

# Criminal Justice Rap Back Guide

## Table of Contents

<b><i>Criminal Justice Rap Back Program Overview</i></b> .....	<b>2</b>
<b><i>Agency/User Requirements</i></b> .....	<b>2</b>
Consent to System Monitoring and Audit During System Use.....	2
Individual User Accounts.....	2
Authority to Subscribe .....	2
Valid Transaction Control Number (TCN).....	3
Requirement To Protect Data .....	3
Subscription Expiration, Validation, and Cancelation .....	3
<b><i>Getting Started</i></b> .....	<b>4</b>
Request Account .....	4
Account Approval.....	4
<b><i>Logging In</i></b> .....	<b>5</b>
<b><i>Creating New Subscriptions for Criminal Justice Rap Back</i></b> .....	<b>6</b>
<b><i>Canceling or Managing a Subscription</i></b> .....	<b>9</b>
Canceling a Subscription .....	10
Managing a Subscription.....	11
<b><i>Reviewing Notifications</i></b> .....	<b>12</b>
<b><i>Contact Information</i></b> .....	<b>14</b>

## **Criminal Justice Rap Back Program Overview**

The core function of the Criminal Justice Rap Back Program is to notify authorized entities when a person who has fingerprints on file with the FBI is arrested or has criminal activity associated with those fingerprints.

This capability provides a significant benefit to criminal justice agencies by providing notifications on individuals under authorized investigation or supervision.

Accordingly, at the discretion of the agency, the Criminal Justice Rap Back Program functions can be applied to the fingerprints of probationers, parolees, sex offenders, persons under direct court supervision, and other officially supervised persons.

In addition, law enforcement agencies can place Criminal Justice Rap Back subscriptions on suspects and other persons involved in their investigations.

With the implementation of the Criminal Justice Rap Back program, organizations can now set a subscription on an individual's national criminal history. Not only will the subscribing organization receive notifications of events that occurred within Washington, they will also receive notifications of events that occurred elsewhere in the nation.

The events that can generate Criminal Justice Rap Back notifications are as follows:

- Arrests
- Record Updates (Dispositions, Expungements, etc.)
- Warrant Additions, Modifications, and Deletions
- Sex Offender Registry Additions, Modifications, and Deletions
- Death Notices

There is no fee to participate in the Criminal Justice Rap Back Program.

## **Agency/User Requirements**

### **Consent to System Monitoring and Audit During System Use**

By participating in the Criminal Justice Rap Back Program and by using the Criminal Justice Rap Back Site, users understand that this system is restricted to authorized users only. System usage is monitored and recorded, and is subject to audit. Unauthorized access, use, or misuse of the system is prohibited and may result in criminal and/or civil penalties. Use of the system indicates consent to monitoring, recording, and audit.

### **Individual User Accounts**

Users may only access WATCH CJ with a unique assigned username and password. No person is permitted to use this site using another person's username and password.

### **Authority to Subscribe**

The Subscribing Criminal Justice Agency may only subscribe to persons:

- Under statutory or court ordered supervision; or
- Under authorized investigations.
  - Investigative subscriptions can only be established in relation to law enforcement cases assigned an official agency case number that still have a charge within its statute of limitations.
  - Agencies can subscribe to only those individuals whom they can legally run an online Interstate Identification Index (III) criminal history query transaction.

Additionally, the Subscribing Agency must have complete confidence in a subject's identity prior to setting a subscription on the identity.

**Example: Criminal Investigation**

The robbery division of ABC Police Department has a suspect for one of their cases. The investigator periodically needs an updated criminal history on this suspect, which can be requested through WACIC and NLETS. The investigator wants to know if any arrests or warrants have been issued on this suspect.

The Criminal Justice Rap Back Program will eliminate the need to continue requesting criminal history information through WACIC and NLETS and will provide an automatic email notification whenever a new event occurs.

**Example: Criminal Supervision**

The ABC County Juvenile and Adult Probation Office is required to monitor activities on their current supervised individuals. An adult probation officer has a supervised individual that has been arrested and released from custody. The probation officer needs to know when a revocation warrant has been issued on that individual for the arrest.

