

DEPARTMENT OF SOCIAL SERVICES
744 P Street, Sacramento, CA 95814



May 16, 2000

ALL-COUNTY LETTER NO. 00-33

TO: ALL COUNTY WELFARE DIRECTORS
ALL PUBLIC ADOPTION AGENCIES
ALL CDSS ADOPTIONS DISTRICT OFFICES
ALL LICENSED PRIVATE ADOPTION AGENCIES
ALL COMMUNITY CARE LICENSING DISTRICT OFFICES
ALL COMMUNITY CARE LICENSING REGIONAL OFFICES

REASON FOR TRANSMITTAL

- State Law Change
- Federal Law or Regulation Change
- Court Order or Settlement Agreement
- Clarification Requested by One or More Counties
- Initiated by CDSS

SUBJECT: CRIMINAL RECORD CHECK OF ADOPTION APPLICANTS/PETITIONERS

This letter is intended to alert you to a recently identified problem with Criminal Record History reports and ongoing criminal record check procedures now in effect with the State Department of Justice (DOJ).

First, all criminal records received by adoption agencies between August 1, 1999, and February 6, 2000, from DOJ may not include all available criminal record information regarding adoption applicants/petitioners and other adults in the home. As you are aware, state regulations require that all available criminal record information be obtained for consideration in the assessment of an adoption applicant/petitioner and the determination of the child's safety and well-being. See Title 22 California Code of Regulations (CCR) Sections 35184, 35087(a)(7), and 35271(a)(2)(G). Because of a possible incomplete criminal record response in these recent DOJ reports, adoption agencies are hereby directed to suspend the processing of pending (open) adoption cases. Pending cases must remain suspended until the adoption agency either (1) verifies that no additional criminal record information regarding the applicants/petitioners and other adults in the home exists or (2) obtains from DOJ additional criminal record information to be factored into the assessment. Finalized adoptions are not affected by the information and instructions provided in this letter.

Second, this letter provides instructions on ongoing procedures now in effect for processing future Criminal Records requests for adoption purposes.

This letter provides important information about:

I. Corrective Measures

- A. The settlement in the Central Valley v. Younger lawsuit and resulting changes in the disclosure of criminal record information.
- B. The need to modify court reports or reprocess criminal record checks.

II. Ongoing Criminal Record Check Procedures

- A. The need for adoption agencies to establish separate procedures for purposes of submitting fingerprints of adoption applicants/petitioners and other adults in the home through the Live Scan system.
- B. The need to use the Federal Bureau of Investigation (FBI) fingerprint card (FD-258) for all prints submitted when not using the Live Scan system.
- C. A new law regarding criminal record checks that directly affects licensed Community Care facilities.
- D. The procedures to be used by private adoption agencies to obtain FBI criminal record clearances.
- E. The requirement that adoption agencies contract with DOJ for the Subsequent Arrest Notification Service.

I. CORRECTIVE MEASURES

- A. Central Valley v. Younger settlement and changes by DOJ in the disclosure of criminal record information

In 1999, upon review of the settlement in Central Valley Ch. 7th Step Foundation, Inc. v. Younger, 214 Cal.App.3d 145 (1989), DOJ changed its procedures for disclosing criminal record information to social service agencies. Effective August 1, 1999, when DOJ releases records to the Department and licensing agencies, unedited criminal records are no longer provided for foster care facility licensing/certification purposes. The DOJ releases only information on arrests resulting in convictions and certain other arrests that qualify under the "Serious Arrest Criteria" (attached). Consequently, adoption agencies can no longer obtain full criminal records from licensed foster care agencies in order to assess prospective adoptive families. State regulation at Title 22 CCR Section 35184 (b), which allows adoption agencies to "obtain copies of the full criminal record and the child abuse index report, if available, from the county or licensing agency," is therefore obsolete and will be removed in a future adoption regulations clean-up package.

Under Family Code Sections 8712(b), 8811(b), and 8908(b), an adoption agency must include in its court report an assessment of the effects of a prospective adoptive parent's criminal history, if any, on his or her ability to provide adequate and proper care and guidance to the child. It will therefore be necessary for agencies to request a separate criminal record check from DOJ for individuals licensed or certified as foster parents who are applying for adoption. Because DOJ procedures do not allow for multiple reports to be sent in response to one criminal records background check application, it will be necessary to submit two sets of fingerprints in order to obtain the separate Criminal Record History report for the purposes of adoption. Agencies must also submit two sets of fingerprints to DOJ requesting separate criminal record checks for individuals newly applying for both a foster parent license/certification and adoption.

