

CJIS SECURITY BACKGROUND CHECKS

(Updated 05/03/2018)

Below are the guidelines for requesting a CJIS Security Clearance background check on personnel who will have unescorted access to FBI CJIS systems. A national fingerprint-based criminal history record check will be performed upon assignment of personnel to a facility with unescorted access to FBI CJIS systems.

1. The requesting agency makes a determination on which individuals will have unescorted access to a facility with FBI CJIS systems. This determination is based on the CCH/LEDS agreement and the CJIS Security Policy v 5.6 which can be found at the link below.

http://www.oregon.gov/osp/CJIS/docs/CJIS%20Security/CJIS_Security_Policy_v5_6_20170605.pdf

2. The individual is provided a blue applicant fingerprint card (FD-258) with demographic information filled out completely, including proper Origination Agency Identifier (ORI) for the agency that is requesting CJIS Security access for the individual.

Any agency with an assigned ORI can order applicant fingerprint cards directly from the FBI at the link below.

<https://forms.fbi.gov/cjis-fingerprinting-supply-requisition-form>.

3. Individuals may be fingerprinted by the requesting agency or at another location that provides fingerprinting services. If the individual is in the Salem area they may go to the Oregon State Police (OSP) Headquarters for fingerprinting. OSP provides public fingerprinting services Monday through Friday, from 8:00am to 4:30pm, no appointment needed. There is a \$20 charge for each set of fingerprints. Only **one** set is required for CJIS Security access. If OSP completes the fingerprints, the fingerprint card will be given to the individual to take back to the agency requesting the background check. OSP will accept the fingerprints at the time they are taken if the applicant has a CJIS Security Clearance Background Request form that is completely filled out, including the requesting manager's signature.

Agencies seeking CJIS Clearance for an individual are required to use the most current version of the CJIS Security Clearance Background Request form which can be found at the link below.

<http://www.oregon.gov/osp/ID/docs/CJISSecurityClearanceRequestForm.pdf>

4. If the fingerprint card is submitted via Livescan ensure that the transaction type of 'MAP' is used and Reason Fingerprinted is CJIS Security. The CJIS Security Clearance Background Request form should be submitted within 30 days of the prints being submitted. Fingerprint cards can be submitted via U.S. Mail or Livescan and the CJIS Security forms can be submitted via fax, email, or U.S. Mail.

U.S. Mail:
Oregon State Police
CJIS Division
ATTN: CJIS Security
3565 Trelstad Ave. SE
Salem, OR 97317

Fax Number:
503-378-2121

Email Address:
osp.cjis@state.or.us

5. After 7 to 10 days of not receiving both the CJIS Security Background Request form **AND** the Fingerprints, OSP will reach out to the Manager Contact listed on the CJIS form, or the LEDS Representative for the submitting agency to inquire about the missing documentation. If OSP does not receive both the CJIS Security Clearance Background Request form **AND** the fingerprint card within 30 days of each other, then the documentation that OSP has in its possession will not be processed and will be purged.

PLEASE DO NOT SEND THE SAME FINGERPRINT CARD ELECTRONICALLY AND THROUGH THE MAIL. This will result in a duplicate transaction.

6. If there is any missing information on the fingerprint card or the CJIS Security Clearance Background Request form, OSP's CJIS security team will contact the Manager Contact or LEDS Representative via email. If the prints are rejected for bad quality, OSP's CJIS security team will contact the Manager Contact or the LEDS Representative via email to request new prints. If the requested documents (either form or fingerprints) are not received within 30 days of original receipt, the remaining documents will not be processed and will be purged.
7. The CJIS Division will complete the process by conducting a national fingerprint-based background check. Once the results of the background check are complete, OSP will email the Manager Contact (should be the person at the agency responsible for the employee obtaining the CJIS Security access) listed at the bottom of the CJIS Security Background Request form with the results of the CJIS Security Clearance request. The individual will either be approved or denied for unescorted access to a facility with FBI CJIS systems.

A teletype (TTY) stating that a SID has been established is NOT an indication that the individual has been approved.

8. Fingerprint cards for individuals approved for unescorted access to a facility with FBI CJIS systems will be retained by OSP with one of the following CJIS Security codes.

8801 – Police

8803 - Reserve

8802 – Corrections/Parole & Probation

8804 – Non-Sworn CJIS Security

9. The fingerprint card for individuals that are not approved for unescorted access to a facility with access to FBI CJIS systems will not be retained by OSP. The fingerprint card will be purged.

10. OSP is to be notified when an individual who has been approved for CJIS security clearance leaves the agency or no longer requires CJIS Security clearance under the agency's ORI. The agency is required to follow the CJIS Security Removal request process and provide all appropriate information for OSP to process the request. The CJIS flag will be removed from the agency's records, and deleted from CCH or marked 'Former' for sworn positions. The Request to Remove CJIS Clearance form can be found at the following location:

<http://www.oregon.gov/osp/ID/docs/RequestToRemoveCJISClearanceForm.pdf>

The CJIS Security Removal procedure can be found at the following location:

<http://www.oregon.gov/osp/ID/docs/ExternalCJISRemovalProcedure2018.pdf>

11. There will be an annual validation of records with the CJIS security flag to verify that those individuals are still employed with the agency.

Required Information for Processing a CJIS Security Clearance Request

FINGERPRINT CARD REQUIREMENTS:

- CJIS Security as Reason Fingerprinted
- All demographic information filled out at the top of the fingerprint card
- Valid ORI (Must match CJIS Security form)
 - If the ORI is not valid the transaction will be rejected
- Transaction type of MAP if submitted via Livescan

REQUIREMENTS FOR CJIS SECURITY CLEARANCE REQUEST FORM:

- Name (Must match fingerprint card)
- DOB (Must match fingerprint card)
- Applicant Signature
- Sworn or Non-Sworn selected
- Manager Signature
- Manager Contact information
- ORI (Must match fingerprint card)

NOTE:

- CJIS Security background check approvals will always be sent to the Manager Contact via email. Until the email is received the individual is not approved.
- CJIS Security clearance background checks do not replace the need for an employment background check.
- CJIS Security background checks should only be requested once an individual has undergone an employment background check and the agency has determined that the applicant will be hired for the position.
- The ORI listed on the fingerprint card and CJIS Security form must be the ORI where the individual will be employed not where they are being fingerprinted.
- New CJIS Security requests should only be submitted if:
 - Individual is changing from sworn to non-sworn
 - Individual is changing from non-sworn to sworn
 - Individual is changing work location resulting in a change to the ORI
 - Individual is changing from one type of sworn to another type of sworn (Police Officer to Corrections Officer, or Reserve Officer to Police Officer).
- If the individual has been CJIS cleared and is arrested in Oregon for a potentially disqualifying charge the Manager Contact listed on the CJIS Security form will be notified.
- CJIS Security applications are processed in the order they are received and typically have a turnaround time of 7-10 business days. Delays in processing can occur when an application needs research due to an individual's record. Requests regarding the status of CJIS Security applications should be sent to osp.cjis@state.or.us

