

10/1/2012

STATE OF
WASHINGTON
DEPARTMENT
OF LICENSING

COURT RESOURCE GUIDE

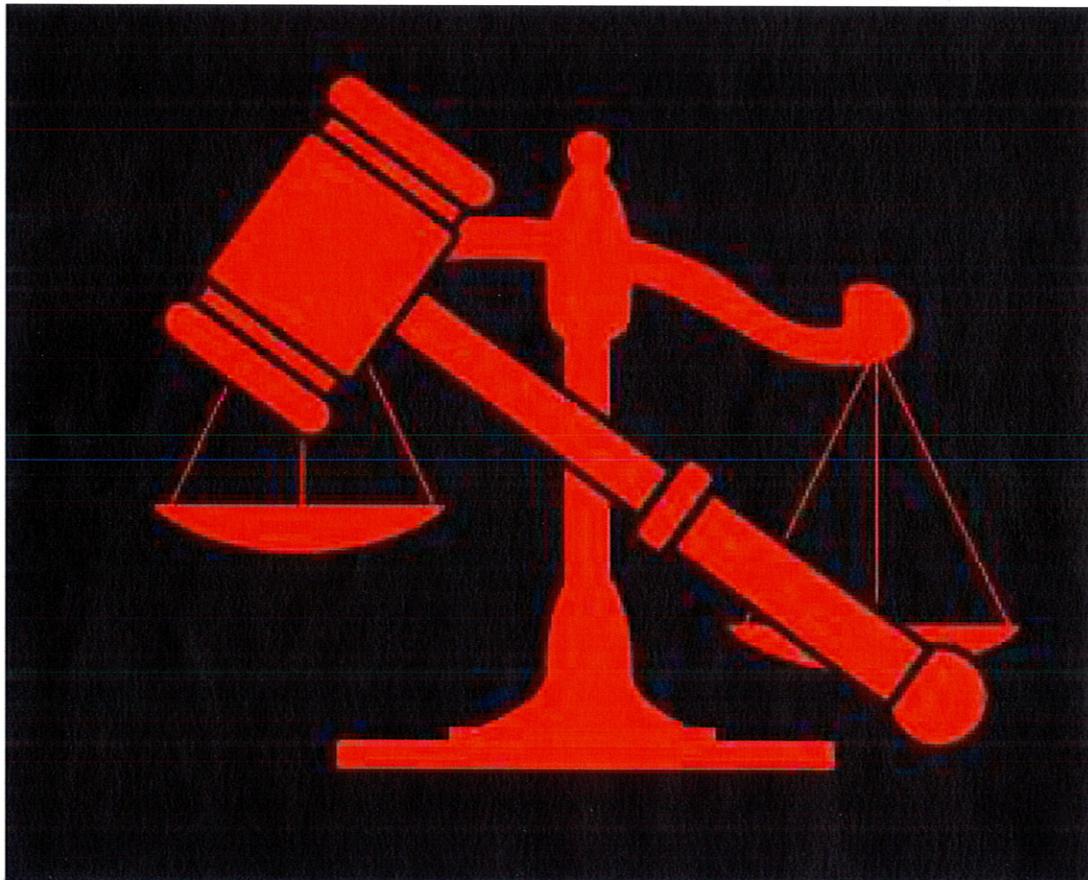


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FORMS AND SUPPLIES

The Department of Licensing provides the following forms to the Washington Law and Justice System. Forms are available via DOL's internet website at <http://www.dol.wa.gov/driverslicense/externalcourtsforms.html>

- Abstract of Judgment for Loss Sustained in Motor Vehicle Accident
- Abstract of Court Record
- Notice of Failure to Appear (Includes Certificate of Adjudication)
- Record Correction and Early Reinstatement Form

The following items are provided as informational handouts that can be given to defendants, trial attorneys, etc.:

- Change of Address
- Recommendation for Driver Reexamination
- How to Read the Driving Record
- Suspension/Reinstatement Information Sheet on:
 - Criminal/Felony Traffic (Blue)
 - Administrative Suspension/Revocation (Pink)

The Department of Licensing provides the following forms to the Washington Law and Justice System.

- Notice of Disposition of Parking Violations
- Proof of Payment Parking Violations
- Vehicle/Vessel Seller's Report of Sale

CITATIONS

Policies on Citations

Please separate citations, deferred prosecutions, FTAs, adjudications and early reinstatement requests into separate bundles before sending to DOL.

Convictions and committed findings are placed on driving records for individual's age 12 and older.

Citations received more than seven years after the date of conviction will not be processed.

Except for:

- Vehicular Assault,
- Vehicular Homicide,
- Driving Under the Influence/Physical Control,
- Incidents when the original charge was alcohol/drug related,
- Deferred Prosecution, and
- If a court finds that the required notice to DOL has been delayed for three years or more due to a clerical or court error, the court may order that the person's driver license not be revoked, suspended, or denied for that offense. Upon receipt of the order, DOL must not revoke, suspend, or deny the license, permit, or nonresident privilege of the person for that offense.

No Valid Operator's License citations are valid when at the time of the traffic stop; the driving record shows a clear status with a reissue fee due.

Reporting & Recording of Convictions

Convictions and findings that a traffic infraction was committed shall be reported to DOL using the "Abstract of Court Record" (ACR) form or the DOL copy of a paper citation or infraction. The ACR must be completed on all DUI/Physical Control violations.

RCW 46.52.101

- Within 7 days after the conviction or a finding that a traffic infraction was committed, the abstract shall be reported to DOL. The following infractions do not need to be reported cell phone, texting, possession of tobacco, parking, and any non-traffic violations.
- Abstracts of traffic infractions which are dismissed including those dismissed after a deferred finding do not need to be submitted to DOL.
- Findings involving illegal parking or standing of a vehicle do not need to be reported.
- All convictions for felony involving a motor vehicle.
- Abstracts of traffic offenses (DOL copy of paper citation or infraction) do not need to be certified.

For the purposes of Title 46.20.270(4) RCW the term "conviction" means a final conviction in a state or municipal court or by any federal authority having jurisdiction over offenses substantially the same as those set forth in Title 46 RCW which occur on federal installations in this state, an unvacated forfeiture of bail or collateral deposited to secure a defendant's appearance in court, the payment of a fine or court cost, a plea of guilty or nolo contendere, or a finding of guilt on a traffic law violation charge, regardless of whether the imposition of sentence or sanctions are deferred or the penalty is suspended, but not including entry into a deferred prosecution agreement under chapter 10.05 RCW.

DOL is to be notified at **the beginning** of deferred sentence. The Court of Appeals ruled in the case of Jacks v. Nelson (1975) and in the case of Keyes v. Department of Motor Vehicles (1974) that a deferred imposition of sentence is a conviction under Title 46 RCW. Based on the appellate court decision, an Abstract of Court Judgment should be forwarded to DOL at the beginning of the deferred sentence. If the charge requires a statutory administrative action, it will be taken.

If, at the end of the deferred sentence;

- The charge is being dismissed, all fines or monetary penalty, **must be refunded** in order to have the charge and suspension/revocation removed from the driving record.
- The charge is amended to a lesser charge, the request must indicate that the charge was amended and the **fine was transferred** to the lesser charge.