- B. Incorrect application of modified disclosure restrictions to adoption applicants/petitioners

In responding to requests for criminal record checks, DOJ inadvertently applied the new restrictions to Criminal Record History reports released to adoption agencies. Reports issued from August 1, 1999, through February 6, 2000, for adoption purposes may not

have included the prospective adoptive parent's full criminal record. The DOJ recently implemented corrective measures. Effective February 7, 2000, all Criminal Record History reports distributed by DOJ to agencies specifically for the purposes of adoption provide, if any, the prospective adoptive parent's full criminal record. However, adoption agencies must take the following corrective action in certain adoption cases that are ***not yet finalized***.

1. Criminal Record History – Originally Obtained For Foster Care Purposes

For cases that are not yet finalized where an adoption agency is using a Criminal Record History report from CCLD that was originally obtained for foster care purposes, and is dated after 8/1/1999, it will be necessary to take one of two actions, as follows:

- a. If the date of the court hearing on the adoption petition is set and a continuance is unfeasible, adoption agencies must submit an updated court report that includes language similar to that recommended in Item I.B.2.a. of this letter.
- b. If the date of the hearing on the adoption petition remains open or a continuance is feasible, adoption agencies must delay the adoption petition until a full Criminal Record History may be obtained and evaluated for the applicants/petitioners or other adult(s) residing in the home. In order to obtain a full Criminal Record History for the purposes of adoption, individuals will need to have fingerprints submitted specifically for the purposes of adoption.

2. Criminal Record History – Originally Obtained For Adoption Purposes

For cases that are not yet finalized where the application or request for a criminal background check was submitted specifically for the purposes of adoption and the date of the Criminal Record History report from DOJ falls between August 1, 1999 and February 6, 2000 one of two actions must be taken, as follows:

- a. If the date of the court hearing on the adoption petition is set and a continuance is unfeasible, adoption agencies must submit an updated court report stating that the criminal record information obtained for the applicants/petitioners and other adults residing in the home may be incomplete. A copy of the "Serious Arrest Criteria" should be attached to the update for the court's information. The following language is recommended for the update:

Due to a reinterpretation of the settlement in Central Valley Ch. 7th Step Foundation, Inc. v. Younger, 214 Cal.App.3d 145 (1989), the California Department of Justice (DOJ) now restricts the content of criminal record information released for purposes of foster care. These restrictions were inadvertently applied to Criminal Record History reports that DOJ released from August 1, 1999 through February 6, 2000, for purposes of adoption. Therefore, such reports in adoption cases may not have included the full criminal record of the petitioner(s) and other adults residing in the home.

The court is herewith advised that the DOJ Criminal Record History included in this report is limited to information about all convictions and arrests that qualify under the "Serious Arrest Criteria" (Attached). The change in procedures did not affect the release of information related to Child Abuse Index inquiries or criminal record

information from the Federal Bureau of Investigation. Notwithstanding the possibility of other criminal record information regarding the petitioner(s), nothing was discovered during the home study or assessment that indicates a delay in finalizing this adoption is warranted in order to resubmit the request for a complete criminal record check.

- b. If the date of the court hearing on the adoption petition remains open or a continuance is feasible, adoption agencies must delay the adoption until they have received DOJ's confirmation as to the existence of additional criminal record information regarding the applicants/petitioners or other adults residing in the home. In this review of specified Criminal Record History, reports that were released during the period of August 1, 1999, through February 6, 2000, DOJ requests the assistance of adoption agencies as follows:

In lieu of obtaining a new set of fingerprints for all applicants/petitioners and other adults residing in the home, adoption agencies should review all Criminal Record History reports dated within the period specified in order to determine whether a request for a criminal record check should be reprocessed. Any Automated Criminal Record History reports falling within this period and having a Criminal Identification and Information (CII or SID) file number reflecting an eight (8) digit number preceded by the letter A, H, or M will require reprocessing. (Two Sample Automated Criminal Record Histories that specify the location of the CII/SID file number are attached for your reference.) Any Criminal Record History report that matches the Manual Report Format will require reprocessing regardless of whether or not the CII/SID number is preceded by an A, H, or M (sample Manual Report Format attached for reference.) All other Criminal History Reports may be used without amending the court report or reprocessing the criminal record check.

For any Criminal Record History report falling within this period and having a CII/SID file number that requires reprocessing, adoption agencies must submit the names of the individuals for whom fingerprints were submitted and the corresponding CII/SID file number to Dan Rosenblatt at DOJ via facsimile transmittal at (916) 227-2000. The facsimile should also include the name of the adoption agency contact person and a telephone number. Adoption agencies will receive either a facsimile confirmation that no additional criminal record information is available or the full criminal record that was previously withheld. If you need assistance locating the CII/SID file number, please contact DOJ at (916) 227-1875.

