

CRIMINAL RECORDS CHECKLIST

The attorney cannot decide if you should apply for citizenship today because you indicated that you may have an arrest record and do not have it with you today. For an immigration lawyer to advise you, you need to obtain a copy of your court and police documents.

Court Records:

1. Go to the Clerk of the Court where you saw the Judge (address circled on the back of this sheet).
2. Please ask for **certified copies of all the records checked below.**
 - You may have to pay a fee for the copies.
 - If the records are in storage, ask the Clerk to place an order for certified copies of those records. It may take longer, but you will need them.
 - You need copies of the records even if your file was expunged, sealed, pardoned, or dismissed.
 - If the court does not have the records, you will need a letter from the court stating that the records have been destroyed or no longer exist.

Please order the following, if available, from your file:

- Charging Document (sometimes called “information” or “indictment”) stating the code sections alleged to have been violated.
- Statement of Defendant on Guilty Plea (any statements signed by you as to admission or denial of facts). If this was only done in a discussion with the court, you may need to order transcripts of the discussion between you, the attorney, prosecutor, and the judge concerning the plea.
- Judgment and Sentence of the Court
- Proof of Completion of the Sentence (for example, a court filing showing jail time served, completion of probation, payment of fine, attendance at substance abuse classes, community service, anger management classes, etc.)
- Post-conviction Relief (for example, vacation of sentence, reversal, remand, expungement orders, vacation of finding of guilt, pardon)
- Court Docket (the day-by-day journal of what happened in the court)

Police Records:

- If you were arrested but never charged with an offense, please order a copy of the police or sheriff’s department report completed at the time of your encounter with law enforcement.
 - You may need to get this at one of the local police stations.
 - You may need a letter from them indicating that charges were never filed.

Next Steps:

Once you have these papers for **EVERY** offense or incident, you should make an appointment with an immigration organization or lawyer (see Citizenship Service Provider or Attorney Referral List) to see if you should apply for citizenship.

WHERE TO GET POLICE AND COURT RECORDS

If you have been arrested, cited, or detained by any law enforcement officer or been taken to court, you need to obtain a police and/or criminal record from the court where your case was filed (even if the case was dismissed).

Court Records: Ask for certified copies of all the criminal records listed below from your file:

- Charging document (criminal indictment)
- Statement of defendant on Guilty Plea, if any
- Judgment and Sentence of the Court
- Proof of completion of the sentence
- Post-conviction relief, if any
- Court docket

Arrest Records: Ask for a copy of the police or sheriff's department report completed at the time of the incident.

COUNTY	COURT RECORDS
KING	Superior Court of King County 516 3rd Ave, Rm C-203, Seattle, WA 98104 (206) 477-1400 www.kingcounty.gov/courts/SuperiorCourt.aspx
PIERCE	Superior Court of Pierce County 930 Tacoma Ave S, Rm 334, Tacoma, WA 98402 (253) 798-3654 www.co.pierce.wa.us/index.aspx?NID=122
SNOHOMISH	Superior Court of Snohomish County 3000 Rockefeller Ave, MS 502, Everett, WA 98201 (425) 388-3421 www.snohomishcountywa.gov/197/Superior-Court
THURSTON	Superior Court of Thurston County 2000 Lakeridge Dr SW, Bldg 2, Olympia, WA 98502 (360) 786-5560 www.co.thurston.wa.us/superior/index.htm

CITY	ARREST RECORDS
BELLEVUE	Email: SPDRecords@bellevuewa.gov Phone: (425) 452-6917 Fax (425) 452-6110 Mail – Police Reports, 450 110 th Ave. NE P.O. Box 90012, Bellevue, WA 98009
BOTHELL	Phone: (425) 487-5120 Website: www.ci.bothell.wa.us/373/Police-Records-Requests In-Person: 18410 101st Avenue NE, Bothell, WA 98011
SEATTLE	Email: SPDRequest@seattle.gov Phone: (206) 733-9314 Fax (206) 684-5240 Mail: SPD Public Request Unit, 610 5th Ave. PO Box 34986, Seattle WA 98124 Website: http://www8.seattle.gov/seattle-police-department/records-request-center/ In Person: 610 5th Avenue, Seattle, WA 98124
SHORELINE, SEATAC, BURIEN	Phone: (206) 263-2626 Fax (206) 205-8286 Mail: Records Unit, King County Courthouse W-150, 516 3 rd Avenue, Seattle, WA 98104 Website: www.kingcounty.gov/~media/depts/sheriff/documents/services/form-pdr-2014.ashx?la=en
TACOMA	Phone: (253) 591-5000 Website: www.southsound911.org/157/Public-Records-Requests Mail: Records Custodian, South Sound 911, 955 Tacoma Ave. S., Ste. 202, Tacoma, WA 98402