SHB 1854 / 'C' Punch / 45 day "Administrative Review"

Convictions July 1, 2005 or after:

- 'C' punch means that the license is a temporary license and also alerts law enforcement that a pending conviction has been submitted to DOL.
- **Court will punch** the driver license with "C"
<http://www.dol.wa.gov/external/docs/LicensePunchMemo.pdf>
- Offenses requiring license/permit punch
<http://www.dol.wa.gov/external/docs/LicensePunchOffenses.pdf>
- **Driver is not suspended from date of conviction.**

- Driver license is returned to the driver after being punched with the 'C'.
- DOL records the conviction on the drive record and provides the driver the date on the 'Notice of Suspension' to request an "Administrative Review".
- The conviction goes into effect 45 days from the date on the "Notice of Suspension".
- The driver cannot waive the 45 days and begin the suspension earlier.
- See appendix for list of offenses.

Drivers Licensed in Other States/Countries/No Driving Record

If the driver has an out-of-state drivers license number **and** address:

- a) **And no** Washington record exists; DOL will build a driver record for Washington and notify the other state of any DOL actions. The citation is mailed to the driver's state of record.

Criminal Traffic Charge Amended to "Reckless Endangerment"

Based on advice from the Attorney General's Office it is DOL's interpretation that a conviction under RCW 9A.36.050, where the offense occurs on a highway, is a traffic offense and will be placed on the driving record. **No** suspension or revocation action is taken. If the court amends the charge to a "non-traffic" offense, the conviction will be recorded.

Minor With Alcohol/Driving

There is no suspension or revocation action taken on convictions for "Minor Driving/Alcohol" charges under RCW 46.61.503. These convictions do not count as prior offenses determining sentencing or DOL administrative actions on subsequent DUI/Physical Control convictions.

However,

- These convictions do count towards continuing offenses and habitual traffic offender administrative actions.
- DOL is required to report these convictions to insurance companies.
- Convictions/deferred sentences/diversions can be reported on either the ACR or the paper citation.

Military Convictions/Tribal Courts/Federal Courts

Traffic offenses which occur within this state will be added to the driver record for purposes of Title 46 RCW. (RCW 46.20.270(2))

Abandoned Vehicle Non-Redemption Infractions

If the registered owner of an abandoned vehicle fails to redeem the vehicle, the tow truck operator fills out a "Notice of Abandoned Vehicle Amount of Costs" form for the law enforcement agency (which requested the removal of the abandoned vehicle) to issue a notice of infraction to the last known registered owner of the vehicle. When the notice of infraction has been issued and filed with the court, the court shall not consider the infraction to be paid, until the person has made full restitution in the amount of any deficiency remaining after the disposal of the vehicle.

If the registered owner fails to adjudicate or respond to the notice of infraction, the court may notify DOL of the owner's failure to respond. DOL will not issue or renew the registered owner a driver's license until the court notifies DOL that the registered owner has paid all monetary penalties owing and has made restitution in the amount of the deficiency.

Traffic Infractions/Deferrals

RCW 46.63.070

The court may defer findings, or in a hearing to explain mitigating circumstances may defer entry of its order, for up to one year, and impose conditions upon the defendant that the court deems appropriate. Upon deferring findings, the court may assess costs for administrative processing. *(Using free-form text, create a docket entry on the court docket (JIS network) to document that the fee paid is for the administrative costs. Otherwise, if not clear, DOL would assume that a fine was paid.)* If at the end of the deferral period the defendant has met all conditions and has not been determined to have committed another traffic infraction:

- The court may dismiss the infraction;
- DOL *does not* need to be notified if the court defers the findings, or the finding is dismissed. DOL *does* need to be notified if the court finds the person to have committed the traffic infraction.

A person may **not receive a deferred finding if:**

- More than one deferral within a seven-year period for traffic infractions for moving violations;
- More than one deferral within a seven-year period for traffic infractions for non-moving violations; and
- The person holds a commercial driver's license or was operating a commercial motor vehicle. RCW 46.63.070(5)(c).

Deferred Prosecution

Chapter 10.05 RCW

The deferred prosecution law allows defendants with an alcohol, drug or mental disorder to participate in a five-year deferred prosecution program. A defendant is not eligible for a deferred prosecution program *more than once during his/her lifetime. Separate offenses committed more than seven days apart may not be considered in a single deferred prosecution program.*

Once the charge is approved for deferred prosecution:

- An ACR needs to be completed and submitted to DOL for recording.
- The citation abstract is to remain in the court files.
- If the charge being accepted for deferred prosecution has a degree (DWLS/R 1st, 2nd or 3rd degree, or Negligent Driving 1st or 2nd degree) the degree and RCW needs to be included on the docket to properly record the deferred prosecution.
- Upon receipt, DOL will authorize the issuance of a probationary license in accordance with RCW 46.20.355 and the petitioner's driver's license shall be in probationary status for five years from the date of the violation.
- Deferred Prosecutions are maintained on record for life. (RCW 46.01.260).

Deferred prosecution is not used in the criteria for Habitual Traffic Offender or Continuing Offenses. However, deferred prosecution is used in the criteria for determining prior offenses when calculating suspension/revocation timeframes on DUI or Physical Control convictions.

Upon notification that a driver is subsequently convicted of a similar offense while in a deferred prosecution program, the court shall submit the ACR form and enter judgment at a criminal hearing held subsequent to the revocation of the order granting deferred prosecution, pursuant to RCW 10.05.020.

If a driver fails or neglects to carry out and fulfill any term or condition of the treatment program, the court will either order the driver to continue on the treatment plan or be removed from deferred prosecution. If removed from deferred prosecution, the court shall enter judgment pursuant to RCW 10.05.020.

Extension of Temporary License - For Petition of Deferred Prosecution

RCW 46.20.308(10) provides that when the person petitions the court for a deferred prosecution on criminal charges arising out of the DUI arrest which resulted in the administrative action (administrative per se);

- The court may extend the temporary driver's license. DOL will determine the length of the extension.
- The administrative action cannot be as a result of a breath or blood test refusal.
- The person must be otherwise eligible for licensing or have a valid temporary license in his/her possession.

DOL needs to be notified of the extension, on the Record Correction/Early Reinstatement Form, so the record can be updated to reflect the proper expiration date of the temporary driver's license, and if eligible, a stay can be added to the record and a new temporary license can be sent. Please allow 7-10 business days after receipt of the paperwork by DOL for processing.

RCW 46.20.031 and .289, 46.63.070, 46.64.025

For driving record purposes, Failure to Appear, Failure to Respond, Failure to Pay and Failure to Comply are generically referred to as Failure to Appear (FTA). No distinction is made between "infraction" and "criminal" FTAs for purposes of inclusion on or building of driving records.

