



CUSTODIAN OF RECORDS APPLICATION FOR CONFIRMATION (Penal Code section 11102.2)

Applicant Information				
Last Name:		First Name:		Middle Name:
Residential Address:		City:		State: ZIP Code:
Phone Number:	Date of Birth:	Driver's License/CA ID Number:		Work Email:
Agency/Organization Information				
Agency Head:		Email:		Phone Number:
Agency Name:		ORI:	Mail Code:	
Agency Address:		City:		State: ZIP Code:
Please answer fully the following questions:				
1. Does the designated Custodian of Records work for the applicant agency? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, what is the relationship? If no, what is the relationship?				
2. Have you ever used a name other than the one on this application? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, please list other names below.				
3. Have you ever been arrested in California or any other state and/or are you awaiting adjudication for any offense for which you were arrested? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, disclose the date and state of arrest, whether the arrest was for a felony or misdemeanor, whether you are awaiting adjudication, and the status of your case.				
4. Have you ever been convicted by any court of a felony or misdemeanor offense in California or any other state? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, disclose the date and place of arrest, whether the conviction was for a felony or misdemeanor, and the sentence imposed.				
5. Have you ever been denied a professional license or had such license revoked, suspended, or restricted? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, disclose the date, licensing agency, underlying circumstances, and disposition.				
6. Have you ever been adjudged liable for damages in any suit grounded in fraud, misrepresentation, or in violation of state regulatory laws? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, disclose the date, court, case number, underlying circumstances, damages, and disposition.				
7. Have you ever failed to satisfy any court ordered money judgment including restitution? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, disclose the date, court, case number, underlying circumstances, and the amount of money judgment, including restitution.				
Misrepresentation or Failure to Disclose Requested Information on this Application Is Cause for Denial or Revocation of Confirmation.				
Certification				
I certify under penalty of perjury under the laws of the State of California to the truth and accuracy of all statements, answers, and representations made in the foregoing application, including all supplementary statements.				
Signature of Applicant			Date	
California Department of Justice Authorization & Certification Program Mail to: P.O. Box 160207 Sacramento, CA 95816-0207			DOJ USE ONLY Confirmation of Custodian of Records Date confirmed: _____ Completed by: _____ (initials)	



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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, and if applicable, the Applicant Fingerprint Form (FD-258, Rev. 11-1-20) 1110-0046, as authorized by Penal Code section 11102.2(d). The CJIS Division uses this information for the purpose of processing fingerprint-based criminal offender record information background responses on individuals designated by applicant agencies to serve as Custodian of Records. 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, and if applicable, the Applicant Fingerprint Form (FD-258, Rev. 11-1-20) 1110-0046, 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 fingerprint-based criminal offender record information background responses on individuals designated by applicant agencies to serve as Custodian of Records, we may need to share the information you give us with other law enforcement or regulatory 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; or
- 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 Custodian of Records Program Analyst by phone at (916) 210-5468, by email at COR@doj.ca.gov, or via mail at:

California Department of Justice
Authorization & Certification Program
P.O. Box 160207
Sacramento, CA 95816-0207



CRIMINAL OFFENDER RECORD INFORMATION SECURITY POLICY CONDITIONS FOR RELEASE OF CRIMINAL OFFENDER RECORD INFORMATION

It is required for each authorized applicant agency to designate at least one Custodian of Records (COR) representative for their agency, pursuant to California Penal Code section 11102.2. The COR serves as the primary point of contact and actively represents the agency in all matters pertaining to accessing, storing, handling, disseminating, and destroying criminal offender record information (CORI).

All COR applicants requesting access to CORI must complete the Custodian of Records Application for Confirmation (BCIA 8374) and sign the Employee Statement Form (BCIA 9006). It is also required for all COR applicants to complete a fingerprint-based background check through the California Department of Justice (CA DOJ), prior to being granted access to CORI. Criminal justice agency personnel who have undergone a state and federal criminal record background check are exempt from the fingerprint requirements of the confirmation process.