The officer can create a Criminal Justice Rap Back subscription in order to receive automatic notification of any warrants that have been issued on that individual.

### Valid Transaction Control Number (TCN)

All subscriptions set in the Criminal Justice Rap Back Site are required to have a Transaction Control Number (TCN).

### Requirement To Protect Data

The Criminal Justice Rap Back Program does not create any new authority for agencies to receive criminal history record information (CHRI). It is simply a new manner through which criminal justice agencies can request and receive CHRI. Accordingly, CHRI disseminated for criminal justice purposes from the Criminal Justice Rap Back Program is subject to the same legal and policy restrictions as the use of any CHRI disseminated from CJIS for criminal justice purposes.

The Subscribing Agency must continue to use appropriate caution after receipt of any Rap Back Subscription Responses or Rap Back Notifications.

### Subscription Expiration, Validation, and Cancelation

- For subscriptions on individuals under supervision (probation, parole, sex offender, etc.) the expiration date is defaulted to five years from the date the subscription is created.
  - The Subscribing Agency is required to cancel the subscription once the individual is no longer under supervision.
  - If the supervision period is longer than five years, the subscription can be extended an indefinite number of times as long as the person remains on supervision.
  - Yearly validations of subscriptions are required to ensure the subscription is still necessary. The Subscribed Agency can review subscriptions set to expire in their Rap Back Inbox on WATCH CJ.
  - If the subscription is not extended or canceled by the validation date, it will be automatically canceled.
- For subscriptions on individuals under investigation, the expiration date is set to one year from the date the subscription is created.
  - The Subscribing Agency is required to cancel the subscription once the individual is no longer under investigation.
  - If the investigation lasts more than a year, the subscription can be extended an indefinite number of times as long as the person remains under investigation in relation to a case assigned an official agency case number that still has a charge within its statute of limitations.
  - Yearly validations of subscriptions are required to ensure the subscription is still necessary. The Subscribed Agency can review subscriptions set to expire in their “Subscriptions requiring Validation” worklists.
  - If the subscription is not extended or canceled by the validation date, it will be automatically canceled.

## Getting Started

Once your agency has reviewed and understands the requirements above, your agency can request access to the Criminal Justice Rap Back Program. The following items need to be completed to successfully obtain access.

### CJ Rap Back Authentication Checklist

The CJ Rap Back Authentication Checklist is required for Washington State Patrol to create a Criminal Justice Rap Back account for an agency through W3.

1. On the checklist, verify the Submitter and Subscriber are both in compliance with the following:
  - a. All Criminal Subscriptions will be FBI UCN Based
  - b. All Criminal Subscriptions will only be set with criminal records
  - c. The CJIS Security policy will be used for training and auditing
  - d. Appropriate expiration dates will be set following the appropriate authority
2. Check if YES and add the *estimated* volume for each category of Authorized Supervisions (CS) and Authorized Investigations (CI).
3. Choose the following triggers (please check all that will apply):
  - a. Criminal Retain Submission (Default)
  - b. Dispositions
  - c. Expungement/Partial Expungement
  - d. Want Addition
  - e. Want Deletion
  - f. Sexual Offender Registration Addition
  - g. Sexual Offender Registration Deletion
  - h. Death Notice with Fingerprints
  - i. Death Notice without Fingerprints
4. Please choose type of Rap Back Activity Notification: Triggering Event
5. Please choose to opt in or out of receiving state notices, if applicable.
6. Please choose to opt in or out of retrieving monthly validation / expiration lists (LEEP), monthly canceled subscriptions, and 10 day Rap Back Renewal Notification.
7. Please choose whether to send subscriptions by bulk or not.
8. Please choose if you will utilize the Rap Back Disclosure Indicator when needed or not.
9. Please choose if you will utilize the attention field or not.
10. Verify that you have a legal right to create a Rap Back Notification and sign the form.