DOL may suspend the driving privilege of a driver who has failed to respond to a notice of traffic infraction, failed to appear at a requested hearing, violated a written promise to appear in court or has failed to comply with the terms of a notice of traffic infraction or citation, other than for a notice of a standing, stopping, toll, photo infraction, cell phone/texting, or parking violation. A suspension takes effect 45 days from the date the notice of suspension is mailed. The suspension remains in effect until DOL receives notice from the court that the case has been adjudicated, or the requirements set by the court were satisfied **or for ten years**. If the courts choose to resubmit a notice of FTA after the original ten years is over, DOL will put it on record and take suspension action if the offense date is after 7/1/2005. The courts are not sent notice by DOL when a FTA is dropped after ten years. A suspension will not go into effect if the department **receives** notification from the court, prior to the effective date that the case has been adjudicated.

Following are three ways for courts to notify DOL of FTAs and Adjudications:

- On-line access through IHIPS Adjudications transmitted via direct access are instantly placed on the driving records.
- Mailing of the FTA and adjudication notices - FTAs and adjudications received through the mail are manually processed on a daily basis.
- Electronic transfer of FTAs and adjudications through the JIS system

FAILURE TO APPEAR, RESPOND, PAY, COMPLY & ADJUDICATIONS

Usage of Adjudication Notice by JIS Courts & Collection Agencies

For courts on electronic batch transfer of adjudications, if the defendant waits until the 45th day to meet his/her requirement, a Certificate of Adjudication form as approved by DOL may be completed and provided to the defendant.

If an individual court wants to authorize their collection agency to complete the DOL-approved form and provide it to the defendant, we ask that the collection agency have a stamp showing their company name, address and telephone number and a statement that they are completing the form on behalf of the court. Driver Licensing Offices will then accept the adjudication notice completed by the collection agency.

The IHPS system allows courts to electronically update Department of Licensing records with Failure to Appear (FTA) information. It provides:

- The ability to adjudicate FTAs
- A list of all FTAs per driver, including court contact information
- Relicensing requirements

Access to IHPS

The Internet Query System (IHPS) requires a digital certificate through Transact Washington or registration through Secure Access Washington. It can be used **only** by:

- Local, state, and federal government agencies
- Municipal, district, and superior courts
- Attorneys

How to apply for IHPS

1. Contact the Data Management Program at DOLDLDSIHPSsupport@dol.wa.gov or 360-902-0154 to request an Internet Query System (IHPS) Access Application.

Removal of FTA Suspensions & Reissue Fees

DOL will not automatically remove a FTA suspension from the record because it was paid before the suspension became effective. RCW 46.20.289 indicates the suspension will be released on the date DOL **receives** the adjudication from the court. The driver may be responsible for the reissue fee when DOL does not receive the adjudication before the 46th day. If the defendant wants to avoid the reissue fee, the defendant must take proof of payment to a Licensing Services Office before the end of the 46th day to have the FTA removed.

DOL may remove FTA suspensions and/or reissue fees if:

- Wrong person charged
- Departmental error
- Court error

Note: Requests to remove an FTA suspension and/or reissue fee must be submitted on a Record Correction/Early Reinstatement Form and are reviewed on a case-by-case basis.

Bankruptcies on FTAs

A bankruptcy filing can release a driver from a FTA suspension in the following circumstances:

Criminal Citations

- A criminal FTA will be removed from the driving record if the driver is filing for bankruptcy under Chapter 11 or 13 and the criminal fine is included with the petition for bankruptcy.
- A criminal fine **cannot** be discharged with a filing under Chapter 7 and a FTA filed under Chapter 7 will not be removed from the record.
- A criminal FTA may be returned to the driving record if the defendant originally files under Chapter 11 or 13 and then later converts to Chapter 7.

Traffic Infractions

- A FTA on a civil infraction will be removed from the driving record if the defendant is filing for bankruptcy under Chapter 11 or 13 and the fine is included with the petition for bankruptcy.
- A fine owed to a governmental agency cannot be discharged with a filing under Chapter 7 and a FTA under this chapter will not be removed from the record.
- A civil FTA may be returned to the driving record if the defendant originally files under Chapter 11 or 13 and later converts to Chapter 7.

As proof of bankruptcy filing, the DOL can accept the following:

- A copy of the petition cover sheet showing the court's date stamp;
- A receipt from the court showing the petition was filed;
- A letter from the defendant's attorney stating the petition was filed; or
- The schedule of debts with fine listed.

Out-of-State Residents & the Non-Resident Violator Compact

Chapter 46.23 RCW

DOL will process violations and FTAs for out-of-state drivers in the same manner as Washington residents. These violations will also be reported to the resident state. Processing for Alaska, California, Michigan, Montana, Oregon and Wisconsin; as well as the Canadian Provinces may delay action.

FTAs on Abandoned Vehicles

RCW 46.20.289 and 46.55.105

Effective July 23, 1995, the non-redemption of costs for tow truck drivers took effect. If the tow truck driver is unable to collect towing fees from the registered owner, the tow truck operator/company representative completes the Supplementary Notice of Abandoned Vehicle Amount of Costs form. The operator/company representative works with the law enforcement officer that ordered the tow of the abandoned vehicle, to issue an infraction to the registered owner. The officer will issue a notice of infraction and file it with the court.

If there is no response, the court may issue a FTA to DOL. DOL will record the FTA on the driving record as "Vehicle Abandonment." This will go on record as a FTA hold only, which will prevent driver license issuance until paid, 10 years from date of notice. There is no authority to take suspension action on "Vehicle Abandonment."

Abandoned Vehicle (Littering) Suspension

RCW 46.55.085 and 46.20.289 - Effective 2002

A law enforcement officer discovering an unauthorized vehicle left within the highway right of way shall attach to the vehicle a readily-visible notification sticker. The sticker shall contain the following information:

- The date and time the sticker was attached.
- The identity of the officer.
- A statement that if the vehicle is not removed within 24 hours from the time the sticker was attached; the vehicle may be taken into custody and stored at the owner's expense.
- A statement that if the vehicle is not redeemed as provided in RCW 46.55.120, the registered owner will have committed the traffic infraction of littering--abandoned vehicle.
- Address and telephone number where additional information may be obtained.

The tow truck operator/company representative completes the Notice of Littering-Abandoned Vehicle Amount of Costs form. The operator/company representative works with the law enforcement officer that ordered the tow of the abandoned vehicle, to issue an infraction to the registered owner. The officer will issue a notice of infraction and file it with the court.

DOL will suspend the license of a person when a notice of FTA for littering-abandoned vehicle is received from the court.

- The suspension remains in effect until the person provides evidence from the court that all penalties and restitution have been paid.

RECORDKEEPING

ABSTRACT OF DRIVING RECORD

RCW 46.52.120 and .130

The abstract of driving record (ADR) is a history of violations and convictions, accidents and departmental actions incurred by the driver over a period of time. The driving record also contains identifying information, such as eye color, height/weight, date of birth, gender, address information, driver license number, the type of license/privilege (personal and/or commercial) and the overall status of the driving privilege.

