

Compromised Identity Claim (CIC)

Claimant Instructions

Please read instructions prior to filling out form to avoid delays in processing.

Note: There is a \$38 fee associated with submitting this claim. Please be sure to have this fee ready in the form of a check or money order payable to the Washington State Patrol and ensure that it is enclosed with your claim before the law enforcement official seals the packet.

1. Complete the Personal Identification fingerprint card.
2. Complete Section B - Claimant's Personal Information, and Section D - Compromised Identity Claim (CIC) card on the form. DO NOT SIGN. You will be asked to sign all documents by the law enforcement officer verifying your identity.
3. Take the following six items to your local police department, sheriff's office, or to the Washington State Patrol Identification and Criminal History Section located at 3000 Pacific Avenue, Olympia 98501:
 - \$38 fee
 - Personal Identification fingerprint card
 - CIC form and instructions
 - A 2x2 passport quality color photo, taken within the past 6 months showing current appearance – full face, front view with plain white or off-white background
 - Your government-issued photo ID
 - Postage stamps for mailing to the WSP
4. The law enforcement agency will verify your identity with a photo ID and apply your fingerprints to the Personal Identification fingerprint card and CIC form. The agency may charge a fingerprinting fee for this service.
5. AFTER you have been fingerprinted, sign and date the Personal Identification fingerprint card, Section B – Personal Information, and Section D - CIC card.
6. To ensure the integrity of the fingerprints, the law enforcement agency will mail the Personal Identification fingerprint card, CIC form, photo, and fee to the WSP for processing.
7. Section D - The CIC card will be returned to the address you provide on this form with a letter detailing the results of your fingerprint search.

DO NOT SEND THE FORM IN YOURSELF.

Please note: The WSP will only accept CIC forms that are submitted by a law enforcement agency in an official envelope. You may be asked to provide postage, so please be prepared.

Law Enforcement Instructions

1. Please verify the identity of the individual with a government-issued photo ID, recording this number on the line provided in Section C - law enforcement portion of the CIC form.
2. Fingerprint the person directly onto the Personal Identification fingerprint card with black ink and ensure the claimant's thumbprint (flat print, not rolled) is placed in the box provided in Section D - Compromised Identity Claim Card on the CIC form.
3. Sign the Personal Identification fingerprint card.
4. Complete and sign the law enforcement (gray-shaded) portions of Sections C and D on the CIC form.
5. Have the Claimant sign and date the Personal Identification fingerprint card and Section D - CIC card where indicated in bold.
6. To ensure the integrity of the fingerprints and the identity you verified, please seal the Personal Identification fingerprint card, CIC form, passport photo, and \$38 fee and mail to:

Attn: Criminal History Support Unit
Washington State Patrol Identification and Criminal History Section
PO Box 42633
Olympia WA 98504-2633

For more information or if you have questions regarding this form, please contact the Criminal History Support Unit at (360) 534-2000.

Section A**Washington State Patrol Use Only**

Possible SID #	FP Tech	Date	Microfilm	
			SID # _____	FBI # _____
			DOA 00 / 00 / 0000	
			Issue Date	
			CRT Initials	
			Verified SID	

Section B**Claimant's Personal Information**

(*Required Fields)

*Full Name _____
Last First Middle

*Address _____
Street Address Apartment/Unit #

_____ *City State ZIP Code*

*Birth Date ___ / ___ / ___ Sex ___ Race _____ Height _____ Weight _____ Eyes _____ Hair _____

Place of Birth _____ Citizenship _____

*Home Phone (____) _____ Alternate Phone (____) _____

I understand, by signing and submitting this form, my personal ID will be available to the public for the purposes of inquiry. I may request, in writing, that this personal ID be returned to me.

*Claimant Signature _____ *Date _____

Section C**Law Enforcement Agency Use Only**

(All Fields Are Required)

Type of photo ID verified?	Photo ID number:
Name of official taking fingerprints:	ORI:
Signature of official taking fingerprints:	Date:

Section D**Compromised Identity Claim Card**

Compromised Identity Claim Card	
*Claimant's Name (printed)	*Claimant's Date of Birth
*Claimant Signature	*Date
*Fingerprint Official's Signature	*Date
<p>This card has been issued by the Washington State Patrol in response to a Compromised Identity Claim. The claimant's fingerprints were compared to persons in the Washington State Identification System (WASIS) with similar names and dates of birth. The thumbprint shown has been verified as belonging to the SID number listed on the reverse side. This card bears the WSP logo. If this logo is missing, please contact us at (360) 534-2000, option 5. For more information, please visit us at www.wsp.wa.gov/crime/crimhist.htm</p>	
Issue Date:	WSP:
	R / L (circle one) Thumbprint
	Verified State ID (SID) WSP USE ONLY