### Request Account

1. Navigate to the WATCH CJ website and click on Forms.
2. Download the CJ Rap Back Authentication Checklist form.
3. Complete the form and submit to the WSP Production Unit at [CRDProductionUnit@wsp.wa.gov](mailto:CRDProductionUnit@wsp.wa.gov).

### Account Approval

The Washington State Patrol, Criminal Records Production Unit will review the application. Once the request for access has been approved, an email will be sent to the individual requesting access on behalf of the agency. The individual can begin utilizing the Criminal Justice Rap Back on WATCH CJ.

## Logging In

1. After you are approved, navigate to the WATCH CJ website and log in:
  - a. Account: Enter your Account Number. If you do not know the correct Account Number, you will not be able to log into the system. In this case, your only option is to contact your account administrator to find the correct information.
  - b. Username: This is the username you entered when registering with us. Typically, this is your first initial followed by your last name. This field is case insensitive. Either capital or lowercase letters are acceptable.
  - c. Password: Enter your Password.

Washington Access To Criminal History **WATCH** Criminal Justice

FAQs Forms Help Guide

WATCH Account · Login

Account:

User Name:

Password:

Login Clear

[Forgot Password](#)

By logging into this web site I agree to use information received in accordance with RCW 10.97.050 regarding dissemination and usage of criminal history. I understand that all information obtained from WATCHCJ will be subject to annual audits from the Washington State Patrol and a failure to comply with RCW 10.97.050 will subject my agency to various sanctions. These sanctions may include the termination of WATCHCJ services to my agency.

2. If you have not established an account, click on Forms on WATCH CJ, then click WATCH Account Application Packet. You may print the forms, fill them out and mail or fax to the Section or you may email to [watch.help@wsp.wa.gov](mailto:watch.help@wsp.wa.gov).
3. If you have forgotten your password, click Forgot Password and follow the instructions to have a temporary password sent to you. This password is automatically e-mailed to you based on the email address provided in your user profile at the time of registration.

Washington Access To Criminal History **WATCH** Criminal Justice

FAQs Forms Help Guide

WATCH Account · Login

Account:

User Name:

Password:

Login Clear

[Forgot Password](#)

By logging into this web site I agree to use information received in accordance with RCW 10.97.050 regarding dissemination and usage of criminal history. I understand that all information obtained from WATCHCJ will be subject to annual audits from the Washington State Patrol and a failure to comply with RCW 10.97.050 will subject my agency to various sanctions. These sanctions may include the termination of WATCHCJ services to my agency.

4. If you have any problems logging in, please contact the WSP at (360) 534-2000, Option 2.
5. For further assistance using WATCH CJ, review the FAQs, Forms, and Help Guide.

6. On the top of WATCH CJ, use the Rap Back chevron to navigate further.

### Creating New Subscriptions for Criminal Justice Rap Back

1. Once the individual's identity has been verified, click New Rap Back Subscription under the Rap Back chevron on WATCH CJ.



a. If your agency is not currently participating, the Rap Back chevron will not appear on your WATCH CJ account and Rap Back will not appear under User Rights on your profile.

#### MODIFY USER RIGHTS

ROLE:

Permissions:

WATCH <input checked="" type="checkbox"/>	Rap Back <input checked="" type="checkbox"/>	NFUF <input checked="" type="checkbox"/>
MAP <input checked="" type="checkbox"/>	SOR <input checked="" type="checkbox"/>	CAR <input checked="" type="checkbox"/>
CNA <input checked="" type="checkbox"/>	DOC <input checked="" type="checkbox"/>	DEK <input checked="" type="checkbox"/>
DEU <input checked="" type="checkbox"/>	AMN <input checked="" type="checkbox"/>	MPR <input checked="" type="checkbox"/>
NDOB <input checked="" type="checkbox"/>	Invoice <input checked="" type="checkbox"/>	DOF <input type="checkbox"/>
HCA <input checked="" type="checkbox"/>	FFL <input checked="" type="checkbox"/>	

2. Type in the Transaction Control Number (TCN) for the person of interest and click Search.

a. You may only subscribe to persons under statutory or court ordered supervision or under authorized investigations.

b. Investigative subscriptions can only be established in relation to law enforcement cases assigned an official agency case number and still have a charge not beyond its statute of limitations.



