

# Criminal Justice Rap Back Job Aid



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- [Overview & Rap Back Access](#)
- [Creating New Subscriptions](#)
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Click any of the above options to be taken directly to that section!

## Overview

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

Agencies can now set a subscription on an individual's criminal history within Washington and elsewhere in the nation.

This job aid will help you use Criminal Justice Rap Back on WATCH CJ by providing detailed instructions for how to perform specific actions within Rap Back on WATCH CJ.

## Accessing Rap Back

1. After you are approved, navigate to the [WATCH CJ](#) website and log in:

- **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.
- **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.
- **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.

FAQs Forms Help Guide

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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.

FAQs Forms Help Guide

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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.

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## Creating New Subscriptions

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

Monday, May 22, 2023 Logged in: [redacted]

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

WATCH Account - Current User Information

All Users: Please check your e-mail address and user information under [Account Management](#)  
Click on the [View/Update My Personal Profile](#) to make updates if needed

Current User:

Name: [redacted]  
Account: [redacted]  
Last Log On: [redacted]  
Authority: [redacted]  
Role: [redacted]

Agency Contact:

Name: [redacted]  
Email: [redacted]  
Telephone: [redacted]

Please Select

- Account Management: Update account related information.
- View Reports: Generate and view WATCH reports.
- Criminal History Request: Process criminal history requests.
- In Box: View request results.
- Archive: View request results processed in the last 60 days.
- Logout: End this session and secure your WATCH account.

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.

Monday, May 22, 2023 Logged in: [redacted]

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 for WASHINGTON STATE CONTROL TERMINAL

Transaction Control Number: [input field] Search Clear

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

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3. On the **New Subscription page**, information on the subject based on the TCN will populate.

Monday, May 22, 2023 Logged in: [redacted]

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 WASHINGTON STATE CONTROL TERMINAL	Category: Investigative	Subscription Type: Criminal

Discontinue Indicator:

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4. Fill in all required fields.

a. Under **Category**, select whether it is **Investigative** or **Supervision**.

Monday, May 22, 2023 Logged in: [User Name]

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]  
UCH/FBI#: [Redacted] SID: [Redacted] OCA: [Redacted]  
TCN: [Redacted] FP Date: 12/13/2022 FP Type: CAR  
Submitting ORI: WAWSP0000 Subscription Type: Criminal  
WASHINGTON STATE CONTROL TERMINAL  
Expiration Date: [Empty] Category: Investigative 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

b. 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.

c. 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.

Expiration Date: [Empty] Disclosure Indicator:

Notification Format: Triggering Event

Pre-Notification  
Triggering Event  
Triggering Event and Identity History Summary

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

Attention:

Submit

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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**.

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]  
UCH/FBI#: [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**

<input type="checkbox"/> Civil Retain Submission	<input checked="" type="checkbox"/> Criminal Retain Submission	<input checked="" type="checkbox"/> Death Notices with Fingerprints
<input checked="" type="checkbox"/> Death Notices without Fingerprints	<input checked="" type="checkbox"/> Dispositions	<input checked="" type="checkbox"/> Expungement/Partial Expungement
<input checked="" type="checkbox"/> External	<input checked="" type="checkbox"/> Sexual Offender Registry Addition	<input checked="" type="checkbox"/> Sexual Offender Registry Deletion
<input checked="" type="checkbox"/> Sexual Offender Registry Modification	<input checked="" type="checkbox"/> Want Addition	<input checked="" type="checkbox"/> Want Deletion
<input checked="" type="checkbox"/> Want Modification		

Attention: [redacted]

**Submit** Cancel Subscription

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.

Certify Legal Right to Create

NGI Trigger Response

You must certify that you have the legal right to view the Rap Back Notification Response

I [redacted] on 5/22/2023 certify that I have the legal right to create Rap Back Notification

Cancel

# Criminal Justice Rap Back Job Aid

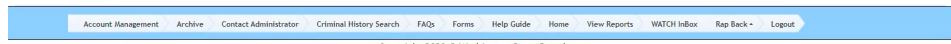


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7. Click on the **Rap Back Subscriptions** page under the Rap Back chevron to show your subscription.

