



providing hope for the children of Haiti...one family at a time

State of Washington Background Checks

Chances for Children volunteers are asked to provide our agency with a State of Washington background check. This is done through *WATCH*, the Washington Access To Criminal History division of the Washington State Patrol. Having a record may or may not disqualify someone from volunteering with our organization. We will make determinations based on a case-by-case basis. All fees for background checks will be incurred by the prospective volunteer.

The process can be completed online for a total cost of \$20. The cost of the background check itself is \$10 with an additional \$10 to receive a notarized reply. To apply for the check online, the volunteer must use a credit card for payment.

To apply online:

- Follow the link to the WATCH website- <https://fortress.wa.gov/wsp/watch/>
- Scroll down to the bottom of the page to "Please Select" and choose "Establish a new credit card account"
- Complete the subsequent page, then read and acknowledge the information provided and submit your form.
- In the next screen, choose the first option, "Criminal History Requests: Process Criminal History requests"
- Please read the WATCH Search Instructions on how to enter your information correctly. You need to make only one entry. Entering more than one name will result in a \$10 charge for each name.
- After entering your information, you will be asked to enter your credit card information then review and submit your request. Your transaction will be approved. Click "Here" to view your result. Then click the underlined result to display the report. (For example, click No Record Found)
- You will have a new screen where you will request one notary copy and complete the order on the next screen.
- You will pay an additional \$10 for the notary and will be asked to enter your credit card information again and review and submit your request.
- There will be a pop-up window stating that your notarized background check will be sent to you at the mailing address you entered within 7-14 days. Close the pop-up and record the authorization code for future reference if needed.

Upon receipt of the notarized copy, scan and email to alecia@chances4children.org

For questions, please contact the Criminal History Division of the Washington State Patrol at 360-534-2000, option 2.