



## Criminal Justice Information Systems

### Security Clearance Application Request Process

Clearance Procedures for Unescorted Access to a CJIS Secure Facility	
1	<p>A CJIS security clearance background check consists of a national fingerprint-based criminal history records check.</p> <p>This criminal history records check shall be performed on every individual requesting unescorted access to a CJIS secure facility.</p>
2	<p>A requesting agency will determine whether an individual requires unescorted access to a CJIS secure facility based on their statutory authority, job responsibilities, mutual agency agreements, and the current version of the United States Department of Justice CJIS Security Clearance Policy.</p> <p><a href="#">U.S. DOJ FBI CJIS Security Policy</a></p>
3	<p>The individual will be fingerprinted on a blue applicant fingerprint card (FD-258) with complete demographic information, including the Originating Agency Identifier (ORI) for the agency requesting the CJIS security access.</p> <p>Any agency with an assigned ORI can order the applicant fingerprint cards directly from the FBI at the link below:</p> <p><a href="#">U.S. DOJ FBI CJIS Fingerprinting Supply Requisition Form</a></p>
4	<p>Applicants may be fingerprinted by the requesting agency or at any location that provides fingerprinting services.</p> <p>Applicants in the Salem area may be printed at Oregon State Police (OSP) Headquarters.</p> <p>Oregon State Police   CJIS Division 3565 Trelstad Ave. SE Salem, OR 97317</p> <p>OSP provides public fingerprinting services Monday through Friday, from 8:00 a.m. to 4:30 p.m., no appointment is required.</p>



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	<p>There is a \$20 charge for each set of fingerprints.</p> <ul style="list-style-type: none"><li>• Note: only one set of fingerprints is required for CJIS Security Clearance.</li></ul> <p>If OSP completes the fingerprinting and the applicant has the completed CJIS Security Clearance Background Request Form (including the requesting manager's signature) the fingerprinting technician will accept the completed application and submit both for processing.</p> <p>If the applicant does not have the completed CJIS Security Clearance Background Request Form, the fingerprint card will be given to the applicant to take back to the agency that has requested the CJIS Security Clearance background check.</p> <p>Agencies seeking CJIS Security 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:</p> <p><a href="#">CJIS Security Clearance Request Form</a></p>
5	<p>If the applicant's fingerprint card is submitted via Livescan ensure that the transaction type of 'MAP' is used, and the reason fingerprinted is listed as CJIS Security.</p> <p>The CJIS Security Clearance Background Request Form must be submitted within 30 days of the applicant's fingerprint card submission.</p> <p><b>Fingerprint Cards</b> can be submitted via United States mail or Livescan.</p> <p><b>CJIS Security Clearance Forms</b> can be submitted via United States mail, fax, or email.</p> <ul style="list-style-type: none"><li>• <b>Fax</b> 503-378-2121</li><li>• <b>Email</b> <a href="#">OSP CJIS Unit</a></li></ul>



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	<ul style="list-style-type: none"><li>• <b>Mail</b> Oregon State Police CJIS Division   CJIS Security 3565 Trelstad Ave. SE Salem, OR 97317</li></ul>
6	<p>After 7 to 10 business days, if OSP has not received both the CJIS Security Clearance Background Request Form <i>AND</i> the applicant's fingerprint card, CJIS Security staff will reach out to the <i>Manager Contact</i> listed on the CJIS Form, or the CJIS Representative for the submitting agency, to inquire about the missing documentation.</p> <p>If OSP does not receive both, the CJIS Security Clearance Background Request Form <i>AND</i> the applicant's fingerprint card within 30 days of each other, the incomplete application will not be processed, and it will be purged.</p> <p>PLEASE DO NOT SEND THE SAME FINGERPRINT CARD ELECTRONICALLY AND THROUGH THE MAIL. This will result in a duplicate transaction.</p>
7	<p>If any information is missing on the fingerprint card or the CJIS Security Clearance Background Request Form, OSP's CJIS Security staff will contact the <i>Manager Contact</i> listed on the form, or the agencies' CJIS Representative via email.</p> <p>If the prints are rejected for poor quality, OSP's CJIS security staff will contact the <i>Manager Contact</i> listed on the form via email to request a new set of fingerprints be submitted. If the requested fingerprints are not received within 30 days of the original receipt, the incomplete application will not be processed, and it will be purged.</p>
8	<p>The OSP CJIS Division will complete the process by conducting a national fingerprint-based criminal history records check.</p> <p>Once the results of the criminal history check is complete, OSP's CJIS Security staff will email the <i>Manager Contact</i> listed at the bottom of the CJIS Security Background Request Form with the results of the CJIS Security Clearance request.</p>