<i>Type of Record</i>	<i>Who Can Get a Copy</i>	<i>What the Record Includes</i>
Complete record	<ul style="list-style-type: none"> • The person named on the driving record • Attorneys • Law and justice agencies • Governmental agencies 	<ul style="list-style-type: none"> • Convictions • Violations • Collisions • Suspensions, revocations, and disqualifications • Deferred prosecutions • Failures to appear (FTA)
3-year noncommercial insurance abstract* Used to create and renew noncommercial motor vehicle insurance policies.	<ul style="list-style-type: none"> • The person named on the driving record • Insurance companies and their agents 	The past 3 years' noncommercial driving: <ul style="list-style-type: none"> • Convictions • Violations • Collisions • Failures to appear (FTA)
3-year commercial insurance abstract* Used to create and renew	<ul style="list-style-type: none"> • The person named on 	The past 3 years' commercial driving:

<i>Type of Record</i>	<i>Who Can Get a Copy</i>	<i>What the Record Includes</i>
commercial motor vehicle insurance policies.	<ul style="list-style-type: none"> the driving record Insurance companies and their agents 	<ul style="list-style-type: none"> Convictions Violations Collisions Failures to appear (FTA)
3-year life insurance abstract* Used to create and renew life insurance policies.	<ul style="list-style-type: none"> The person named on the driving record Insurance companies and their agents 	<p>The past 3 years' commercial and noncommercial driving:</p> <ul style="list-style-type: none"> Convictions Violations Collisions Failures to appear (FTA)
<i>Type of Record</i>	<i>Who Can Get a Copy</i>	<i>What the Record Includes</i>
Employment record Used to determine if a driver should be employed.	<ul style="list-style-type: none"> The person named on the driving record Employers and their agents Prospective employers and their agents 	<ul style="list-style-type: none"> Convictions Violations Collisions Suspensions, revocations, and disqualifications Deferred prosecutions Failures to appear (FTA)
Volunteer vanpool driver record Used to determine if a volunteer driver meets the insurance and risk management requirements to drive a vanpool vehicle.	<ul style="list-style-type: none"> The person named on the driving record Employees or agents of a transit authority 	<ul style="list-style-type: none"> Convictions Violations Collisions Suspensions, revocations, and disqualifications Deferred prosecutions Failures to appear (FTA)
Volunteer for organization driver record Used to determine if a volunteer should be permitted to operate a vehicle to transport individuals who are younger than 18, older than 65, or disabled.	<ul style="list-style-type: none"> The person named on the driving record Volunteer organizations 	<ul style="list-style-type: none"> Convictions Violations Collisions Suspensions, revocations, and disqualifications Deferred prosecutions Failures to appear (FTA)
School bus driver record Used to determine if a person should be employed to operate a school bus.	<ul style="list-style-type: none"> The person named on the driving record School districts 	<ul style="list-style-type: none"> Convictions Violations Collisions Suspensions, revocations, or disqualifications Deferred prosecutions Failures to appear (FTA)

Washington law prohibits the release of information contained in abstracts of driving records to any third party except as provided in RCW 46.52.130(2)(a)(ii), and the information may not be further sold, supplied, assigned or otherwise transferred.

Unauthorized release of a driver’s record is a gross misdemeanor. Any intentional violation of this section is a class C felony. RCW 46.52.130(5)

CONFIDENTIAL USAGE OF DRIVING RECORDS

Driving records can be shared with County or City Prosecutors and Misdemeanant Corrections, **but may not be shared with public defenders or private defense attorneys, family members or friends without a Writ of Discovery unless authorized by 46.52.130(2)(a)(ii).** Upon payment of a DOL fee, an attorney can submit a request to DOL for a driving record for his/her client.

- An individual may purchase a copy of his/her driving record at any Licensing Services Office or in writing.

The Request for Abstract of Driving Record forms to be used by the individual, employers and agents for employers are available from DOL’s Internet website at

Type of Information Kept	Retention Period
Convictions and violations	5 years from conviction or adjudication date
Alcohol/drug related convictions	Life (99 years)
Vehicular Assault and Vehicular Homicide Convictions	Life (99 years)
Commercial motor vehicle convictions and violations	99 years from conviction or adjudication date
Deferred Prosecution	Life (99 years)
Failure To Appear	Until the FTA is resolved, or 10 years from the date the court notifies DOL about it, whichever is earlier
Accidents (collisions)	Non-commercial vehicles: 5 years from accident date Commercial vehicles: 10 years from accident date
	Any accident in which a person is involved is placed on the driving record. DOL does not determine fault in an accident. It merely records the fact that the accident occurred.
Departmental actions	5 years from final release date unless otherwise specified in DOL Retention Schedule

SUBPOENAS

Subpoenas for driving records and other file documentation are honored from in-state and out-of-state courts.

Subpoenas should be forwarded to Record Requests Section of Driver Records for processing. Email to subpoenas@dol.wa.gov or call 360-902-0116

Subpoenas from out-of-state courts are only authorized to receive an abstract of driving record.

DOL needs a trial date and 14 working days notice in order to process. Specify the document(s) required.

Subpoenas received for a civil case, require documentation fees.

If a DOL representative is required to appear, we will accept the subpoena provided the issuing court has jurisdiction over DOL and the court judge or designated representative signs the subpoena.

For personal appearances there will be witness and mileage fees assessed. Subpoenas needing a personal appearance require 14 working days notice. Accident (collision) reports are available from the Records Section of WSP at (360) 570-5200 for a fee

RECORD CORRECTIONS

Records corrections must be electronically submitted on the Record Correction/Early Reinstatement Form <http://www.dol.wa.gov/driverslicense/externalcourtsforms.html>.

The following rules apply when DOL staff makes determinations on record corrections:

- If money was paid (shown on the record correction form, citation, or docket as a fine, penalty, cost, etc.) by the defendant on a violation, DOL will **not** remove the violation, unless the court refunds the money. (RCW 46.20.270 and 10.01.160)
Note: On a deferred finding, to prevent an administrative court cost from appearing to be a fine, please indicate on the docket that it is an administrative court costs.
- If a wrong person is charged, please indicate such on the record correction form. All money must be refunded and the action, along with any corresponding suspension(s), fee(s) or comment(s) will be removed from the record.
- If a defendant is found guilty and there is a hearing at a later date where the charge is dismissed, the conviction and corresponding suspension or revocation action will be removed from the driving record. If there was a fine or monetary penalty assessed, the money must be refunded. (RCW 46.20.270 and 10.01.160)
- If a defendant is awaiting sentence or placed on a deferred sentence, the guilty finding is required to be reported to DOL when the finding occurs (RCW 46.20.270). DOL is required to take the mandated suspension or revocation action.

ADDRESS OF RECORD

Establishment of Address of Record

RCW 46.20.205

The address of record, as established by the licensee upon application for a driver's license or identicard, or as established for an unlicensed or nonresident driver when a record is built based on documentation from law enforcement agencies, courts, etc., will be updated. The individual must notify DOL within 10 days of an address or legal name change. A name change may only be done in-person and proof of identity is required.

- Upon receipt of an Address Change form signed by the driver; or
- Upon request of the driver in person or on DOL's website.