- On the New Subscription page, information on the person of interest will populate based on the TCN.

Washington Access To Criminal History **WATCH** Criminal Justice

Account Management Archive Contact Administrator Criminal History Search FAQs Forms Help Guide Home View Reports WATCH Inbox Rap Back Logout

Rap Back Account · New Subscription

Name: [redacted] DOB: 06/12/1961 Subscription ID: [redacted]  
 UCN/FBI#: [redacted] SID: [redacted] OCA: [redacted]  
 TCN: [redacted] FP Date: 12/13/2022 FP Type: CAR  
 Submitting ORI: WAWSP0000 Category: Investigative Subscription Type: Criminal  
 WASHINGTON STATE CONTROL TERMINAL  
 Expiration Date: [ ] Disclosure Indicator:   
 Notification Format: Triggering Event

**Triggers**

Civil Retain Submission  Criminal Retain Submission  Death Notices with Fingerprints   
 Death Notices without Fingerprints  Dispositions  Expungement/Partial Expungement   
 External  Sexual Offender Registry Addition  Sexual Offender Registry Deletion   
 Sexual Offender Registry Modification  Want Addition  Want Deletion   
 Want Modification

Attention: [ ]

**Submit**

- Fill in all required fields.
  - Under Category, select whether it is Investigative or Supervision.

Washington Access To Criminal History **WATCH** Criminal Justice

Account Management Archive Contact Administrator Criminal History Search FAQs Forms Help Guide Home View Reports WATCH Inbox Rap Back Logout

Rap Back Account · New Subscription

Name: [redacted] DOB: 06/12/1961 Subscription ID: [redacted]  
 UCN/FBI#: [redacted] SID: [redacted] OCA: [redacted]  
 TCN: [redacted] FP Date: 12/13/2022 FP Type: CAR  
 Submitting ORI: WAWSP0000 Category: Investigative Subscription Type: Criminal  
 WASHINGTON STATE CONTROL TERMINAL  
 Expiration Date: [ ] Disclosure Indicator:   
 Notification Format: Triggering Event

**Triggers**

Civil Retain Submission  Criminal Retain Submission  Death Notices with Fingerprints   
 Death Notices without Fingerprints  Dispositions  Expungement/Partial Expungement   
 External  Sexual Offender Registry Addition  Sexual Offender Registry Deletion   
 Sexual Offender Registry Modification  Want Addition  Want Deletion   
 Want Modification

Attention: [ ]

**Submit**

- Under Expiration Date, type in the date for the subscription to be canceled. If you omit an expiration date, the subscription will not be rejected. Instead, the NGI System will default to a one year expiration date for CI subscriptions and a five year expiration date for CS subscriptions from the date the subscription is created.
- Check Disclosure Indicator to indicate whether the subscription should be visible on NGI RAPsheets sent to other criminal justice agencies from CJIS for criminal justice purposes.

- d. Select your Notification Format to receive notifications in your inbox about this subscription. If none are selected, Triggering Events are the default notification format. Selecting Triggering Event and Identity History Summary will provide the full RAPsheet in your notifications upon a triggering event.

- e. Under Triggers, select which Triggering Events you would like to send you notifications about this subscription. The Criminal Retain Submissions is automatically set for all subscriptions, regardless of whether it is requested or not. Agencies will always be notified when their subscribed persons are re-arrested and the FBI CJIS Division is notified of the arrest.
  - f. In the Attention field, type the individual whose attention a response is to be directed. This field is for internal agency use.
5. Click Submit.

6. Before proceeding, you must certify your legal right to create this subscription. If you do not have the legal right, click Cancel. If you do, click the certification statement. Your agency account is now subscribed to this individual.



- Click on the Rap Back Subscriptions page under the Rap Back chevron to verify and show your subscription.

