



## Criminal Justice Information Systems

### Security Clearance Removal Request Process

<b>Security Clearance Removal Procedures for Unescorted Access within a CJIS Secure Facility</b>	
1	<p>After an agency determines that an individual no longer requires unescorted access within a CJIS secure facility, a CJIS Security Clearance (flag) Removal Request shall be submitted to the Oregon State Police.</p> <p>It is the agency's responsibility to submit a removal request for:</p> <ul style="list-style-type: none"><li>• Employees who no longer require unescorted access</li><li>• Former employees</li></ul>
2	<p><b>Current CJIS Security List by ORI</b></p> <p>An agency can submit a request to the <a href="#">LEDS Helpdesk</a> for an ORI list (encrypted PDF will be provided) of all employees with a current CJIS security cycle.</p>
3	<p><b>Request to Remove CJIS Clearance Form</b></p> <p>The agency shall complete and submit a CJIS Security Clearance Removal Request form located on the Oregon State Police website:</p> <p><a href="#">CJIS Security Clearance Removal Request Form</a></p> <p>Once the form has been completed, an agency should submit the form via fax, email, or USPS.</p> <ul style="list-style-type: none"><li>• <b>Fax</b><ul style="list-style-type: none"><li>○ 503-378-2121</li></ul></li><li>• <b>Email</b><ul style="list-style-type: none"><li>○ <a href="#">CJIS Flag Removals</a></li></ul></li><li>• <b>Mail</b><ul style="list-style-type: none"><li>○ Oregon State Police CJIS Security Division 3565 Trelstad Ave. SE Salem, OR 97317</li></ul></li></ul>
4	<p><b>CJIS Clearance Removal Roadmap</b></p> <p>Once the removal request has been received, it will be screened to</p>



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	<p>ensure all required information has been provided.</p> <p>Forms with missing or inaccurate information will be returned to the agency for correction.</p> <p>Once corrected, the form can be resubmitted for processing.</p> <p>Forms will be processed in the order that received - based on submission date.</p> <p>Rush requests will not be processed.</p>
<b>QUESTIONS</b>	
	<p><b>CJIS CCH/Personnel Security Clearance</b> (backgrounds &amp; fingerprints)</p> <ul style="list-style-type: none"><li>• Available M-F 8-5</li><li>• <a href="#">OSP CJIS Unit</a></li></ul>