA, WA. **NOTE: IT MAY TAKE 7 TO 14 BUSINESS DAYS FOR RESPONSE WHEN MAILED. FOR AN IMMEDIATE RESPONSE, ACCESS OUR WEB SITE LISTED ABOVE TO CONDUCT YOUR CRIMINAL HISTORY REQUEST FOR \$10.00 USING A CREDIT CARD.**

NOTARIZED LETTERS ARE AN ADDITIONAL \$5.00 PER NOTARY SEAL \_\_\_\_\_ 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.

**A**

### SUBJECT INFORMATION: (Please type or print clearly)

Applicant's Name: \_\_\_\_\_  
Last First Middle

Alias/Maiden Name: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Sex: \_\_\_\_\_ Race: \_\_\_\_\_  
Month/Day/Year

**B**

### REQUESTOR INFORMATION: (Please type or print clearly)

DATE: \_\_\_\_/\_\_\_\_/\_\_\_\_ \_\_\_\_\_  
Mo. Day Yr. (print) Name/Title of Requestor Requestor's Signature

Receive results electronically

Phone No. (\_\_\_\_) \_\_\_\_\_

\_\_\_\_\_  
Email address

\_\_\_\_\_  
Password (must be at least 8 characters)

REQUESTOR'S ADDRESS: (type or print clearly)

Right Thumb Print (Optional)

\_\_\_\_\_  
Name

\_\_\_\_\_  
Address

\_\_\_\_\_  
City State ZIP Code

Thursday, February 25, 2010

## Washington State Patrol

### Crime & Safety · Criminal History Records

The Washington State Patrol is responsible for maintaining the statewide repository for fingerprint-based criminal history record information (CHRI).

You can obtain criminal histories from the State Patrol in two ways:

1. Going on-line by using [WATCH](#) (*Washington Access To Criminal History*). This feature requires either a credit card or a pre-established account. A \$10 fee is charged for each name search, regardless of the outcome of the results of the search.

*NOTE: If you cannot access the [WATCH](#) site please review the instructions for checking and updating to [128-bit encryption](#).*

2. Forms are available through the WATCH link above. Return the completed background forms to us through the US Postal Service. If setting up an account print and fill out an application packet and submit by mail or the fax number on the form. (Sorry, we don't have downloadable forms at this time.)

If you are new to criminal history requests, please read [About Criminal Histories](#) below. We describe the two types of requests and their purposes, the information they contain, the laws that allow them to be given out, the cost to you, and the time it takes to receive them. We've included a glossary to help you understand the terms. If you have any questions or wish to request forms, write or call the [Identification and Criminal History Section](#). A service representative will be happy to help you.

### About Criminal Histories

The Washington State Patrol Identification and Criminal History Section is the statewide repository for fingerprint-based criminal history record information (CHRI). Local criminal justice agencies are required by law to submit felony and gross misdemeanor arrest and disposition information to the State Patrol, where it is included in a CHRI data base. 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 determined upon receipt of fingerprints.

#### Who May Request CHRI?

Certified criminal justice agencies may request and receive unrestricted CHRI from the Identification and Criminal History Section for criminal justice purposes. The public may request and receive CHRI for non-criminal justice purposes, but it is limited to conviction information only.

Conviction CHRI is defined in the Revised Code of Washington (RCW) [10.97.030](#), and it relates to an incident that has led to a conviction or other disposition adverse to the subject. In addition to the conviction CHRI, non-criminal justice requestors (the public) may receive a record showing pending arrest offenses under one year old without disposition, and if the subject is a registered sex offender or kidnapper.

### Two Types of Criminal History Requests

Depending on the purpose, the Identification and Criminal History Section responds to non-criminal justice inquiries under two different statutes:

- Criminal Records Privacy Act ([Chapter 10.97 RCW](#))
- Child and Adult Abuse Information Act ([RCW 43.43.830-.845](#))

On-line information from WATCH is immediate. However, it takes from 7-14 business days for us to respond to written requests.

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## Criminal Records Privacy Act

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Under the Criminal Records Privacy Act, conviction CHRI may be made public to anyone without restriction and without the consent of the subject of the record. The requestor must submit either a Request for Conviction Criminal History Record (using [Form 3000-240-569](#) or WATCH) or a full set of the subject's fingerprints.

### Fees

A non-refundable \$17 fee is required for each record requested by name and date of birth through the mail. A non-refundable \$26 fee is required for a fingerprint search. Fees must be submitted with the request for information, payable to the Washington State Patrol by a cashier's check, money order, or commercial business account. There is a \$10 processing fee for a name and date of birth check through WATCH.