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	A teletype (TTY) stating that a SID has been established for the applicant is NOT an indication that the individual has been approved.
9	Fingerprint cards for individuals who are approved for unescorted access to a CJIS secure facility will be retained by OSP.
10	Fingerprint cards for individuals who are denied unescorted access to a CJIS secure facility will not be retained by OSP. <ul style="list-style-type: none"> <li>The fingerprint cards will be purged.</li> </ul>
11	<p>OSP shall be notified when an individual who has previously been approved for CJIS Security Clearance leaves the agency or no longer requires CJIS Security Clearance under that agency's ORI.</p> <p>The agency is required to follow the CJIS Security Removal request process and provide all appropriate information for OSP to process the request.</p> <p>The CJIS Security cycle will be removed from the agency's records and deleted from CCH or marked 'Former' for sworn positions.</p> <p>The CJIS Security Removal procedure can be found at the link below:  <a href="#">CJIS Security Clearance Removal Process</a></p> <p>The CJIS Security Clearance Removal Request form can be found at the link below:  <a href="#">CJIS Security Clearance Removal Request Form</a></p> <p>OSP recommends that individuals with CJIS Security Clearance re-submit a CJIS Security Clearance Application every five years to ensure information remains current.</p>
<b>Required Information for Processing a CJIS Security Clearance Request</b>	
<b>FINGERPRINT CARD REQUIREMENTS</b>	
<ul style="list-style-type: none"> <li>CJIS Security listed as the reason fingerprinted.</li> <li>All demographic information accurately filled out at the top of the fingerprint card.</li> </ul>	



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- Valid fingerprint date (we do not except fingerprints that are more than 90 days old)
- 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 and date
- 8800 code selected:
  - 8801 - Police
  - 8802 - Corrections/Parole & Probation
  - 8803 - Reserve
  - 8804 - Non-Sworn CJIS Security
- Manager signature and date
- Manager contact information
- ORI (must match fingerprint card)

#### CJIS Security Disqualifiers

An individual will be DENIED CJIS Security Clearance if they have ANY FELONY CONVICTIONS or any of the misdemeanor convictions listed below:

#### Disqualifying Misdemeanor Charges

164.377 Computer Crime

165.800 Identity Theft

165.007 Forgery, 2<sup>nd</sup> Degree

165.055 Fraudulent Use of a Credit Card

162.305 Tampering with Public Records

162.415 Official Misconduct, 1<sup>st</sup> Degree

162.425 Misuse of Confidential Information

There is also a list of potential disqualifying misdemeanors.



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If a non-sworn individual is convicted of any of the misdemeanors listed below and it is determined to be related to domestic violence the agency requesting the CJIS Security Clearance will be contacted.

If the individual is applying for a sworn position, they will be DENIED.

#### **Potential Disqualifying Misdemeanor Charges**

163.160 Assault 4th Degree

163.187 Strangulation

163.190 Menacing

163.195 Reckless Endangerment

166.155 Intimidation, 2<sup>nd</sup> Degree

163.205 Criminal Mistreatment 1<sup>st</sup> Degree

163.435 Contributing to Sexual Delinquency of Minor

166.025 Disorderly Conduct 2<sup>nd</sup> Degree

166.065 Harassment

166.190 Pointing a Firearm at Another

163.415 Sex Abuse 3<sup>rd</sup> Degree

163.445 Sexual Misconduct

#### **Important Notes**

CJIS Security Clearance background check approvals will always be sent to the Manager Contact listed on the CJIS Security Clearance Background Request form 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 a pre-employment background check and the agency has determined that the applicant will be hired for the position. Please do not submit a CJIS Security background check if the individual has any convicted felonies, they will be denied.

The ORI listed on the fingerprint card and CJIS Security form must be the ORI where the



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applicant will have CJIS Clearance, not the fingerprinting agencies ORI.

The agency will need to submit a complete CJIS Security application for each individual ORI the applicant will need CJIS Security Clearance under. (Ex: If an individual works in five different buildings with different ORIs five separate, CJIS Security applications will need to be submitted.)

New CJIS Security Clearance requests for the same ORI should only be submitted if:

- The applicant is changing from a sworn position to a non-sworn position or from a non-sworn position to a sworn position.
- The applicant is changing from one type of sworn position to another type of sworn position (ex: Police Officer to Corrections Officer, or Reserve Officer to Police Officer).
- The applicant is changing their work location, resulting in a change of ORI.
- Or every 5 years to ensure information stays current (not required but recommended).

If a new CJIS Security Clearance request is submitted for one of the above-mentioned reasons the agency will need to submit a removal request for the previously approved CJIS Security cycle.

If the individual has been granted CJIS Security Clearance and is arrested in Oregon for a potentially disqualifying charge the Manager Contact listed on the CJIS Security Clearance Background Request form will be contacted. If the Manager Contact is unable to be reached the CJIS Representative for that agency will be contacted.

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 applicant's record.

Requests regarding the status of CJIS Security applications should be sent to [OSP CJIS Unit](#).

#### QUESTIONS

**CJIS CCH/Personnel Security Clearance** (backgrounds & fingerprints)

- Available Monday - Friday from 8:00 a.m. to 5:00 p.m.
- [OSP CJIS Unit](#)



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