Rap Back Account - Subscriptions for WASHINGTON STATE CONTROL TERMINAL

SID:  FBI Number:  [Search](#)

Name:  Subscription Type:  [Clear](#)

Subscription ID:  TCN:

Show 10 entries

Edit	Name	DOB	SID	FBI	Subscription ID	TCN	Type
<a href="#">Edit</a>		06/12/1961					Criminal
<a href="#">Edit</a>		04/20/1969					Criminal
<a href="#">Edit</a>		07/26/1983					Criminal

Showing 1 to 3 of 3 entries [Previous](#) [1](#) [Next](#)

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## Canceling or Managing a Subscription

- Navigate to the subscription to be altered by clicking on the Rap Back Subscriptions page under the Rap Back chevron and browsing to the correct subscription, or by searching for them using the SID, Name, FBI Number, Subscription Type (*only Criminal right now*), Subscription ID, or TCN options.

Rap Back Account - Subscriptions for WASHINGTON STATE CONTROL TERMINAL

SID:  FBI Number:  [Search](#)

Name:  Subscription Type:  [Clear](#)

Subscription ID:  TCN:

Show 10 entries

Edit	Name	DOB	SID	FBI	Subscription ID	TCN	Type
<a href="#">Edit</a>		06/12/1961					Criminal
<a href="#">Edit</a>		04/20/1969					Criminal
<a href="#">Edit</a>		07/26/1983					Criminal

Showing 1 to 3 of 3 entries [Previous](#) [1](#) [Next](#)

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2. Click Search.

Washington Access To Criminal History **WATCH** Criminal Justice

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Rap Back Account - Subscriptions for WASHINGTON STATE CONTROL TERMINAL

SID: WA FBI Number: Search

Name: Subscription Type: Clear

Subscription ID: TCN:

Show 10 entries

Edit	Name	DOB	SID	FBI	Subscription ID	TCN	Type
Edit		06/12/1961					Criminal
Edit		04/20/1969					Criminal
Edit		07/26/1983					Criminal

Showing 1 to 3 of 3 entries Previous 1 Next

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3. Click Edit.

Washington Access To Criminal History **WATCH** Criminal Justice

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Rap Back Account - Subscriptions for WASHINGTON STATE CONTROL TERMINAL

SID: WA FBI Number: Search

Name: Subscription Type: Clear

Subscription ID: TCN:

Show 10 entries

Edit	Name	DOB	SID	FBI	Subscription ID	TCN	Type
Edit		06/12/1961					Criminal
Edit		04/20/1969					Criminal
Edit		07/26/1983					Criminal

Showing 1 to 3 of 3 entries Previous 1 Next

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## Canceling a Subscription

1. On the Subscription Maintenance page, click Cancel Subscription.

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Rap Back Account - Subscription Maintenance

Name: DOB: 06/12/1961 Subscription ID:

UCN/FBI#: SID:

TCN: FP Date: 11/08/2022 OCA:

Submitting ORI: WAWSPO000 Category: Investigative FP Type: CAR

WASHINGTON STATE CONTROL TERMINAL Subscription Type: Criminal

Expiration Date: Disclosure Indicator:

Notification Format: Triggering Event Created By: 11/15/2022 15:20 PM

Triggers

Civil Retain Submission  Criminal Retain Submission  Death Notices with Fingerprints

Death Notices without Fingerprints  Dispositions  Expungement/Partial Expungement

External  Sexual Offender Registry Addition  Sexual Offender Registry Deletion

Sexual Offender Registry Modification  Want Addition  Want Deletion

Want Modification

Attention:

Submit Cancel Subscription

Account Management Archive Contact Administrator Criminal History Search FAQs Forms Help Guide Home View Reports WATCH Inbox Rap Back Logout

## Managing a Subscription

1. On the Subscription Maintenance page, make any changes desired to the subscription.
  - a. If you only wish to validate the subscription, do not make any changes.
  - b. You will receive a validation/expiration list of subscriptions pending expiration approximately 45-75 days in advance. You can “extend” the subscription for another five years, if the individual is still subject to the supervision, or one year, if the investigation is still active.
  - c. If the subscription is not extended by 10 days prior to the expiration, the NGI System will send a second reminder called the Rap Back Renewal Notification.
  - d. If the subscription is not extended (or canceled) by its Expiration Date, it will be automatically removed from the NGI System.

