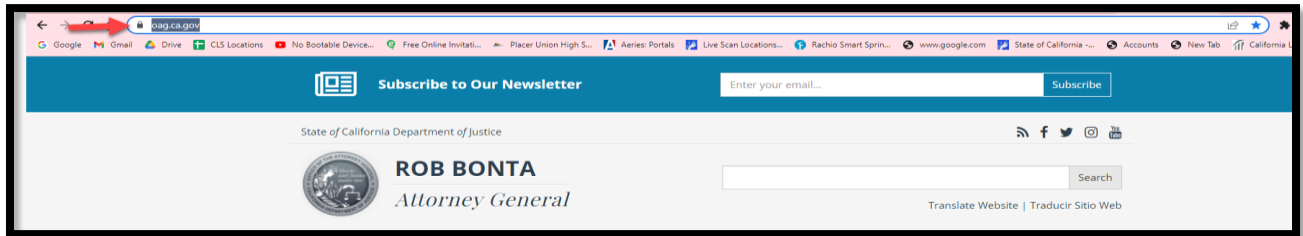
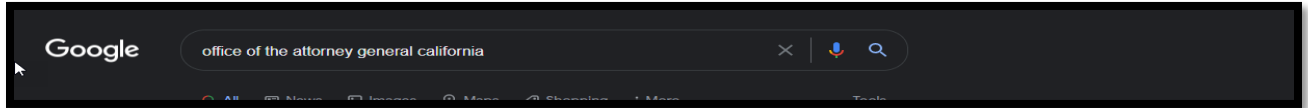
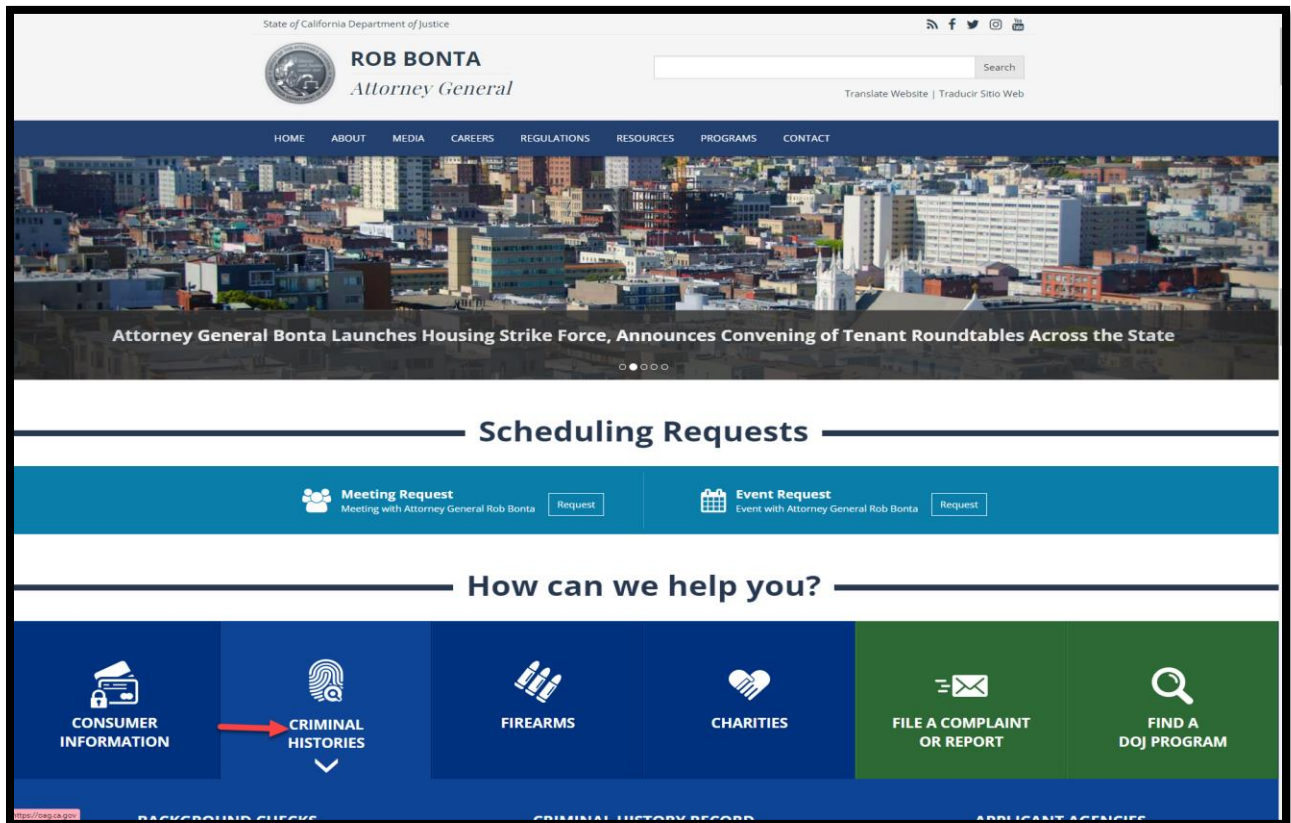