Address Confidentiality Program

Chapter 40.24 RCW

The Address Confidentiality Program (ACP) is administered by the Secretary of State. The program is to assist victims of domestic violence, who have permanently relocated to avoid further victimization, in keeping their actual location confidential.

Release of program participant information is made in response only to a court order or a request from a law enforcement agency. Rules regarding the form and procedure for a law enforcement agency's request for program participant information are contained in WAC 434-840-060.

ACP participants may have their Washington driver's license changed to show the substitute, confidential address. Following the person's name on the driver's licenses will be the participant's ACP authorization number, which is up to six digits.

If a moving citation is to be issued to a driver who indicates she/he is part of the ACP and wants to have the confidential address shown on the citation rather than the residence address, the officer should ask to see the authorization card.

Questions may be directed to the Address Confidentiality Program manager at (360) 753-2972 or 1-800-822-1065 or by email at acp@sos.wa.gov. Additional information is available at <http://www.sos.wa.gov/acp/contact.aspx>.

REPORTING PERSON CHANGES AND IDENTIFICATION PROBLEMS

Notify DOL if there is evidence that an individual uses different names and/or driver's license numbers, is using another person's driver's license or when there has been an address change. DOL will accept the information via an e-mail sent to the License Integrity Unit at fraud@dol.wa.gov. Please provide as much detail as possible in addition to the licensee's full name, date of birth, Washington driver's license number, court name, the name of the person notifying DOL, what court the person is with and phone number and where the person can be reached.

CUSTODIAN OF RECORD

WAC 308-104-155 provides that criminal justice personnel can become DOL custodians of record for purposes of printing driving records from the JIS and ACCESS networks and certifying them for usage in court as needed. To become a DOL custodian of record:

- Send a letter, using your agency letterhead, to Department of Licensing, Driver Records Administration, PO Box 9030, Olympia, WA 98507-9030, fax to 360-570-7827 or email lawandjusticesupport@dol.wa.gov
- The letter should be signed by the court, prosecutor or probation management,
- Should include the names and job titles of individuals you would like as DOL custodians of record for purposes of certifying driving records.

Upon approval your custodian(s) will be provided with certification statement(s) and seal(s) to be used for driving record certification purposes.

Notify DOL of any custodial changes:

- When an individual is no longer a custodian,
- Any new employee and job title that requires the functions of a custodian.

If you have any questions on this process, e-mail recordcust@dol.wa.gov.

Interpreting Complete History of the Driving Record (ADR)

For a guide on to how to read an ADR go to <http://www.dol.wa.gov/driverslicense/externalcourts.html>

REPORTING OF CRIMINAL/FELONY CONVICTIONS

Criminal/Felony Convictions

Immediately upon conviction (5 days) of one of the offenses listed on the DOL website, the Court shall report the conviction to DOL.

Citations Filed Electronically

For criminal traffic convictions except DUI and Physical Control filed on eTickets, the conviction is automatically transmitted to DOL after entry in JIS.

For DUI and Physical Control convictions filed on eTickets, the Court must complete the ACR. This does not include minor operates vehicle with alcohol (RCW 46.61.503).

Citations Filed via Paper

For criminal traffic convictions except DUI and Physical Control filed via paper, the Court must complete the ACR or the DOL copy of the criminal citation.

For DUI and Physical Control convictions filed via paper, the Court must complete the ACR. This does not include minor operates vehicle with alcohol (RCW 46.61.503).

Non-Extension Recommendations

RCW 46.20.342

Under RCW 46.20.342 (2)(c), there is a provision to non-extend the suspension/revocation for a conviction of Driving While License Suspended/Revoked (DWLS/R) 1st or 2nd degree. If the conviction was under subsection (1) (a) DWLS/R 1st degree or (b) DWLS/R 2nd degree, and the court recommends against the extension and the convicted person has obtained a valid

driver's license, the period of suspension or revocation shall not be extended. DOL handles these in the following manner:

1. If the person has obtained a valid license by the time DOL receives the conviction, the citation will be added to the driving record and no action will be taken based on the conviction nor will an order be issued; or
2. If the person is currently suspended/revoked and unable to obtain a valid license, the recommended non-extension order will be issued indicating they have 30 days from the eligible reinstatement date to obtain a valid license in order for DOL to honor the court's recommendation. The suspension/revocation notice/order will become effective 30 days after the eligible reinstatement date, and if a valid license is obtained within that time frame the suspension/revocation action will not be added to the driving record. If a valid license is not obtained, the suspension/revocation action will be added to the driving record effective the date the previous action ended.

Convictions for DWLS/R 2nd degree recommend non-extension **do** count in the selection criteria for Habitual Traffic Offender.

Violation of a Mandatory Condition of Probation

For each incident involving a violation of a mandatory condition of probation imposed under RCW 46.61.5055, the license, permit or privilege to drive of the person shall be suspended for 30 days upon the Court filing the ACR Form. The mandatory conditions of probation are:

- *Refusing to submit to breath or blood test;*
- *Driving with a BAC of 0.08 or greater; or*
- *Driving without valid license and mandatory liability insurance*
Only notify DOL when the person violates the condition of probation, not when convicted.

Deferred Prosecution

Immediately upon granting a deferred prosecution (5 days) under RCW 10.05, the Court shall complete and submit the ACR to DOL. The form and instructions for completing the form can be found at <http://www.dol.wa.gov/driverslicense/externalcourts.html>

Alcohol Requirements

RCW 46.20.031, 46.61.5056

All DUI and Physical Control convictions require an alcohol assessment and recommended treatment through a state-approved agency as a condition of reinstatement. If DOL receives a non-compliance report from a certified treatment agency, court, or probation department, the driving privilege will be suspended. The driving privilege will not be reinstated until a report is received showing the client to be in compliance or to have completed treatment.

Occupational/Restricted/Ignition Interlock Driver's Licenses

RCW 46.20.380, 46.20.385, 46.20.391, 46.20.400, 46.20.410

Direct drivers to the following DOL website for any questions regarding Occupational Restricted/Ignition Interlock, Driver's Licenses.

<http://www.dol.wa.gov/driverslicense/restricted.html>

Ignition Interlock Device Requirements

RCW 46.20.710 - .750

DOL has responsibility for imposing mandatory Ignition Interlock Device (IID) restrictions following conviction for DUI or Physical Control, or upon entry into a deferred prosecution program, from the courts to DOL. Drivers who seek reinstatement following a license suspension or revocation for DUI or Physical Control must provide written verification to DOL

that an IID has been installed on a vehicle owned or operated by the driver if an IID restriction has been imposed under RCW 46.20.720. The device must be calibrated to prevent the vehicle from starting if the driver provides a breath alcohol sample of 0.025 or more.

Courts retain the discretion to require use of an IID as a condition of pre-trial release or for a term greater than the minimum periods DOL must impose following conviction or entry into a Deferred Prosecution. Courts should use the ACR form to report pre-trial IID restrictions or other discretionary interlock requirements.