Washington Access To Criminal History **WATCH** Criminal Justice

Account Management Archive Contact Administrator Criminal History Search FAQs Forms Help Guide Home View Reports WATCH Inbox Rap Back Logout

Rap Back Account - Subscription Maintenance

Name: [REDACTED] DOB: 06/12/1961 Subscription ID: [REDACTED]  
UCN/FBIF: [REDACTED] SID: [REDACTED] OCA: [REDACTED]  
TCN: [REDACTED] FP Date: 11/08/2022 FP Type: CAR  
Submitting ORI: WAWSP0000 Category: Investigative Subscription Type: Criminal  
WASHINGTON STATE CONTROL TERMINAL  
Expiration Date: [REDACTED] Disclosure Indicator:   
Notification Format: Triggering Event Created By: [REDACTED] 11/15/2022 15:20 PM

Triggers

Civil Retain Submission  Criminal Retain Submission  Death Notices with Fingerprints   
Death Notices without Fingerprints  Dispositions  Expungement/Partial Expungement   
External  Sexual Offender Registry Addition  Sexual Offender Registry Deletion   
Sexual Offender Registry Modification  Want Addition  Want Deletion   
Want Modification

Attention: [REDACTED]

2. Click Submit.

Washington Access To Criminal History **WATCH** Criminal Justice

Account Management Archive Contact Administrator Criminal History Search FAQs Forms Help Guide Home View Reports WATCH Inbox Rap Back Logout

Rap Back Account - Subscription Maintenance

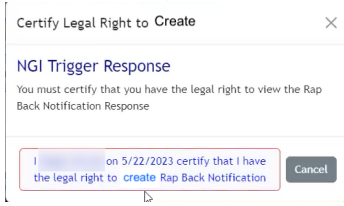
Name: [REDACTED] DOB: 06/12/1961 Subscription ID: [REDACTED]  
UCN/FBIF: [REDACTED] SID: [REDACTED] OCA: [REDACTED]  
TCN: [REDACTED] FP Date: 11/08/2022 FP Type: CAR  
Submitting ORI: WAWSP0000 Category: Investigative Subscription Type: Criminal  
WASHINGTON STATE CONTROL TERMINAL  
Expiration Date: [REDACTED] Disclosure Indicator:   
Notification Format: Triggering Event Created By: [REDACTED] 11/15/2022 15:20 PM

Triggers

Civil Retain Submission  Criminal Retain Submission  Death Notices with Fingerprints   
Death Notices without Fingerprints  Dispositions  Expungement/Partial Expungement   
External  Sexual Offender Registry Addition  Sexual Offender Registry Deletion   
Sexual Offender Registry Modification  Want Addition  Want Deletion   
Want Modification

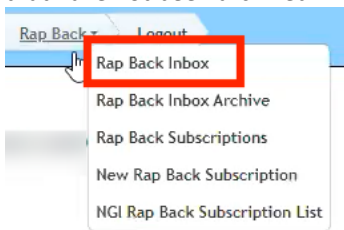
Attention: [REDACTED]

- Before proceeding, you must certify your legal right to create this subscription. If you do not have the legal right, click Cancel. If you do, click the certification statement.



## Reviewing Notifications

- When an event in a subscription's selected triggers occurs, such as an arrest, you must sign into WATCH CJ to view the notification in your Rap Back Inbox.
- The Rap Back Inbox contains all read and unread messages relating to your Rap Back account and subscriptions that have not been archived.

