



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