



## Park Host Application Process & Criminal Background Checks

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

### Park Host Application Process

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

- 1) [Park Host Application](#): Thoroughly complete the application for each prospective host and include information for any other person(s) that will be residing at the host site.
- 2) [P-009 Request for Criminal Disclosure & History](#): Please submit a separate P-009 form for each person that will be residing at the host site, even if they will not be performing host duties. This form is required to process your background check. Please read the Criminal Disclosure Information thoroughly. Failure to disclose required information is grounds for denial.
- 3) **Host Agreement**: By signing this form, you acknowledge and agree to adhere to the agency's Terms and Conditions of Volunteer Service.  
[Single Host Agreement](#)  
[Two Host Agreement](#)

Completed forms can be submitted via email to [Parks.Volunteer@parks.wa.gov](mailto:Parks.Volunteer@parks.wa.gov) or you may mail hard copies to:

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

Once we receive your complete application and supporting documents, the volunteer program staff will reach out to you via phone to answer any questions you might have, go through a few screening questions and to discuss steps on getting fingerprinting completed.

## 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. The instructions emailed to you from Program Staff 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: Volunteer Program Staff will discuss with you two options for getting the hard copy fingerprint cards completed. Two fingerprint cards per person may be needed to successfully complete this process. You are responsible for the cost of this service. After your fingerprints have been taken, please submit the completed fingerprint cards to the address provided to you by Program Staff. Please do not fold or bend the fingerprint cards.

If the results from the first fingerprinting attempt (either through Identogo or hard copy cards) are rejected for whatever reason, then a second fingerprinting attempt will be required. Program staff will send you information on how to proceed if this should happen.

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 and email message will be sent to the contact information provided on your application.

***Processing of applications and background checks can take 2-6 weeks, possibly longer for those submitting fingerprints cards from outside the state.***

If you have any questions or need further assistance, please contact the Volunteer Program.

VOLUNTEER PROGRAM  
[Parks.Volunteer@parks.wa.gov](mailto:Parks.Volunteer@parks.wa.gov)  
(360) 902-8583