

CJIS SECURITY CLEARANCE REMOVALS

After an agency determines that an individual no longer needs unescorted access to a facility with FBI CJIS systems, a CJIS Security Clearance Flag Removal Request will be submitted to the Oregon State Police.

It is the agency's responsibility to submit a removal request for former employees or for employees who no longer require unescorted access based on their statutory authority and position description.

Current CJIS Security List by ORI

An agency can submit a request to the LEDS Helpdesk (Helpdesk.LEDS@osp.oregon.gov) for an ORI list (encrypted PDF will be provided) of all employees with a current CJIS security cycle.

Request to Remove CJIS Clearance Form

The agency shall complete a Request to Remove CJIS Clearance Form, located on the Oregon State Police website:

<https://www.oregon.gov/osp/Docs/RequestToRemoveCJISClearanceForm.pdf>

Once the form has been completed (all fields on the form are required), agencies have the option to submit the request via fax, email, or USPS.

- **Fax**
 - 503-378-2121
- **Email**
 - CJIS.FLAGS@OSP.OREGON.GOV
- **Mail**
 - Oregon State Police
CJIS Security Division
3565 Trelstad Ave. SE
Salem, OR 97317

CJIS Clearance Removal Roadmap

Once the removal request has been received it will be screened for all required information.

If there is any missing or inaccurate information the form will be returned to the agency for corrections. Once the missing or inaccurate information has been corrected, the form can be resubmitted for processing.

If the request is approved, it will be processed in the order that it was received based on submission date. Rush requests will not be processed.

Questions can be directed to The CJIS Security Team via email: ospcjis@osp.oregon.gov