



Volunteer Host Application Process & Criminal Background Checks

Thank you for your interest in volunteering for the Washington State Parks and Recreation Commission (State Parks). Volunteer hosts assist park staff in providing a high level of service to our visitors. As a volunteer host, you will represent State Parks by greeting the public and setting the tone for a pleasant stay.

Volunteer Host Application Process

To apply to become a volunteer host, please complete, and submit the following forms:

- 1) [Volunteer Application](#): Thoroughly complete the application for each prospective host and any other individuals that will be staying at the host site with you. The application provides the Volunteer Program and park staff with information about you, your skills, your choice of park(s) and dates you are available.
- 2) [P-009 Request for Criminal Disclosure & History](#): This form is required to be completed and submitted in order to process your background check using fingerprints. Please submit a separate P-009 form for each individual that will be staying at the host site, even if they will not be performing host duties.
- 3) [2021 Host Agreement](#): By signing this form, you acknowledge and agree to adhere to the agency's Terms and Conditions of Volunteer Service.

Completed forms can be submitted via email to volunteers@parks.wa.gov or you may mail hard copies to:

WA State Parks Volunteer Program
P.O. Box 42650
Olympia, WA 98504-2650

Required Federal and State Background Check

State Parks volunteers are required to pass a federal and state background check in accordance with RCW 79A.05. Due to the confidential nature of this process, background check results from other agencies cannot be used.

For those in WA State: State Parks uses a contract vendor, IdentoGO, to obtain fingerprints and process background checks. After receipt of your completed application and P-009 form(s), fingerprint instructions will be sent to you. The instructions will include a link to the IdentoGO website where you will find a list of locations throughout the state. Find one close to you then follow the instructions for scheduling an appointment. There will be no cost to you for this service; IdentoGO bills State Parks directly.

For those outside WA State: Contact a local law enforcement agency in your area to have your fingerprints taken. **Two sets of fingerprints per applicant are required.** If needed, blank fingerprint cards can be mailed to you. You are responsible for the cost of this service. After your fingerprints have been taken, please submit the completed fingerprint cards along with your application forms via USPS. Please do not fold or bend the fingerprint cards.

Background checks will be processed through the Washington State Patrol and the FBI. Confidential responses will be returned to the Volunteer Program for review. If you are cleared to volunteer, you will be notified by e-mail. If you are not cleared to volunteer, a notification letter will be sent to the mailing address provided on your application.

Processing of volunteer applications and background checks can take 2-8 weeks for those processed through IdentoGO, possibly longer for those outside WA state submitting fingerprints cards.

If you have any questions or would like to request hard copies of the application forms and/or blank fingerprint cards, please contact the Volunteer Program.



VOLUNTEER PROGRAM
volunteers@parks.wa.gov
(360) 902-8583