II. ONGOING CRIMINAL RECORD CHECK PROCEDURES

A. Live Scan implementation for adoption purposes

With the installation of Live Scan technology, CCLD started using the *Request for Live Scan Service* form (LIC 9163) in applications for criminal record checks. However, unlike the hardcopy fingerprint cards (BID 7, BID 7-A or BID 7-B), the LIC 9163 does not provide the option for processing fingerprints for adoption purposes. To address this problem, each adoption agency must establish a separate Originating Response Indicator (ORI) number and service request form in order to submit fingerprints via Live Scan for criminal record checks in adoption cases. The ORI number and service request form should specify the type of clearance to be processed, information that DOJ

may release, the person to whom the report should be sent, and a statement that notification of subsequent arrests is required. Adoption agencies should contact DOJ at (916) 227-3834 to set-up an ORI number and receive a service request package. Furthermore, in recent months when fingerprints were submitted via Live Scan for adoption purposes, some Criminal Record History reports were sent to CCLD instead of the appropriate adoption agency. Reports were sent to CCLD due to the absence of an LIC 9163 and an ORI number specific to an adoption agency. In instances where the LIC 9163 was used to request a criminal record check via Live Scan through a CCLD office, the Criminal Record History reports were probably sent to CCLD. The information was subsequently entered into the CCLD database as if the individuals were adoption agency staff, rather than applicants/petitioners. Not only did adoption agencies not receive these Criminal Record History reports, the reports sent to CCLD were based on foster care licensing standards and not adoption standards. If an adoption agency submitted fingerprints for a criminal record check and the results were not received within the time frames specified below, the agency may send a list of the individuals' names via facsimile transmittal to John Robusto at CCLD, at (916) 274-0409 or (916) 274-6205, who will assist in locating these reports. Agencies must determine whether or not these Criminal Record History reports have a CII/SID number that warrants reprocessing the prints pursuant to the recall instructions in Item I.B.2.b. of this letter.

Adoption agencies may contact the CCLD for assistance if reports have not been received within the following time frames:

1. DOJ Criminal Record History report:30 + days
2. Child abuse index check:45 + days
3. FBI criminal history report:70 + days

B. Use of the FBI Card for all Fingerprints Submitted Not Using Live Scan

Recent procedural changes limit the type of fingerprint cards accepted by the FBI. The FBI no longer accepts the fingerprint cards developed by DOJ (BID-7, BID-7A or BID-7B). However, the FBI fingerprint card (FD-258) is acceptable for the purpose of obtaining a FBI or DOJ Criminal History Report or a Child Abuse Index. If agencies are not using the Live Scan system, fingerprints must be taken and submitted using the FD-258 only. Adoption agencies may obtain copies of FD-258 by contacting DOJ at (916) 227-3834.

C. Licensed Community Care facilities and the new criminal record check law

On November 1, 1999, the Community Care Licensing Division (CCLD) issued a letter concerning IMPORTANT NEW BACKGROUND CHECK LAW CHANGES (attached). This letter summarized provisions of Assembly Bill 1659, Chapter 881, Statutes of 1999, which was sponsored by the Department to reinstate various criminal record check requirements inadvertently deleted from state law.

The Department determined that adoption applicants/petitioners and other adults in the home are not included under the new requirement for FBI criminal record checks on all

Community Care Licensing applicants. However, agencies that also license or certify applicants for the provision of foster care must conform to the FBI record check requirement for that purpose. The new FBI record check requirement does apply to adoption agency employees and volunteers. Please refer to the attached CCLD letter for additional details.

D. Private adoption agency procedures for requesting FBI criminal record information

In specified circumstances, adoption agencies must obtain the FBI criminal record of the applicants/petitioners and any other adults residing in the home. The FBI criminal record is required from DOJ when a prospective adoptive parent has resided in California for less than two years, or when information gathered during the assessment provides reason to believe that he or she may have committed a crime in another jurisdiction. Because FBI criminal records cannot be sent directly to private adoption agencies, separate procedures were established to provide private adoption agencies with FBI criminal record clearances. Private adoption agencies must submit a separate set of fingerprints to DOJ and specify the Department's Adoptions Branch as the "Contributing Agency," and "Adoption" as the reason for the request. The private adoption agency must then submit a request in writing for a criminal record clearance from the Adoptions Branch. The criminal record clearance request may be sent to:

CDSS Adoptions Branch Services Bureau
744 P Street, MS 19-31
Sacramento, CA 95814

Please refer to Title 22 CCR Section 35184 (e)(3) for further details.