Notarized letters are an additional \$5 per notary seal. Please go to "Forms" on the WATCH Web site, print the "Credit Card Authorization" form, complete and fax the form with your web search transcript to (360) 534-2073.

### Instructions for Completing Form 3000-240-569

Part A - Print or type applicant's full name, all alias names (including birth and married names) and date of birth. The applicant's sex and race are optional.

Part B - Print or type date, requestor's name and title, telephone number, and requestor's business, organization, or agency name and address. If you would like to receive results electronically check the box provided, print or type your email address and submit a password. Be sure requestor signs name on the appropriate line.

### Responses

Each written response takes from 7-14 business days to complete.

If a record exists, a copy of the record will be attached to the returned form. It will include all state of Washington conviction CHRI and pending arrest offenses under one year old without disposition. *If the subject is a registered sex offender or kidnapper, it will be disclosed on the record you receive.*

If our search reveals that no CHRI exists, a no record WATCH report will be attached. *Secondary dissemination of the CHRI is prohibited, unless in compliance with RCW 10.97.050.*

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## Child and Adult Abuse Information Act

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Under the Child and Adult Abuse Information Act, requests for CHRI are limited to businesses or organizations licensed in the state of Washington; any agency of the state; or other governmental entities that educate, train, treat, supervise, house, or provide recreation to developmentally disabled persons, vulnerable adults, or children under 16 years of age.

The requestor may submit either a Request for Criminal History Information Child/Adult Abuse Information Act (using [Form 3000-240-430](#) or WATCH) or a full set of the subject's fingerprints.

### Fees

If you are a for-profit organization, a non-refundable \$17 fee is required for each record requested by name and date of birth through the mail. A non-refundable \$26 fee is required for a fingerprint search. Fees must be submitted with the request for information, payable to the Washington State Patrol by a cashier's check, money order, or commercial business account. There is a \$10 processing fee for a name and date of birth check through WATCH.

There is no fee for organizations legally classified as non-profit. *By definition, "Non-Profit Organization" means an organization that is incorporated under state laws and approved by the state's secretary of state and its taxing authority to operate for educational, charitable, social, religious, civic, or humanitarian purposes.*

Notarized letters are an additional \$5 per notary seal. Please go to "Forms" on the WATCH web site, print the "Credit Card Authorization" form, complete and fax the form with your web search transcript to (360) 534-2073.

### Instructions for Completing the Form [3000-240-430](#)

- Part A - Print or type the complete name and address of the requesting business, organization, or agency, title of requestor, telephone number and date. An authorized signature is required on the line provided.
- Part B - Check the box that applies. If you would like to receive results electronically check the box provided, print or type your email address and submit a password.
- Part C - Print or type applicant's full name, all alias names (including birth and married names) and date of birth. The applicant's sex and race are optional.



- Part D - Print or type the name of the requesting agency, business, or organization and the applicant's name and address. Be sure to get the required applicant signature on the line provided.

### Responses

Each written response takes from 7-14 business days to complete.

If a record exists, a copy of the record will be attached to the returned form. It will include state of Washington record of convictions and any pending crimes against persons for which the applicant is currently being processed by the criminal justice system and sex offender and kidnapper registration information. The requestor is required to provide a copy of the CHRI response to the applicant (subject).

If our search reveals that no CHRI exists a no record WATCH report will be attached.

*Secondary dissemination of the CHRI is prohibited, unless in compliance with RCW 10.97.050.*

### Contact Information

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Want to order forms, set up a WATCH account, or get more information?

If you need fingerprint cards or have questions call a customer representative at (360) 534-2000. Also, you can write us at following addresses:

Identification and Criminal History Section

Washington State Patrol

PO Box 42633

Olympia WA 98504-2633

E-mail: [watch.help@wsp.wa.gov](mailto:watch.help@wsp.wa.gov)

Please be sure to include your telephone number in case we have any questions.

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Please note that some of the documents provided on this page are available in Adobe® PDF format only and will require the [Adobe® Reader](#) in order to view or print them from your Web browser.



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What are the limitations when conducting a search using WATCH?  
WATCH search results are provided based on a name and date of birth match or close match to a name in the criminal history database.  
Nicknames, former names, maiden names, and dates of birth will affect responses received.  
Searches based on name and date of birth are not always accurate.

Sensitive verification or non-verification of criminal history can be effected only upon receipt of fingerprints. Contact the Identification and Criminal History Section for their information on fingerprinting fees and services.

The Identification and Criminal History Section database may not contain all arrests and positions within the state of Washington.  
There may be instances when arrest offenses or dispositions are not sent to the Section or offenses when information may be pending data entry into the CHRJ database. Additional information pertaining to an individual may be available at local criminal justice agencies.

