

**BENTON/FRANKLIN COUNTIES JUVENILE JUSTICE CENTER
REQUEST FOR JUVENILE RECORDS**

Please note that there is a \$100.00 non-refundable processing fee due at the time of this request. (cash or money order only)

TO BE COMPLETED BY REQUESTOR:

DATE OF REQUEST: _____ TIME: _____

NAME: _____ DOB: _____

ADDRESS: _____ CITY: _____ STATE/ZIP: _____

PHONE: _____ EMAIL: _____

Per RCW 13.50.050, I am requesting a copy of my defendant's criminal history (DCH) and criminal referral history for sealing eligibility purposes only.

Signature of Requestor

Dated: _____

TO BE COMPLETED BY PARENT PAY STAFF:

Date Request Received: _____ Time: _____

Requestor's Photo ID was verified and copy was made and forwarded to Legal Process (Record Seal).

\$100.00 processing fee was collected.

Signature of Parent Pay Staff

Dated: _____

TO BE COMPLETED BY LPU (RECORD SEAL):

Records packet was mailed to requestor on: _____

Records packet was received from respondent on: _____

Notice was sent to clerk on: _____

Diversion Notice was mailed to PA & Police on: _____

PA response was received on: _____ approved/denied

Final Order(s) were sent to clerk on: _____

Comments: _____

JUVIS # _____

DUE:

Do You Satisfy the Legal Requirements for Sealing Juvenile Offender Court Records?

In Washington, the Juvenile Court in the county where you were charged can order the sealing of your juvenile offender court record, but only if you meet the legal requirements described in the following chart. Review the requirements.

Please note that you are required to pay a \$100.00 non-refundable processing fee (cash or money order) to begin this process. It is your responsibility to determine if you meet the criteria.

You must be at least 18 years of age at the time of this request and your offense must have been committed in Benton or Franklin Counties.

If you have marked **NO** on all of the questions below you may proceed with your request to seal your juvenile records.

	Yes	No
Are there currently any proceedings seeking a conviction against you for a juvenile offense or adult crime? (<i>pending charges</i>)		
Are there currently any proceedings seeking a diversion agreement against you?		
If convicted of a sex offense are you still required to register as a sex offender?		
Was your sex offense for one of the following crimes: rape in the first degree, rape in the second degree, indecent liberties with forcible compulsion?		
If you were ordered to pay restitution, *** do you still owe money?		
If you were ordered court fines or fees, *** do you still owe money?		
If your offense is classified as a class A felony:		
Have you been convicted of any offenses/crimes within the last 5 years?		
Has it been less than 5 years since your release from confinement, including any full-time residential treatment or since disposition (the date that you were sentenced in court)?		
If your charge is classified as a class B or C felony:		
Have you been convicted of any offenses/crimes within the last 2 years?		
Has it been less than 2 years since your release from confinement, including full-time residential treatment or since disposition (the date that you were sentenced in court)?		