By acknowledging and signing this policy, once the COR applicant is confirmed with the CA DOJ, they assume the roles and responsibilities of:

1. Serving as their agency's expert in CORI security policies and procedures by familiarizing themselves with all state and federal policies, rules, and regulations in place to ensure agency compliance.
2. Completing CJIS Security Awareness Training within six months of initial assignment and biennially thereafter, in addition to:
 - a. Managing the administrative account privileges of granting access and assigning CJIS Security Awareness Training required for their agency's personnel as defined in the FBI's CJIS Security Policy Section 5.2.
3. Maintaining the information provided by the CA DOJ in a secured and locked location, separate from employee personnel files, and using it only for the purpose for which it was acquired.
 - a. Conducting correct, legal, efficient, and protected dissemination of the CORI obtained;
 - b. Securing all terminals as appropriate to prevent unauthorized access;
 - c. Using properly formulated robust passwords to secure and protect access;
 - d. Ensuring all copies of CORI are properly stored in a confidential location and destroyed when no longer needed;
 - e. Maintaining dissemination logs.
4. Establishing handling procedures that detail the security measures in place to guard against unauthorized access of hard copies or electronic files containing CORI records, including tracking, documenting, and reporting incidents to the CA DOJ.



CRIMINAL OFFENDER RECORD INFORMATION SECURITY POLICY

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5. Destroying digital media when no longer required, using formal procedures. Items saved to a desktop must be overwritten at least three times, or degauss digital media prior to disposal or release for reuse by unauthorized individuals. Inoperable digital media shall be destroyed (cut up, shredded, etc.). The agency shall maintain written documentation of the steps taken to sanitize or destroy electronic media. Agencies shall ensure that sanitization or destruction is witnessed or carried out by authorized personnel.
6. Destroying physical media when no longer required, using formal procedures. Formal procedures for the secure disposal or destruction of physical media shall minimize the risk of compromised sensitive information by unauthorized individuals. Physical media shall be destroyed by shredding or incineration. Agencies shall ensure the disposal or destruction is witnessed or carried out by authorized personnel.
7. Furnishing a copy of the criminal history record to whom the information relates to is required if the information is a basis for an adverse employment, licensing, or certification decision. The information may be furnished in person, or it may be delivered to the last contact information provided by the applicant, pursuant to California Penal Code section 11105(t).
8. Immediately notifying the CA DOJ when an authorized relationship no longer exists with an applicant, (e.g., when the applicant is not hired, when the employment of the applicant is terminated, when the applicant's license or certificate is revoked, or when the applicant may no longer renew or reinstate the license or certificate), pursuant to Penal Code section 11105.2(d).
 - a. A notification must be submitted within five days via a No Longer Interested (NLI) request in the AAJC portal to NLI the applicant.
9. Advising the CA DOJ's Non-Criminal Justice Access Oversight Section of any changes to your Custodian of Records, ensuring access to the AAJC portal and CORI are ceased when any user's authority is terminated. This information must be reported in a timely manner via AAJC.
10. Advising the CA DOJ's Non-Criminal Justice Access Oversight Section of any changes to your agency name, address, or telephone number. This information must be reported in a timely manner via AAJC.
11. Maintaining a list of statutory authority for the applicant types for which your agency is authorized to conduct criminal history background checks. This list will help assist during agency audits, as it will be required to provide the reason and purpose of the fingerprint-based background checks. CORI shall be used only for the purpose for which it was requested.



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12. Maintaining the most current and up-to-date copy of the Request for Live Scan Service form (BCIA 8016). The supplemental Privacy Notices included must be provided to all persons whose fingerprints and associated information are used to check criminal history records and/or be retained for subsequent arrests and dispositions. All applicants must acknowledge they have received these Privacy Notices prior to being Live Scanned or fingerprinted for hard cards by certifying their signature on the Live Scan form.
13. Serving as the CA DOJ's point-of-contact when:
- a. Formal audits are conducted by the CA DOJ or the FBI to ensure compliance with applicable statutes, regulations, and policies;
 - b. Requesting additional information on Live Scan transactions.

On behalf of our entity, as the agency head or the person in charge, I hereby acknowledge and understand it is my responsibility to oversee the roles and responsibilities for the Custodian of Records.

Signature: _____ Date: _____

Printed Name: _____

Contributing Agency/Organization Name: _____

Contributing Agency/Organization E-mail Address: _____

Contributing Agency/Organization Mailing Address: _____

Contributing Agency/Organization City, State, Zip Code: _____

On behalf of our entity, I hereby acknowledge and understand my roles and responsibilities as the Custodian of Records. I understand confirmation may be denied or revoked if convicted of a felony offense, or any other offense that involves moral turpitude, dishonesty, fraud, or that impacts my ability to perform the responsibilities of a Custodian of Records.

Signature: _____ Date: _____

Printed Name: _____

Contributing Agency/Organization E-mail Address: _____