Does WATCH provide nationwide information?

WATCH only provides Washington State criminal history.

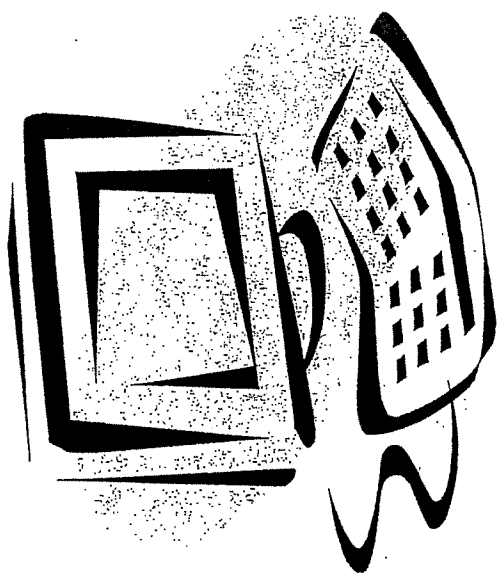
For further information, please contact the Identification and Criminal History Section at (360) 705-5100.

Washington State Patrol  
Identification and Criminal History Section  
Box 42633  
Olympia, WA 98504-2633

Washington State Patrol  
Criminal Records Division  
Identification and Criminal History Section  
PO Box 42633  
Olympia WA 98504-2633

# WSP WATCH

WASHINGTON  
ACCESS TO  
CRIMINAL HISTORY



- ◆ <https://watch.wsp.wa.gov>
- ◆ [www.wsp.wa.gov](http://www.wsp.wa.gov)
- ◆ <http://www.access.wa.gov>



**Washington State conviction criminal history record information (CHRI) is available on the Internet using WATCH.**

The release of conviction CHRI is permitted under the Washington State Criminal Records Privacy Act, Revised Code of Washington (RCW) 10.97.050 and under the Child and Adult Abuse Information Act, RCW 43.43.830-43.43.845. All criminal history background check responses include sex and kidnapping offender registration information.

**Washington State Criminal Records Privacy Act RCW 10.97.050**

Allows dissemination of all convictions and any arrests less than one year old pending disposition. Under Washington State law, conviction CHRI is available without restriction to anyone.

**Child and Adult Abuse Information Act RCW 43.43.830-43.43.845.**

Provides an applicant's record of convictions and any pending crimes against persons (as defined in RCW 9.94A.411) less than one year old for which the applicant is currently being

processed by the criminal justice system. An arrest is not a conviction or a finding of guilt. The conviction record data does not include information on civil adjudications, administrative findings, or disciplinary board final decisions -- all such information must be obtained from the courts and licensing agencies. Responses are limited to Washington state records only. Background checks can be requested 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 or engagement decisions only.**

WATCH allows you to request, view, and print conviction CHRI. However, to inquire about a person and to obtain his or her record, you must enter the exact spelling of the person's name and the correct date of birth. Otherwise, the criminal history record may not be found.

**What is the cost of conducting a WATCH search?**

WATCH allows search reports to be purchased with a credit card or by using an account established with the Washington State Patrol. A \$10 fee is charged for each name search, regardless of the result. Pursuant to RCW 43.43.830, non-profit organizations licensed in Washington State are exempt from payment requirements when they are performing searches of convictions for crimes against children or vulnerable adults on prospective employees or volunteers.

**What are the WATCH results?**

The search will result in one of the following:

- ◆ **A NO RECORD or NO EXACT MATCH FOUND** response, which means there is no conviction record in the WSP database that matches the search criteria used.
- ◆ A Candidate listing, which means there is a candidate list of records that matches or closely matches the search criteria used and the ability to immediately retrieve a transcript of record.
- ◆ **A DUPLICATE MATCH** indicating that there were two or more exact name and date of birth matches to the search criteria used. Please contact the Section at (360) 705-5100 for further instructions.

Washington State statute (RCW 10.97.050) requires that the Washington State Patrol, Identification and Criminal History Section, retain information about the dissemination, including subject of inquiry, the name of the person requesting the CHRI, and date of the search.

**How can I conduct a search through WATCH?**

WATCH can be accessed through any personal computer with access to the Internet. An account number may be established to receive a monthly billing invoice, or you may establish an on-line credit card account and use Discover, American Express, Visa, or MasterCard.

**How do I establish an account?**

An account application can be printed by accessing WATCH "Forms" on the Web site, contacting the Section at (360) 705-5100, or by sending an e-mail to [watch.hlp@wsp.wa.gov](mailto:watch.hlp@wsp.wa.gov). A completed application submitted to the Section will be processed within 7-14 days.