

DATE:

TO: Records Officer
Washington State Patrol
Criminal Records and Identification Section
P.O. Box 42633
Olympia, WA 98504-2633

RE: Court order vacating and sealing record of _____ ,
Date of birth _____

Dear Officer:

On _____, 20_____ the court, pursuant to RCW 9.94A.640, entered the attached order vacating and sealing my felony conviction.

I am requesting that your office take appropriate action to implement this order. To effectuate the court's order, this action should include sealing the record from dissemination in background checks. This will allow me, consistent with the court's order, to state that I have not been convicted of this offense. WAC 446-20-030 states that a conviction may be disseminated only until it is vacated by a court. Such vacation has occurred here.

The court has further ordered that I am released from all penalties and disabilities resulting from my conviction. The State Patrol has the authority to seal the conviction from public disclosure, not only as to its own records but also as to all other law enforcement agencies who may have given the record to the State Patrol (such as local police) or received it from them (such as the FBI). See, RCW 10.97.040. Again, in order to effectuate the court's order, it is necessary, and I request, that you remove the record from your databases and that you in turn notify any other agency or entity you would have transmitted the record to of the court's order and its impact.

I would appreciate your notifying me in writing to confirm that the nature of the action you have taken pursuant to the court order. Having this record sealed is very important to my ability to put my past behind me and be a healthy and productive member of our community. Your cooperation is very much appreciated.

Sincerely,

Print or Type Name

Address

Phone