

Washington State Patrol Background Check Instructions

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

Read the Watch Change Notice regarding social security numbers and close that window.
Scroll down to “Establish a New Credit Card Account.”

*Enter the required personal information on the next page.

If you are using a friend’s credit card to pay for the background check, you will enter the personal information for that person in the fields.

In the “Request Type” field choose “All Conviction Information.”

At this point you will have to wait for the Washington State Patrol to send you the name of your account and a temporary password to the email address you entered.

Open your email and retrieve the password.

Now you will go back to <https://watch.wsp.wa.gov> and sign in using established account.

Next you will have to enter a permanent password, confirm it, and click “Change.”

On the next page, you will click in the “Criminal History Request” box.

On the next page you will enter your first name, middle initial, last name, and date of birth and click submit.

On the next page you will have to enter you (or your friend’s) credit card information and click submit.

The background check costs \$10.00.

The page stating “No Match Found” or a listing of details is the report we need. Print this background check information and bring to the division office by the deadline.

*Note: You (or a friend if using a friend’s credit card) must have a valid email address before you can request the background check.