E. Subsequent Arrest Notification Service (SANS)

Through the SANS, adoption agencies receive arrest information that becomes available subsequent to the original DOJ Criminal Record History report and pending the court order granting the adoption. When the Department investigated the procedural problem arising in the release of criminal record information, it discovered that DOJ does not automatically retain a file for all fingerprints submitted for adoption purposes and as a result, information from the SANS may not be provided.

Adoption agencies are required to contract with DOJ for receipt of SANS information and to have procedures established to ensure that the SANS is requested for criminal record checks submitted via either fingerprint cards or Live Scan technology. A sample of the CONTRACT FOR SUBSEQUENT ARREST NOTIFICATION SERVICE is attached for your reference. Blank contract forms may be obtained by contacting DOJ at (916) 227-5052.

Upon finalization of an adoption, agencies are required to notify DOJ that the SANS is no longer required for the specific individuals by completing the NO LONGER INTERESTED NOTIFICATION form (attached) and submitting it to DOJ. Please refer to Title 22 CCR Sections 35184 (d) and 35087(a)(7)(C) for additional details.

A SANS ("rap back") is not provided when an adoption agency receives an original fingerprint card rather than a Criminal History Report from DOJ. For cases pending

finalization, agencies will need to establish a contract for SANS and have individuals submit new fingerprints for a criminal background check. Agencies should also ensure that the SANS is being provided prior to submitting any new criminal background check applications.

If you have any questions regarding the information in this ACL, please contact the Adoptions Policy Bureau at (916) 322-4228.

***Original Document Signed By
Sylvia Pizzini On 5/16/00***

SYLVIA PIZZINI
Deputy Director
Children and Family Services Division

Enclosures

c: CWDA
Hughes Hayden, DOJ
Andy Ah Po, CCLD

Serious Arrest Criteria

References are to the California Penal Code.

187	Murder (all)
192, 193, 194	Voluntary Manslaughter
203, 205	Mayhem and Aggravated Mayhem
206	Torture
207	Kidnapping (all)
207(b), 208(b)	Inducing a child under the age of 14 to go to another part of the same country for purpose of committing a lewd and lascivious act upon the child-kidnapping
211 with 12022(b)	Robbery of an inhabited house, vessel, trailer coach, or building with use of a dangerous weapon. (Rap sheets don't always reflect 211 PC with 12022)
215(a) with 12022(b)	Carjacking with the use of a dangerous weapon.
216	Give poison with intent to kill
220	Assault with intent to commit mayhem, rape, sodomy, oral copulation, rape in concert with another, lascivious acts upon a child, or penetration of genitals or anus with foreign object
222	Administering stupefying drugs to assist in commission of felony
240	Assault
242	Battery
243(d)	Battery with serious bodily injury
243.4	Sexual Battery
244	Assault with caustic chemicals or flammable substances
245	Assault with a deadly weapon (all)
246	Shooting at inhabited dwelling

261, 262, 264	Rape (all)
266, 266a,b,c,d,e,f,g,h(b), i(b), j, 267	Abduction, pimping, pandering, providing a minor.
269a, b	Aggravated assault of a child.
272	Contributing to the delinquency of a person under the age of 18 by an offense involving lewd and lascivious conduct.
273a(a), 273a(1), 273ab, 273d, 273.5	Willful harm, injury, corporal punishment to a child/cohabitant under circumstances likely to cause great bodily harm traumatic condition or death.
278	Child stealing/abduction.
285	Incest
286, 286(c) or (d)	Sodomy by force, violence, duress, menace or fear of bodily injury.
288	Lewd and lascivious acts with a child under the age of 14 years.
288a	Oral Copulation
288a(c) or (d) (1)	Oral copulation by force, violence, duress, menace or fear of injury.
288.2	Any felony conviction of sending harmful sexual material to a minor with intent of seducing the minor.
288.5	Continuous sexual abuse of a child.
289	Penetration of genital or anal opening by foreign object by force, violence, duress, menace or fear of injury.
290	All crimes for which one must register as a sex offender.
311.2 (b), (c) or (d)	Sale, possession or distribution of material depicting a child under the age of 18 engaging in or simulating sexual conduct.
311.3	Sexual exploitation of a child by developing, filming, or photographing sexual conduct by a child under the age of 18.
311.4	Employment or use of minor to perform prohibited acts
311.10	Advertising for sale or distribution of obscene matter depicting a child under the age of 18 engaged in or simulating sexual conduct.