DUI with Children Present

Courts are required to impose IID restrictions on drivers who are convicted of DUI or Physical Control when the offense was committed with a passenger under the age of sixteen in the vehicle. If there is no other mandatory IID restriction associated with the conviction, the court must order the driver to **use** an IID for an additional six months following the restoration of the person's license, permit, or nonresident driving privilege. If there is a mandatory IID restriction associated with the conviction because the driver had a BAC of .15 or greater, refused to submit to the test, or has a prior offense, the court must order the **use** of an IID for at least an additional 6 months. Since this is a court-ordered restriction, the court must determine the calibration level for the IID restriction ordered under this section.

This is a departure from past practice for courts that may have simply ordered drivers not to drive vehicles unless they are equipped with an IID. Courts must now order the driver to **use** an IID for at least 6 months if the offense was committed with children under 16 present in the vehicle. DOL has revised the Abstract of Court Record (ACR) to reflect this new requirement. Courts must mark the "Passenger under Age 16" box on the ACR that is transmitted to DOL.

ADMINISTRATIVE SUSPENSIONS AND REVOCATIONS

MINOR IN POSSESSION/DRUGS/FIREARMS

RCW 46.20.265

Reporting Requirements

District and Municipal Courts are required to report traffic and non-traffic related convictions to DOL using the ACR form, on **Minor in Possession (MIP)** for **alcohol charges** for juveniles ages 13 through 17 (age is determined by incident date) under RCW 66.44.365 and 13.40.265.

District and Municipal Courts are required to report convictions to DOL on **drug** offenses for juveniles and minors ages 13 through 20 (age is determined by incident date) under RCW 69.41.065, 69.50.420, 69.52.070 and 13.40.265.

District and Municipal Courts are required to report convictions to DOL, when a person under the age of 18 pleads guilty or is found guilty of illegal possession of a **firearm** under RCW 9.41.040.

Revocation of the Driving Privilege

RCW 46.20.265

Revocation action is taken under RCW 46.20.265. For a first offense for MIP of alcohol, drugs or firearms, the juvenile or minor loses his/her driving privilege for 1 year or until age 17, whichever is longer. For a second or subsequent offense, the revocation timeframe is 2 years or until age 18, whichever is longer. The revocation action begins 45 days after the revocation notice. A separate revocation period is to be imposed for each MIP of alcohol, drug or firearm charge for

which DOL receives a conviction. Revocation periods run consecutively, if they would otherwise overlap, and cannot begin until any/all other revocation periods have expired that are imposed under this section or any other law, i.e., a first MIP offense and an existing revocation for DUI or Hit and Run.

Washington statute provides for a DOL administrative review to contest MIP of alcohol, drug or firearm revocations.

Early Reinstatement

For a first MIP (alcohol or drug) revocation, the juvenile or minor is eligible for early reinstatement of the driving privilege 90 days after his/her 16th birthday, 90 days after conviction, or 90 days from the starting date of the revocation, whichever is later.

On a second or subsequent offense (a second or subsequent offense could be the second count on a single referral), early reinstatement cannot take place until the minor turns 17, one year from the conviction, or one year from the starting date of the revocation, whichever is later.

The decision to grant early reinstatement is at the discretion of the court. Early reinstatement requests, by statute, are **only** for MIP of alcohol and drug offenses. Although a revocation for minor in possession of firearms is used to determine first, second and subsequent offenses, there are no provisions for early reinstatement for a revocation based on a firearm offense. If granted, the Record Correction/Early Reinstatement Request form is to be completed and sent to DOL.

All MIP suspension or revocations will be reinstated upon request of the driver when they reach 21 years of age.

Recordkeeping

Convictions for MIP of alcohol, drug and firearm offenses are not placed on driving records as violations. However, the revocation action is recorded and remains on the complete history driving record for five years from the ending release date of the revocation. The complete history driving record is provided on the JIS and ACCESS networks. DOL does not seal or destroy juvenile and minor records.

FRAUDULENT LICENSES/ID CARDS

(Unlawful Application and/or Use of the Driver's License/Identification Card)

RCW 46.20.0921 and .291(7)

Information is received from the public, law enforcement, courts, other state agencies, DOL staff and other licensing jurisdictions regarding possible fraudulent applications for single and multiple identification purposes.

If you need to report fraudulent activity, please contact the License Integrity Unit at 360-902-3916 or email at fraud@dol.wa.gov.

INTEREST OF SAFETY/CONTINUING OFFENSES

RCW 46.20.291(3) gives DOL the authority to suspend a driving privilege when, upon a showing of its record or other sufficient evidence that the licensee: "(3) Has been convicted of offenses against traffic regulations governing the movement of vehicles, or found to have committed traffic infractions, with such frequency as to indicate a disrespect for traffic laws or a disregard for the safety of other persons on the highways."

As provided in WAC 308-104-025, Whenever the official records of the department show that a person has committed at least four traffic offenses within a twelve-month period, or at least five traffic offenses within a twenty-four-month period, the department may require the person to appear for a driver improvement interview, as provided in chapter 46.20 RCW: Provided, That when a person has committed fewer traffic offenses than set forth in this section, the department may require the person to appear for a driver improvement interview or suspend or deny the person's driving privilege when such action appears to be in the interest of the safety of other persons on the highways. For purposes of this section, the driver improvement interview may be conducted in a group setting.

Failure to appear at the interview may result in a suspension or denial of the driving privilege. For purposes of this section "traffic offense" means a conviction as defined in RCW 46.20.270(4), or a finding that a traffic infraction has been committed as defined in RCW 46.20.270(5), of a moving violation as defined in WAC 308-104-160. A traffic offense committed under the provisions of chapter 46.37 RCW by a commercial driver with respect to equipment required on commercial motor vehicles shall not be considered for driver improvement purposes.

HABITUAL TRAFFIC OFFENDERS ACT

Chapter 46.65 RCW

The Washington Habitual Traffic Offenders Act defines a Habitual Traffic Offender (HTO) as any person who accumulates convictions for three mandatory violations, or twenty or more convictions or findings that a person committed a traffic infraction, within a five-year period. When a person's record reaches this status, a notice of revocation is mailed. The revocation period is for life or until reinstated.

UNSATISFIED JUDGMENT

Chapter 46.29 RCW

Courts are required to report nonpayment of judgments arising from an uninsured collision (RCW 46.29.310) when:

- The debtor or debtors have failed to pay a judgment arising out of ownership or use of a vehicle of a type subject to registration; or
- The judgment has remained unpaid for a period of at least 30 days.

DOL will issue an order of suspension to the debtor(s) (RCW 46.29.330) if we receive the following:

- Certified copy or abstract of such unpaid judgment.; *and*
- Complete name, date of birth and/or driver's license number and current address of debtor.
<http://www.dol.wa.gov/driverslicense/externalcourtsforms.html>

BANKRUPTCY- UNSATISFIED JUDGMENT

The filing of bankruptcy for an unsatisfied judgment can release a driver from driving privilege sanctions in the following way:

A judgment against a driver due to an uninsured accident is dischargeable under Chapter 7, 11 or 13, **if** the party suffering damage is listed as a creditor on the bankruptcy list of creditors. However, the judgment is not dischargeable if the court notifies DOL that a death or personal injury resulted from the debtor's unlawful operation of a motor vehicle while under the influence of intoxicating liquor or drugs. The filing of bankruptcy should be treated the same as any other method of satisfying a judgment. *For example*, if an uninsured motorist was suspended for a

judgment, and then the judgment was satisfied through bankruptcy proceedings, the motorist would still be required to submit proof of financial responsibility for the future.

