CJIS SECURITY CLEARANCE REMOVALS

(Revised February 2021- MMP)

Below are the guidelines for submitting a CJIS Security Clearance Removal request on personnel who no longer require unescorted access to areas with FBI CJIS systems in your agency.

It is an agency's responsibility to submit a removal request for former employees or for employees who no longer require unescorted access based on their position descriptions.
An outline of how a removal request is to be submitted to the Oregon State Police is outlined below:

1. The requesting agency will determine if an individual no longer needs unescorted access to a facility with FBI CJIS systems.

   a. An agency can request a list of all employees listed with a current CJIS Security cycle based on the agency's ORI.

      i. To request a list of individuals who have an active CJIS Security cycle under your ORI, send an email to the LEDS Help Desk at the contact information listed at the bottom of this procedure. Once your request has been processed it will be sent back to you via email.

      ii. The standard file format that these lists will be provided is a PDF.

         1. If you are requesting a list in a particular file format other than the standard, these requests will take longer to process and will be completed as operational tempo allows.

2. The agency completes a Request to Remove CJIS Clearance Form. All fields on this form are required. This form can be found on the Oregon State Police's website at the link below:

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

3. Once the form has been completed, agencies have the option to submit the request via fax, email, or U.S. Mail. The contact information where to send the removal request can be found at the bottom of this procedure.

4. 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 rejected back to the agency for corrections. Once the missing or inaccurate information has been corrected, the form can be resubmitted for processing.

5. If the request is approved, it will be processed in the order that it was received based on submission date. Unless it is determined to be in the best interest of the security and protection of the CJIS information, rush requests will not be processed.

Oregon State Police ATTN: CJIS Security 3565 Trelstad Ave. SE Salem, OR 97317	**OSP Fax:** 503-378-2121 **CJIS Email:** ospcjis@osp.oregon.gov **Help Desk Email:** Helpdesk.Leds@osp.oregon.gov