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



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## Canceling or Managing a Subscription

1. 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.



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



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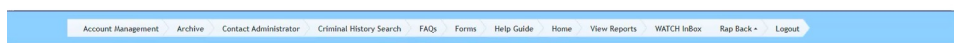
2. Click **Search**.



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

3. Click **Edit**.

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



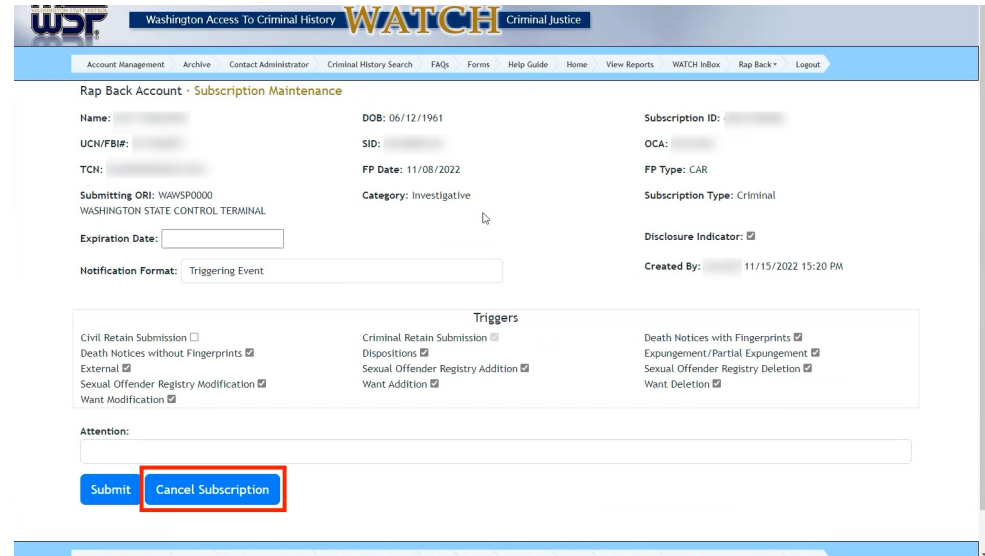
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## Canceling a Subscription

1. On the [Subscription Maintenance](#) page, click [Cancel Subscription](#).



## 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 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, you will receive the [Rap Back Renewal Notification](#).
  - d. If the subscription is **not extended** (or canceled) by its Expiration Date, it will be **automatically removed**.

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## 2. Click **Submit**.

The screenshot shows the 'Rap Back Account - Subscription Maintenance' page in the WSP WATCH Criminal Justice system. The page includes a navigation bar with links like 'Account Management', 'Archive', 'Contact Administrator', 'Criminal History Search', 'FAQs', 'Forms', 'Help Guide', 'Home', 'View Reports', 'WATCH Inbox', 'Rap Back', and 'Logout'. The main content area contains a form with the following fields and options:

- Name: [Redacted] DOB: 06/12/1961 Subscription ID: [Redacted]
- UCN/FBI#: [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: [Text Input]
- Disclosure Indicator:
- Notification Format: Triggering Event Created By: [Redacted] 11/15/2022 15:20 PM

Below the form is a 'Triggers' section with several checkboxes:

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

At the bottom of the form is an 'Attention:' field and two buttons: 'Submit' (highlighted with a red box) and 'Cancel Subscription'.

3. 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.

The screenshot shows a dialog box titled 'Certify Legal Right to Create' with a close button (X) in the top right corner. The text inside the dialog box reads:

NGI Trigger Response  
You must certify that you have the legal right to view the Rap Back Notification Response

I [Redacted] on 5/22/2023 certify that I have the legal right to create Rap Back Notification

At the bottom right of the dialog box is a 'Cancel' button.