Note: Since a judgment due to an uninsured accident is not a criminal fine, a bankruptcy filing under Chapter 7 will satisfy the judgment if the debt is listed.

In the instance above, the driver **must** submit a copy of the bankruptcy petition, and the list of creditors showing debt upon which the license sanction is based.

MEDICAL & VISUAL PROGRAM/DRIVER REEXAMINATION

RCW 46.20.031, .041, .130, .207 and .305

DOL has the responsibility of determining eligibility of drivers who may have a medical and/or visual condition/problem that could impair the ability to drive safely. To assist in making these determinations, DOL may require medical and/or visual examinations, satisfactory completion of knowledge and driving skills testing, and in some instances, all four may be required.

Information can be received from law enforcement, courts, doctors, attorneys, family and the public. If the information provided gives the department good cause to believe the individual has a condition/problem, which could cause a loss of consciousness or control, or the driving ability is otherwise impaired, certification and/or testing can be required.

RCW 46.20.207 and .305

Under the Cooper Jones Act, the law enforcement officer shall report to DOL the identity of the operator of a vehicle involved in a collision when:

- The collision results in a fatality or serious injury;
- The officer has reasonable grounds to believe the operator caused the collision; or
- In the event of a collision causing injury, the officer has reason to believe that the operator who caused the serious injury may not be competent to operate a motor vehicle.

Note: The law enforcement officer must state the reason he/she is recommending the reexamination for serious injury collisions, but not for fatality collisions.

The Driver Evaluation request form is <http://www.dol.wa.gov/forms/500008.pdf> most commonly used to request that an individual be given a reexamination of their driving abilities.

Following a reexamination of the driving abilities, an individual may be required to have specific equipment or location restrictions to ensure safe operation of a motor vehicle. Examples of restrictions are: **Adequate Seat Cushion, Outside Mirrors Both Sides, Daylight Driving Only, No Freeway Driving, Driving Within 2 Mile Radius Of Residence**, etc.

If a defendant states, at any time, that he/she is on prescription drugs or indicates he/she has a condition such as heart disease, seizure disorder, psychiatric disorder, glaucoma, retinitis pigmentosa, etc., please let DOL know. Any medical and/or visual condition not adequately treated could impair the ability to safely drive, which is a concern to public safety. DOL would appreciate receiving such information from you and asks that you let us know using the Driver Reexamination form.

VIOLATION OF MEDICAL RESTRICTIONS

RCW 46.20.041(4) and Driver Services policy 90-01-002r

Driving in violation of the medical restrictions imposed on the driving privilege can lead to suspension of the driving privilege. Other than for violations of corrective lenses restrictions, receipt of satisfactory evidence of a violation of medical restrictions will result in a suspension of the driving privilege for 30 days. Receipt of satisfactory evidence of a second or subsequent

violation of medical restrictions within five years, including corrective lenses restrictions, will result in a suspension of the individual's driving privilege for 120 days. "Satisfactory evidence" is defined as a finding that a traffic infraction for a violation of restrictions has been committed; or a report of a specific incident in which the person was observed to be driving in violation of restrictions, including details regarding the specific actions that violated the restrictions, where such report is signed by a law enforcement officer or a witness to the violation.

MISCELLANEOUS INFORMATION

COMMERCIAL DRIVER LICENSES

Chapter 46.25 RCW

A Commercial Driver License (CDL) is needed to legally operate any vehicle that meets the definitions as listed below. Occasional drivers are also required to apply for a CDL and all appropriate endorsements. *For example:* Mechanics or truck sales people who test drive on a public roadway.

The CDL program applies to operators of the following types of vehicles:

- All single vehicles with a manufacturer's weight rating of 26,001 pounds or more;
- All trailers with a manufacturer's weight rating of 10,001 pounds or more, if the gross weight rating of the combined vehicle(s) is 26,001 pounds or more;
- All vehicles designed to transport 16 or more persons, including the driver; private, church, buses and (school bus as defined by RCW 46.04.521, regardless of weight or size);
- All vehicles used to transport hazardous materials and are required to be identified by a placard (in accordance with 49 C.F.R. part 172, subpart F);

Commercial vehicles are divided into three classes: A, B and C. A higher class (A being the highest level) allows you to drive vehicles in any of the lower classes provided you have the correct endorsements.

In addition to a CDL, drivers may need special endorsements if they:

- Drive passenger carrying vehicles, (buses);
- Pull double or triple trailers (see following section on exemptions);
- Drive tank vehicles (see following section on exemptions); or
- Haul placarded hazardous materials (see following section on exemptions).

COMMERCIAL DRIVER LICENSE INFORMATION SYSTEM (CDLIS)

All 50 states and the District of Columbia are federally required to follow the Commercial Motor Vehicle Safety Act or face loss of federal transportation funds. Under this act, licensing jurisdictions are required to report all infractions, criminal traffic offenses, suspension/revocation actions and disqualification actions to CDLIS. In order to be in compliance, courts must report convictions and deferred sentences to DOL within 5 days of finding/conviction.

COMMERCIAL LICENSE DISQUALIFICATION

Disqualification of a person's CDL will not affect the status of the Personal Driver's License (PDL) unless the offense/conviction requires mandatory suspension/revocation of the driving privilege.

Suspension/revocation of a person's PDL, however, **will** affect the person's CDL operating privilege. If the PDL is suspended/revoked, canceled or denied the CDL operating privilege is invalidated until the PDL is reinstated.

Serious Traffic Offenses Against Traffic Regulations Disqualifications
RCW 46.25.090 and WAC 308-100-130

A person is disqualified from operating a commercial motor vehicle for an accumulation of serious traffic violations

Violation of Out-of-Service Order Disqualifications

A person is disqualified from operating a commercial motor vehicle for convictions of being in violation of an out-of-service order, while operating a CMV.

Violation of Railroad-Highway Grade Crossing

RCW 46.25.090

A driver of a commercial vehicle is disqualified when he/she is found to have been convicted of or to have committed one of six railroad-highway grade crossing violations.

MANDATORY INSURANCE

Chapter 46.30 RCW

Operators of all motor vehicles subject to registration by the laws of this state are required to be insured under a motor vehicle liability policy with limits of at least the amounts specified in RCW 46.29.090. These limits currently are \$25,000 of bodily injury or death of one person in any one accident, \$50,000 of bodily injury or death of any two persons in any one accident and \$10,000 of injury or destruction of property of others in any one accident.

In lieu of such liability insurance, the operator may be self-insured as provided in RCW 46.29.630; covered by a certificate of deposit in conformance with RCW 46.29.550; or covered by a liability bond in at least the amounts indicated above.

Operators of vehicles registered as antique vehicles, collector vehicles older than 30 years, state or publicly owned vehicles, motorcycles, motor-driver cycles, mopeds, or vehicles registered with the Washington Utilities and Transportation Commission as common or contract carriers are exempt from this requirement.

