



ELECTRONIC RECORDING DELIVERY SYSTEM (ERDS) REQUEST FOR REPLACEMENT OF CERTIFICATE AND/OR DOCUMENTS

TYPE OR PRINT (IN INK) ALL INFORMATION REQUESTED ON THE APPLICATION FORM. SIGNATURE MUST BE ORIGINAL.

A Certified Vendor of ERDS Software, Computer Security Auditor, or County Recorder may request a duplicate certificate or copies of any documents pertaining to their application submission.

Certificate (Lost, Stolen, or Destroyed) Certificate Number _____

APPLICATIONS

- ERDS 0001A Application for System Certification
- ERDS 0001B Application for Sub-County System Certification
- ERDS 0002 Application for Computer Security Auditor Approval
- ERDS 0003 Application for Certified Vendor of ERDS Software Certification
- ERDS 0013 Request for Approval of Substantive Modification(s)

OTHER DOCUMENTATION

- ERDS 0004 Reference(s) for ERDS Computer Security Auditor
- ERDS 0009 Reference(s) for Certified Vendor of ERDS Software Certification
- ERDS 0011 Statement of Understanding
- County Resolution
- Certified Vendor of ERDS Software Contract
- Computer Security Auditor Contract
- Letter of Deposit
- Sub-County Documentation

List Sub-County Name(s) _____ OR All

ERDS 0001B Application for Sub-County System Certification

County Resolution

Other (List) _____

I declare under penalty of perjury under the laws of the State of California that the requested certificate and/or document(s) pertains to my application submission.

Signature _____ Date _____

Print Name _____

Mailing Address _____

City _____ State _____ Zip Code _____

E-Mail Address _____ Telephone Number _____

APPLICATION SUBMISSION

The information on this application and all documentation becomes the property of the Department of Justice and will be used by authorized personnel.

| | | |
|---|---------------------|---|
| Mail to: California Department of Justice Electronic Recording Delivery System Program P.O. Box 160968 Sacramento, CA 95816-0968 Phone: (916) 210-4237 Email: ERDS@doj.ca.gov | DOJ USE ONLY | |
| | Cert # _____ | Tracking # _____ |
| | Date Rec'd _____ | HDC Date _____ |
| | Response Date _____ | Rev. By _____ |
| | Analyst _____ | <input type="checkbox"/> Approved <input type="checkbox"/> Denied |



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Privacy Notice

As Required by Civil Code § 1798.17

Collection and Use of Personal Information. The California Justice Information Services (CJIS) Division in the Department of Justice collects the information requested on this form as authorized by California Code of Regulations Title 11, Division 1, Chapter 18, Article 6, section 999.179, California Code of Regulations Title 11, Division 1, Chapter 18, Article 7, section 999.197, and California Code of Regulations Title 11, Division 1, Chapter 18, Article 8, section 999.211. The CJIS Division uses this information process duplicate certificates or copies of any documents pertaining to a Certified Vendor of ERDS Software, Computer Security Auditor, or County Recorder application submission. In addition, any personal information collected by state agencies is subject to the limitations in the Information Practices Act and state policy. The Department of Justice's general privacy policy is available at: <http://oag.ca.gov/privacy-policy>.

Providing Personal Information. All the personal information requested in the form must be provided.

Access to Your Information. You may review the records maintained by the CJIS Division in the Department of Justice that contain your personal information, as permitted by the Information Practices Act. See below for contact information.

Possible Disclosure of Personal Information. In order to process duplicate certificates or copies of any documents pertaining to a Certified Vendor of ERDS Software, Computer Security Auditor, or County Recorder application submission, we may need to share the information you give us with other government agencies.

The information you provide may also be disclosed in the following circumstances:

- With other persons or agencies where necessary to perform their legal duties, and their use of your information is compatible and complies with state law, such as for investigations or for licensing, certification, or regulatory purposes;
- To another government agency as required by state or federal law.

Contact Information. For questions about this notice or access to your records, you may contact the Electronic Recording Delivery System Program manager via telephone at (916) 210-4237, e-mail at erds@doj.ca.gov, or by mail at:

California Department of Justice
Electronic Recording Delivery System Program
P.O. Box 160968
Sacramento, CA 95816-0968