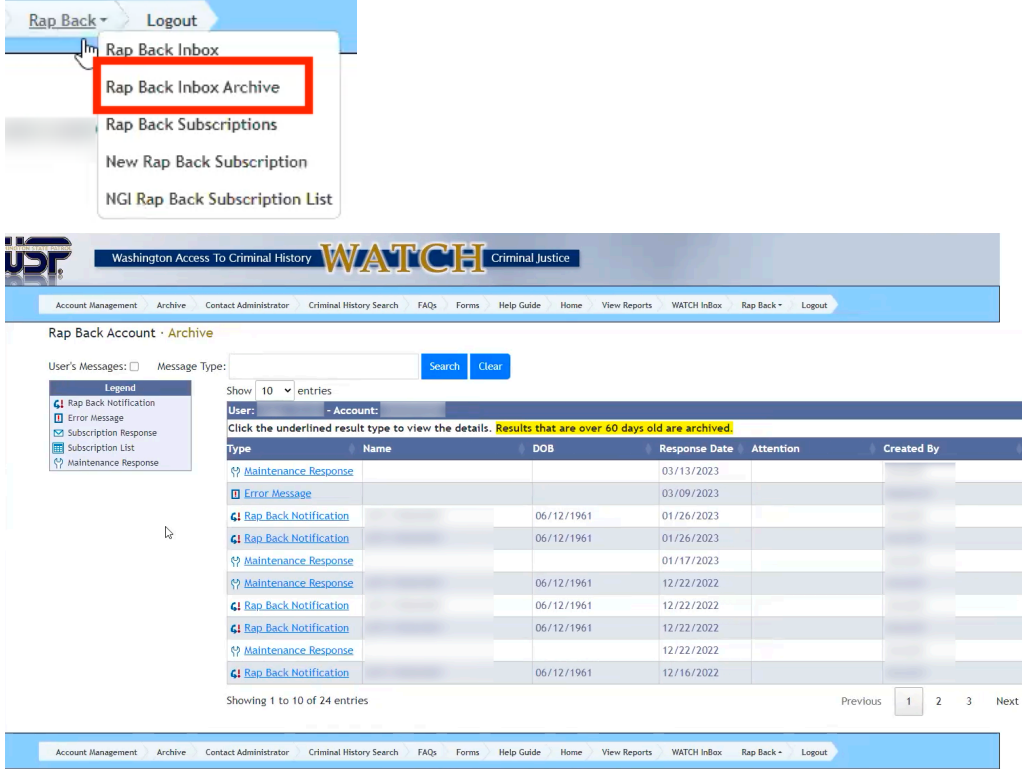


- Ensure the User Messages box is unchecked to show all messages. Click Search to view all inbox contents once unchecked.

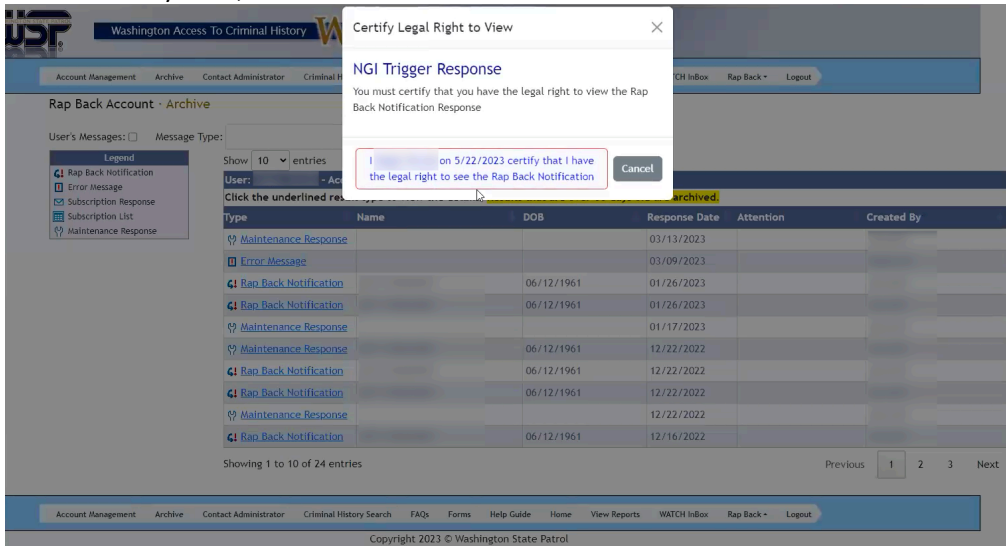


- Unread messages will be bolded. Click the bolded text to read the message.

