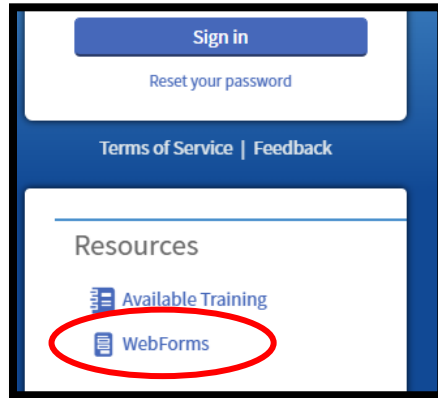


Using the WSCJTC Commission Check Webform

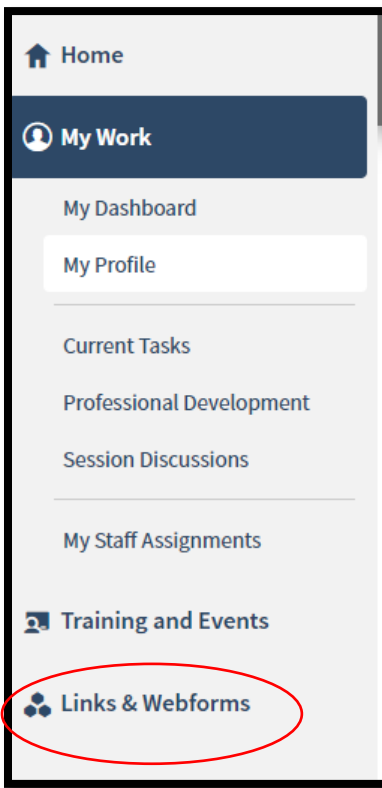
The WSCJTC Commission Check Webform can be found at the WSCJTC Acadis Portal. It is available for out-of-state agencies without logging into the portal.

- Go to: <https://wscjtc.acadisonline.com/>
- Click “Webforms” under Resources on the right menu.



The webforms are alphabetical on the page and this one is currently at the bottom.

Washington State agencies that do have a login to the portal, can log in and find the same webform under “Links & Webforms” on the left navigation.



The WSCJTC Commission Check Webform can also be accessed directly by using this direct link:

- [WSCJTC Commission Check Webform](#)

Once in the webform, the requesting agency fills out all required fields on the form. The more information you can provide, the easier it is to complete your request.

Instructions for some fields can be found under the blue “?” next to the field.



- WA State Officer's Full Legal Name – Please provide the officer’s name.
- Former Agency/Organization – All agencies that certify officers are listed. If you can not find it, there are two options you can use.
- Unknown WA State Agency (Add Comment Below)
- WA State Agency Not Listed (Add Comment Below)
- Former Officer’s Date of Birth
- Out-of-State Agency Request Confirmation - Requesting agencies are all required to confirm if they will or will not be sending a signed and notarized release.
- Additional Message to the WSCJTC Certification Division – This is optional. Please add any clarifications.
- Requesting Agency Representative's Name – Who is submitting the request.
- Requesting Agency's Name w/ State – Please see instructions under the blue “?”
- Requestor's Email Address – This is where the webform submission email will be sent.

The WSCJTC Certification Division will fulfill your request within 7 days. You can reply to your confirmation email or email them directly at certmail@cjtc.wa.gov with any questions or follow up.

For technical assistance only, please email the WSCJTC Acadis Portal Help Desk at lms@cjtc.wa.gov.