Guide for How to Complete Request for Authorization to Receive Criminal History Information (ORI) from the California Department of Justice

Step 1. Using your web search browser, search “Office of the Attorney General California”. Click on the link to the website.



Step 2. On the home page of the Attorney General’s website, scroll down and click on the “Criminal Histories” link as indicated by the red arrow below.



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Step 3. Under Applicant Agencies, click on the “Forms and Bulletins” link on the left.



Step 4. On the Forms for Applicant Agencies page, click on number 2 - Authorization Request Packet(s) “Youth Organizations or Human Resource Agencies”pdf link to download the Application.




Guide for How to Complete Request for Authorization to Receive Criminal History Information (ORI) from the California Department of Justice

Step 5. Complete and sign all required documents in the Application as indicated in red in the Table of Contents. The Application also includes the Request for Custodian Of Records Application (BCIA 8734) , which will be completed by the individual(s) in your organization that will be receiving the CORI information.


CALIFORNIA DEPARTMENT OF JUSTICE

**Application for Authorization Pursuant to
Penal Code Section 11105.3**

(Youth Organizations - Human Resource Agencies)



**BUREAU OF CRIMINAL
INFORMATION AND ANALYSIS**

 **Mail Completed application to:**

California Department of Justice
Applicant Information and Certification Program
P.O. Box 903387
Sacramento, CA 94203-3870

Guide for How to Complete Request for Authorization to Receive Criminal History Information (ORI) from the California Department of Justice

Please complete all
REQUIRED forms

TABLE OF CONTENTS

Authorization for Criminal History Information	1
Authorization for Custodian of Records Information (NEW - IMPORTANT)	2
Applicant Live Scan Overview	3
Application for Authorization (REQUIRED)	4
Application for Authorization Checklist (REQUIRED)	5
Request for Contributing Agency ORI and/or Response Mail Code (BCII 9001) (REQUIRED)	6
Guidelines for Completing Request for Contributing Agency ORI and/or Response Mail Code (BCII 9001)	7
Notification of ORI, Mail Code and/or Billing Number Assignment (REQUIRED)	8
Applicant Live Scan Billing Procedures	9
Billing Account Application (CJIS 9000) (REQUIRED - Only if your agency will be billed for services)	11
Applicant Fingerprint Response Subscriber Agreement (REQUIRED - Please return Page 16 and 17 with this application)	13
Criminal Offender Record Information (CORI) Policy (REQUIRED - Head of Contributing Agency/Organization)	17
CORI Policy (REQUIRED - Custodian of Records)	18
Custodian of Records Application Form (BCIA 8374) (REQUIRED)	19
Custodian of Records Request for Live Scan Service (BCIA 8016CUS) form (Utilized ONLY AFTER receiving DOJ authorization confirmation)	21
CORI Policy (Employee Statement)	22
Contract for Subsequent Arrest Notification Service (BCII 8049) (REQUIRED - Only if State Statute authorizes Subsequent Arrest Notification)	23
No Longer Interested Notification	24

Step 6. You can either mail the completed application to the California Department of Justice (CA DOJ) at the address on the front of the Application or email it to them using the email address below:

authorizationquestions@doj.ca.gov

Guide for How to Complete Request for Authorization to Receive Criminal History Information (ORI) from the California Department of Justice

IMPORTANT: It will take the CA DOJ approximately six weeks to process your application. The CA DOJ will contact you via email when your organization has been tentatively approved. Your designated Custodian of Records (COR) can then be fingerprinted using your agency's Originating Agency Identifier (ORI). Once their fingerprints have been cleared by the CA DOJ, your organization will receive its final approval and may begin fingerprinting its volunteers.