- The Rap Back Inbox Archive contains any messages that were automatically archived after 60 days.



- Rap Back Notifications in your Rap Back Inbox or Rap Back Inbox Archive will allow you to view the notification format you specified in the subscription upon a triggering event.
- If you selected Triggering Event and Identity History Summary, you can review the full RAPsheet.
- Before proceeding, you must certify your legal right to review this information. If you do not have the legal right, click Cancel. If you do, click the certification statement.



9. Click Print to print the RAPsheet or Return to return to the inbox.

**WATCH Account - Rap Back Notification**

Subscribing ORI: [REDACTED] TCN: [REDACTED]  
 WASHINGTON STATE CONTROL TERMINAL  
 SID: [REDACTED] Name: [REDACTED] DOB: 06/12/1961  
 Notification Date: 01/26/2023 04:42:29 AM  
 Type Of Transaction: CAR

Triggers  
 Trigger: Want Addition Date: 01/25/2023, Date of Warrant 2023-01-05

Response

UNITED STATES DEPARTMENT OF JUSTICE  
 FEDERAL BUREAU OF INVESTIGATION  
 CRIMINAL JUSTICE INFORMATION SERVICES DIVISION  
 CLARKSBURG, WV 26306

WAHSP0000 ICN [REDACTED]  
 THE FOLLOWING FBI IDENTIFICATION RECORD FOR [REDACTED] IS FURNISHED FOR OFFICIAL USE ONLY.  
 THE FBI NGI RAP BACK SERVICE SHOWS AN ACTIVE RAP BACK SUBSCRIPTION UNDER THE JURISDICTION OF YOUR AGENCY.  
 THIS MESSAGE SERVES TO PROVIDE NEW INFORMATION RECENTLY REPORTED TO THE FBI CJIS DIVISION REGARDING THIS INDIVIDUAL.  
 IF FOR SOME REASON YOU ARE NO LONGER AUTHORIZED TO RECEIVE RAP BACK ACTIVITY NOTIFICATIONS FOR THIS INDIVIDUAL, YOU MUST DELETE YOUR RAP BACK SUBSCRIPTION USING THE PROCESSES ESTABLISHED WITH YOUR SUBMITTING ENTITY.  
 NOTE THAT THIS NOTIFICATION MAY RELATE TO ACTIVITY OTHER THAN CRIMINAL HISTORY ACTIVITY.

DESCRIPTORS ON FILE ARE AS FOLLOWS:

NAME	SEX	RACE	BIRTH DATE	HEIGHT	WEIGHT	EYES	HAIR
[REDACTED]	X	U	1961/06/12	508	200	MULTI	GRAY

BIRTH CITY UNREPORTED BIRTH PLACE UNITED STATES

PATTERN CLASS  
 LS LS LS LS LS LS LS LS LS

OTHER BIRTH DATES	SCARS-MARKS-TATTOOS	SOCIAL SECURITY	MISC NUMBERS
NONE	NONE	[REDACTED]	NONE

ALIAS NAME(S)  
 [REDACTED]

RAP BACK TRIGGERING EVENT  
 DATE OF EVENT - 2023/01/25 TRIGGER - WANT ADD  
 EVENT INFORMATION  
 [REDACTED]  
 DATE OF WARRANT 2023-01-05  
 END OF COVER SHEET

**PRINT RETURN**

### Contact Information

If your agency has any further questions regarding the FBI Criminal Justice Rap Back Program, please contact the Washington State Patrol, Criminal Records Production Unit.

Washington State Patrol, Criminal Records Division  
 ATTN: Production Unit  
 PO Box 42633  
 Olympia, WA 98504-2633  
 (360) 534-2000, Option 2  
[CRDProductionUnit@wsp.wa.gov](mailto:CRDProductionUnit@wsp.wa.gov)