



STATE OF WASHINGTON  
WASHINGTON STATE PATROL

PO Box 42619 • Olympia, WA 98504-2619 • (360) 534-2108 • [www.wsp.wa.gov](http://www.wsp.wa.gov)

October 23, 2013

**TO:** Criminal Justice Agency Directors

**FROM:** Ms. Deborah Collinsworth, Identification and Criminal History Section

**SUBJECT:** Washington Access to Criminal History – Criminal Justice

Thank you for your interest in the Washington Access to Criminal History for criminal justice agencies (WATCH-CJ). The WATCH-CJ web application (<http://watchcj.wsp.wa.gov>) is available to criminal justice agencies through the Internet and provides immediate access to Washington State non-conviction criminal history. Also available on this web site are Washington State sex/kidnapping offender registry reports, rapsheets, and photographs of registrants.

The following procedures must be completed in order to obtain access to WATCH-CJ:

- Submit an official letter requesting access to WATCH-CJ and the purpose that it will be used.
- Complete and return enclosed Account Application.
- Complete and return enclosed User Application for each potential system user. Please note: A state and FBI fingerprint background check is required for all users authorized to receive non-conviction data through WATCH-CJ. Please indicate the State Identification (SID) Number on the application for each user.

Please be aware your agency is required to have safeguards in place to ensure non-conviction and other data retrieved from this website is used only as authorized by the Revised Code of Washington 10.97. User passwords should be kept secure to prevent unauthorized use and passwords deleted for employees who leave your organization or no longer have reason to access WATCH-CJ. Because WATCH-CJ may be accessed from any computer with an internet connection, it is also the responsibility of the agency to ensure that employees using computers in a less than secured location take measures to protect the information from being viewed, copied or accessed by non-criminal justice personnel.


Criminal Justice Agency Directors

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Upon receipt of the completed application and letter, the WSP will establish an account number and set up authorized users within 7 - 14 working days. Once the account has been established, each user will receive an email notification of their log-on credential and password.

If you have any questions regarding WATCH-CJ, please contact Ms. Deborah Collinsworth at (360) 534-2102.



DC:h  
Enclosure (2)



**WASHINGTON STATE PATROL**  
**Washington Access to Criminal History**  
**Criminal History (WATCH-CJ)**  
**New Account Application Form**

**Criminal Records  
Division**

Mail to:  
WATCH-CJ  
Identification and Background Check Section  
Post Office Box 42633  
Olympia, WA 98504-2633

Phone No.: (360) 534-2000  
Fax No.: (360) 534-2073

Each organization must complete a New Account Application Form and submit at least one User Application Form. This information is required to establish an authorized account for any organization seeking to use the WATCH-CJ system. Any and all information obtained from the WATCH-CJ system may be used for criminal justice purposes only. It will take approximately 7 – 14 working days to process upon receipt. Please enter electronically or print.

**ORGANIZATION INFORMATION**

Organization: \_\_\_\_\_ Organization ORI: \_\_\_\_\_

Org. Address: \_\_\_\_\_  
Street Apt./Suite

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

Contact Name: \_\_\_\_\_  
(Please indicate Mr., Ms., or Mrs.)

Phone No.: \_\_\_\_\_ Ext. \_\_\_\_\_

Number of background checks expected per month: FAX No.: \_\_\_\_\_

1-10  11-25  26-50  51-100  101+  E-Mail: \_\_\_\_\_

**CERTIFICATION**

I certify that the information I have provided on this form is true and complete.

\_\_\_\_\_ Contact Signature \_\_\_\_\_ Date

\_\_\_\_\_ Contact Printed Name \_\_\_\_\_ Title



**WASHINGTON STATE PATROL**  
**Washington Access to Criminal History**  
**Criminal Justice (WATCH-CJ)**  
**User Application Form**

**Criminal Records  
Division**

Mail to:  
WATCH-CJ  
Identification and Background Check Section  
Post Office Box 42633  
Olympia, WA 98504-2633

Phone No.: (360) 534-2000  
Fax No.: (360) 534-2073

Please enter electronically or print.

**AGENCY NAME AND CONTACT INFORMATION**

Agency Name: \_\_\_\_\_

Agency ORI: \_\_\_\_\_ WATCH-CJ Account Number: \_\_\_\_\_  
(Provide account number if adding a user to an existing account)

Contact Name: \_\_\_\_\_

Contact Phone No.: \_\_\_\_\_ Ext. \_\_\_\_\_ Contact FAX No.: \_\_\_\_\_

**WATCH-CJ USER INFORMATION**

User Name: \_\_\_\_\_ SID# \_\_\_\_\_ Date of Birth: \_\_\_\_\_  
(Please indicate Mr., Ms., or Mrs.)

Agency Address: \_\_\_\_\_  
Street Apt./Suite

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

Phone No.: \_\_\_\_\_ Ext. \_\_\_\_\_ E-Mail Address: \_\_\_\_\_

**I acknowledge that I will use the WATCH-CJ application in accordance with RCW 10.97.050 regarding dissemination and usage of non-conviction criminal history information. I understand that all information obtained from WATCH-CJ will be subject to annual audits from the Washington State Patrol and a failure to comply with RCW 10.97.50 will subject my agency to various sanctions. These sanctions may include the termination of WATCH-CJ services to my agency.**

\_\_\_\_\_  
User Signature Date

\_\_\_\_\_  
User Printed Title



**WASHINGTON STATE PATROL**  
**Washington Access to Criminal History**  
**Criminal Justice (WATCH-CJ)**  
**Record Search Guidelines**

**Criminal Records**  
**Division**

Your agency is required to have safeguards in place to ensure non-conviction and other data retrieved from this Web site is used only as authorized by the Revised Code of Washington ([RCW 10.97.050](#)). User passwords should be kept secure to prevent unauthorized use. Passwords must be deleted for employees who leave your organization or no longer have reasons to access WATCH-CJ for criminal investigative purposes or sex and kidnapping registration. Since WATCH-CJ may be accessed from any computer with an Internet connection, it is also the responsibility of the agency to ensure that employees using computers in a less-than-secure location take measures to protect information from being viewed, copied, or accessed by non-criminal justice personnel.

**I acknowledge that I will use the WATCH-CJ application in accordance with RCW 10.97.050 regarding dissemination and usage of non-conviction criminal history information. I understand that all information obtained from WATCH-CJ will be subject to bi-annual audits from the Washington State Patrol and failure to comply with RCW 10.97.050 will subject my agency to various sanctions. These sanctions may include the termination of WATCH-CJ services to my agency.**

I have read and understand the above WATCH-CJ Record Search Guidelines pursuant to RCW 10.97.050.

User Name \_\_\_\_\_

Account # \_\_\_\_\_

User Signature \_\_\_\_\_

Date \_\_\_\_\_

**MUST BE SIGNED BY ALL WATCH-CJ ACCOUNT USERS**  
Fax to (360) 534-2073