Operating a vehicle without the required coverage, other than exempt vehicles, is a traffic infraction punishable by a fine.

Insurance Identification Card – Content

WAC 308-106-020

Whenever an insurance company issues or renews a motor vehicle liability insurance policy, the company shall provide the policy holder identification that must include:

- the name of the insurance company;
- the policy number;
- the effective date of the policy;
- the expiration date of the policy; and
- the description of the vehicle (year, make and/or model) insured **and/or** the name of the insured driver.

If there are five or more vehicles under common ownership, the word "fleet" may be used in place of the vehicle description. The insurance company may issue a supplemental listing of vehicles covered.

If an insurance company issues an identification card containing information in addition to that identified above, the information shall be readily discernible. To the extent practical, the insurance identification card shall be printed in a manner that discourages tampering.

The operator of a covered vehicle must have the insurance card in his/her possession when operating the vehicle, and must display the card to a law enforcement officer upon demand. Knowingly providing false evidence of coverage is a misdemeanor (RCW 46.30.040).

BUSINESS & PROFESSIONS DIVISION/PUBLIC PROTECTION UNIT

REPORTING OF CRIMES FOR INELIGIBILITY TO POSSESS A FIREARM

RCW 9.41.047 requires the court, upon convicting a person of a crime making the person ineligible to possess a firearm, to notify the person both orally and in writing, that the person must immediately surrender any concealed pistol license, and that the person may not possess a firearm until his or her right to do so is restored by a court of record.

Convictions that are reportable to the Firearms Unit are:

- **All Felonies**
- **Gross Misdemeanor Domestic Violence Convictions:**
 - Assault in the fourth degree
 - Coercion
 - Stalking
 - Reckless Endangerment in the second degree
 - Criminal Trespass in the first degree
 - Violation of the provision of a protection order or no-contact order restraining the person or excluding the person from a residence
- **Misdemeanor:**
 - Third violation within a five-year period of Washington State's firearms laws.

The statute further requires that Municipal, District and Superior Courts report this information to the Department of Licensing's (DOL) Firearms Unit. Each notification to the DOL Firearms Unit must have enough information to distinguish the individual, i.e., date of birth, full name, Washington driver's license number, residence address and physical description. Also required is the conviction information including date of conviction, 9-digit court ORI number, citation number, and any known aliases.

The courts can report to DOL using one of several different forms:

- Notice of Ineligibility to Possess a Firearm (*refer to sample at the end of this section*)
- Copy of the PER screen from the JIS
- Copy of Notification Form provided to defendant **if** it incorporates all of the information in the paragraph above

This information is to be sent to:

Department of Licensing
Business and Professions Division
Public Protection Unit, Firearms Section,
PO Box 9649
Olympia, WA 98507-9649

When DOL receives the information from the court, a determination is made if the person has a concealed pistol license. If yes, DOL must immediately notify the issuing authority (law enforcement) that shall revoke the license.

Other

- A court of record is defined as a Superior Court. A person applying for restoration of possession of rights must apply to a Superior Court.
- RCW 9.41.040(3) states: "Notwithstanding RCW 9.41.047 or any other provisions of law, as used in this chapter, a person has been "convicted," whether in an adult court or adjudicated in a juvenile court, at such time as a plea of guilty has been accepted, or a verdict of guilty has been filed, notwithstanding any pendency of any future proceedings including but not limited to sentencing or disposition, post-trial or post-fact finding motions, and appeals. *Conviction includes a dismissal entered after a period of probation, suspension or deferral of sentence, and also includes equivalent dispositions by court in jurisdictions other than Washington State...*"

PARKING TICKETS

RCW 46.16.216 and WAC 308-96A-350, -355, and -365

The parking ticket program is a system where the district and municipal courts throughout the state submit parking violations against a vehicle to DOL's Title and Registration Services. DOL places a flag on the motor vehicle record when two or more parking violations from the same jurisdiction are received. This prevents license renewal of that vehicle until parking infraction fines are paid, allowing the courts a centralized mechanism to recover fines from repeat offenders who neglect to pay their parking fines.

To place a hold on a vehicle registration, DOL must receive notification from a court 120 days or more prior to the vehicle registration expiration date. Notifications received closer to the expiration date will only apply to applications for renewal in the subsequent year(s).

Outstanding/Satisfaction Parking Tickets

To submit notification and for DOL to take action, the following must be provided:

- Jurisdiction name,
- Court NCIC number (ORI),
- Violation/Parking ticket number,
- Date parking ticket was issued,
- Vehicle (Washington) license plate number,
- Fine and/or penalty amount,
- Jurisdiction seal, and
- Signature and date when required on form

The above information must be submitted on a form provided by DOL. The notification must contain at least two outstanding violations for the same vehicle from one jurisdiction. Subsequent reports against that vehicle from that same jurisdiction may be for a single parking violation, unless such vehicle records indicate all existing tickets have been paid and no further tickets have accrued in the 13 months following payment. If 13 months have elapsed, then the original requirements apply (a minimum of two).

Satisfaction of Parking Tickets

When the fines and/or penalties have been satisfied, the collecting court needs to:

1. Furnish the registered owner with a Proof of Payment Parking Violations form as provided by DOL; and
2. Within 10 days of payment, submit form to DOL.

Removal of Parking Ticket Hold from Active File

Parking tickets incurred for a given vehicle will remain on the vehicle record until one of the following occurs:

- Proof of payment is submitted to DOL.
- DOL is notified by the issuing jurisdiction that the ticket has been cleared.
- There is a change (such as addition or deletion of another owner) in registered ownership from that shown on record at the time the ticket was issued.
- Receipt of notification that the vehicle was reported stolen prior to issuance of the ticket(s).
- If 36 months have elapsed with no renewal activity against the vehicle, both vehicle and parking violation records will be placed in an inactive file.

Internet Vehicle/Vessel Information Processing System (IVIPS)

DOL offers an Internet Vehicle/Vessel Information Processing System (IVIPS). Using IVIPS, you may obtain registered owner information for vehicle license plates.

You must set up an account before using the system. There is a one-time deposit of \$25 and a charge of \$.04 per inquiry. Contact our Public Disclosure Section at 360-359-4001 for more information.

SELLER'S REPORT OF SALE/ePermit

RCW 46.12.101, 46.63.140 and Chapter 46.55 RCW

When an owner sells/transfers ownership in a vehicle, they must notify DOL in writing within five days of sale; excluding Saturday, Sunday, and State and Federal Holidays. When an owner/seller properly completes the Sellers Report of Sale, they are protected from liability arising from the buyer not transferring title (i.e., impound charges, parking tickets, etc.)

- On the 61st day, Washington registration is required.
- **Nonresidents** may purchase an identification document for \$25 on the 61st day, allowing the vessel to remain on Washington waters without purchasing Washington registration. Two identification documents may be purchased in any 12-month period. Vessel must display current registration from state of principal use. Washington residents, using their vessel in this state, do not qualify for the identification document. They must obtain state registration on the 61st day.