



Criminal Justice Information Services Security Clearance Application Request

SECTION 1 To Be Completed by Applicant

Full Name: (Last, First Middle)		
Additional Names		
Date of Birth		
Applicant Signature		Date

I have been informed that to be allowed access to areas associated with Criminal Justice Information Systems (CJIS), a state and national fingerprint-based background check is required. I understand that the existence of a criminal record will not necessarily disqualify me for employment, contract work, or being a volunteer; however, it may impact what areas I will be allowed to access. Further, I understand that if there is any question regarding the results of the fingerprint-based background check, I may contact the Oregon State Police CJIS Division for additional information.

SECTION 2 To Be Completed by Agency

Sworn - Police Officer	Flag 8801	<input type="checkbox"/>
Sworn - Corrections	Flag 8802	<input type="checkbox"/>
Sworn - Reserve	Flag 8803	<input type="checkbox"/>
Non-Sworn	Flag 8804	<input type="checkbox"/>

SECTION 3 Manager/Agency Contact Information

The manager/CJIS Representative listed below will receive the results of this background check via email once the transaction has been successfully processed.

Agency		
ORI		
Name		
Phone		
Email		
Manager/CJIS Representative Signature		Date

The applicant identified above is required to have access to a CJIS security area under my direction. By submitting this form with the applicant's fingerprints within 30 days of initially appointing the applicant, I am complying with the CJIS Security policy requirement for this facility and as directed in section 5.12.1.1 of the CJIS Security Policy and the State CSO or their designee. I affirm that this CJIS Security Clearance Request is not being submitted for the purposes of conducting an employment background check.

SECTION 4 Application Submission

Please submit this form and fingerprints to the Oregon State Police CJIS Division within 30 days of the applicant being appointed to their position. All fields on this form are required. Incomplete forms will not be processed and purged as incomplete transactions after 30 days of the initial submission.

Mail: Oregon State Police CJIS Division 3565 Trelstad Ave SE Salem, OR 97317

Fax: 503-378-2121

Email: OSP.CJIS@osp.oregon.gov

PRIVACY ACT STATEMENT

Authority: The FBI's acquisition, preservation, and exchange of fingerprints and associated information is generally authorized under 28 U.S.C. 534. Depending on the nature of your application, supplemental authorities include Federal statutes, State statutes pursuant to Pub. L. 92-544, Presidential Executive Orders, and federal regulations. Providing your fingerprints and associated information is voluntary; however, failure to do so may affect completion or approval of your application.

Principal Purpose: Certain determinations, such as employment, licensing, and security clearances, may be predicated on fingerprint-based background checks. Your fingerprints and associated information/biometrics may be provided to the employing, investigating, or otherwise responsible agency, and/or the FBI for the purpose of comparing your fingerprints to other fingerprints in the FBI's Next Generation Identification (NGI) system or its successor systems (including civil, criminal, and latent fingerprint repositories) or other available records of the employing, investigating, or otherwise responsible agency. The FBI may retain your fingerprints and associated information/biometrics in NGI after the completion of this application and, while retained, your fingerprints may continue to be compared against other fingerprints submitted to or retained by NGI.

Routine Uses: During the processing of this application and for as long thereafter as your fingerprints and associated information/biometrics are retained in NGI, your information may be disclosed pursuant to your consent, and may be disclosed without your consent as permitted by the Privacy Act of 1974 and all applicable Routine Uses as may be published at any time in the Federal Register, including the Routine Uses for the NGI system and the FBI's Blanket Routine Uses. Routine uses include, but are not limited to, disclosures to: employing, governmental or authorized non-governmental agencies responsible for employment, contracting, licensing, security clearances, and other suitability determinations; local, state, tribal, or federal law enforcement agencies; criminal justice agencies; and agencies responsible for national security or public safety.

Applicant Notification and FBI Record Access and Amendment

Your fingerprints will be used to check the criminal history records of the FBI. You have the opportunity to complete or challenge the accuracy of the information contained in the FBI identification record. The procedure for obtaining a change, correction, or updating an FBI identification record are set forth in Title 28, CFR, 16.34.

You can find additional information on the FBI website at: <https://www.fbi.gov/about-us/cjis/background-checks>