

September 13, 2012

TO: All Washington Courts  
FROM: Carla Weaver; Law and Justice Liaison  
SUBJECT: REVISED FORMS

DOL has updated the forms commonly used by courts. The forms have been revised so you can now complete the form, click on the appropriate button and then send it directly to DOL.

To help reduce the amount of returns DOL has we have eliminated the court judgment information form, report of deferred prosecution and the early reinstatement for minor in possession (MIP). The only forms available are the abstract of court record and the record correction/early reinstatement form. All forms will be reviewed for accuracy and if anything is incorrect it will returned to the person who sent for correction.

When processing a reportable offense to DOL, please use the abstract of court record (ACR). When reporting a record corrections or an early reinstatement for MIP then use the record correction form.

All information in ‘red’ is required and the form cannot be sent without the information.

Record correction form:

When you check the early reinstatement request button – fill in the correct information and then press send, this will come directly to the MIP area.

**Check only one:**

**Early reinstatement request** – Courts can use this form to request an early reinstatement of the driving privilege of a juvenile or minor after an alcohol or drug revocation.

**Driver record correction** – Courts can use this form to request a correction to a Washington driver record.

To email completed forms, click Submit button. Items in **red** are required.

[Submit early reinstatement request](#)

When you check the record correction request button – the associated boxes will appear and need to be filled in with the correct information and then press send, this will come directly to the record correction area.

**Check only one:**

**Early reinstatement request** – Courts can use this form to request an early reinstatement of the driving privilege of a juvenile or minor after an alcohol or drug revocation.

**Driver record correction** – Courts can use this form to request a correction to a Washington driver record.

To email completed forms, click Submit button. Items in **red** are required.

[Submit driver record correction](#)

Abstract of Court Record form (ACR):

When you check the mandatory conviction request button – fill in the correct information and then press send, this will come directly to the suspensions area. See court website for a the list of offense sent to this mailbox under “offenses requiring a license punch”.

The screenshot shows the 'Abstract of Court Record (ACR)' form from the Washington State Department of Licensing. At the top, there is a yellow button that says 'Click here to START or CLEAR, then hit the TAB button'. Below the logo, the title 'Abstract of Court Record (ACR)' is displayed. A paragraph explains that courts use this form to report a diversion agreement or a conviction, and that a 'Submit' button appears after checking the appropriate record type. Under the heading 'Check only one:', four radio buttons are listed: 'Mandatory conviction' (checked), 'Deferred prosecution', 'Infraction', and 'MIP/Diversion'. A blue button labeled 'Submit mandatory conviction' is positioned below the radio buttons. At the bottom, there are three input fields: 'Name (Last, First, Middle)', 'Date of birth', and 'Gender'.

When you check the deferred prosecution request button – fill in the correct information and then press send, this will come directly to the deferred prosecution area.

This screenshot shows the same 'Abstract of Court Record (ACR)' form, but with the 'Deferred prosecution' radio button selected. The 'Submit mandatory conviction' button is replaced by a blue button labeled 'Submit deferred prosecution'. The other elements, including the yellow 'START or CLEAR' button, the department logo, the form title, the explanatory paragraph, and the input fields at the bottom, remain the same.

When you check the infraction request button – fill in the correct information and then press send, this will come directly to the citation area.

This screenshot shows the 'Abstract of Court Record (ACR)' form with the 'Infraction' radio button selected. The blue button is now labeled 'Submit infraction'. The 'Gender' field at the bottom right includes sub-fields for 'Male' and 'Female'. All other components of the form, such as the yellow 'START or CLEAR' button, the logo, the title, the instructions, and the name and date of birth fields, are consistent with the previous screenshots.

When you check the MIP/Diversion request button – fill in the correct information and then press send, this will come to directly to the MIP area.



Click here to START or CLEAR, then hit the TAB button

## Abstract of Court Record (ACR)

Courts can use this form to report a diversion agreement or a conviction. To email completed form, check appropriate record type and a Submit button appears. Items in **red** are required.

**Check only one:**

Mandatory conviction  Deferred prosecution  Infraction  MIP/Diversion

Submit MIP/Diversion

Name (Last, First, Middle)

Date of birth

Gender

Please begin using the new forms immediately and dispose of any older versions you may have. Because the information on the forms is required, we will no longer process any of the older versions received after November 1, 2012. Do not print, fax or send to DOL, as we will receive them only via these email boxes.

The latest forms can always be found on the DOL court website located at <http://www.dol.wa.gov/driverslicense/externalcourtsforms.html>. If you have any questions regarding the forms, please feel free to contact me at (360) 902-3669 or via email at [cweaver@dol.wa.gov](mailto:cweaver@dol.wa.gov).