311.11	Possession or control of material depicting minor engaged in or simulating sexual conduct.
314 (1) or (2)	Indecent exposure
368(a) or (b)	Willful infliction of pain or suffering to elder or dependent adults.
451, 451.5, 452	Arson
519(1)	Extortion by threat.
646.9	Stalking
647(d)	Loitering in or about any public toilet for the purpose of engaging in or soliciting and lewd, lascivious or unlawful acts.
647.6 or formerly 647a	Annoying or molesting a child under the age of 18.
653f(c)	Solicit another to commit rape, sodomy, etc.
653j(a)	Solicit another to commit specific felony.
667.5(12)	Attempted murder.
667.5(c)	Violent felonies
673	Cruel/etc. punishment/ etc. of a confined person.
702.3	Insanity plea
12022.5	Sentence enhancement for the use of a firearm in a commission or attempted commission of a felony.
12022.55	Sentence enhancement for inflicting great bodily injury by discharging a firearm from a motor vehicle in the commission of a felony.
12022.7	Sentence enhancement for the infliction of great bodily injury.
12308	Exploding, igniting or attempting to explode a destructive device with intent to murder.

- Any felonies punishable by death or life imprisonment.
- Any attempted commission of one of the above crimes.
- Any conviction under federal or military law or the law of another state court which if committed in California would have been punishable as an offense of the sex crimes list.
- Any person determined to be a mentally disordered sex offender under Welfare & Institution Code Section 6300 et seq.
- All arrests involving the use of a weapon within the last three years from the date an individual is fingerprinted
- All arrests involving substance abuse/ drug possession/ sale within the last three years from the date the individual is fingerprinted

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DEPARTMENT OF SOCIAL SERVICES

744 P Street, Sacramento, California 95814



Date November 1, 1999

TO: ALL LICENSEES AND EMPLOYEES OF:
Adoption Agencies,
Foster Family Homes,
Foster Family Agencies,
Small Family Homes,
Transitional Housing Placement,
Social Rehabilitation Facilities,
Adult Day Care Facilities,
Adult Day Support Facilities,
Group Homes and,
Adult Residential Facilities

FROM: MARTHA LOPEZ, Deputy Director
Community Care Licensing Division
California Department of Social Services

SUBJECT: IMPORTANT NEW BACKGROUND CHECK LAW CHANGES

This letter provides important information about a new background check law that directly affects all staff, volunteers, and employees of the above mentioned community care facilities. Please note that sections of the law take effect on two different dates.

Assembly Bill 1659 (AB 1659), Chapter 881, Statutes of 1999 was sponsored by the Department to reinstate various new background check requirements that were inadvertently chaptered out as a result of certain legislative activities last year. AB 1659 makes the following changes to the background check requirements in the California Community Care Facilities Act, Health and Safety Code Section 1522.

The following changes become effective December 9, 1999.

- Background checks are now required for any staff person, **volunteer**, or employee **who has any client contact**. *The statute previously did not include volunteers, and it only required persons with "frequent and routine" contact to be fingerprinted.*
- A volunteer in an Adult Residential Facility or Social Rehabilitation Facility is exempt from the background check requirement only if:

- ✓ the volunteer is a relative, significant other, or close friend of a client receiving care in the facility and
 - ✓ he/she is not used to replace or supplant staff in providing direct care and supervision. *This is a new section in the statute.*
- The licensee is now required to maintain documentation of all individual clearances or exemptions available for inspection by the Department. *This is a new section in the statute.*
 - Fingerprints must be submitted to the California Department of Justice (DOJ) **before** a person's employment, residence, or initial presence in the facility. *The statute previously allowed a licensee four days after a person began working to submit the person's fingerprints to the DOJ.*
 - Licensees are subject to an **immediate \$100.00 Civil Penalty** for each person whose fingerprints were not submitted on time. *This is a new section in the statute.*
 - Criminal convictions from another state or federal court will be considered as if the criminal offense was committed in California.
 - A request to transfer an individual's criminal record clearance from one state licensed facility to another, must be submitted in writing to the appropriate licensing district office. The person who is seeking transfer must confirm their identity and include a copy of the person's California driver's license or a valid photo identification issued by another state or the United States government if the person is not a California resident. Additionally, the facility must submit the transfer request **before** the individual has client contact or the facility will be in violation of the law and subject to the \$100 civil penalty

If the licensee encloses a stamped self-addressed envelope for this purpose, the Department shall verify whether the individual has a clearance that can be transferred.

- When Livescan electronic fingerimaging system becomes “operational”, all applicants will be required to obtain a background check clearance or exemption before having any client contact. **The Department will provide a 30-day advance notice before this provision of the law is implemented.** We anticipate it will be several months before Livescan is fully operational based on the definition of the new law.

WHAT IS LIVESCAN?

Livescan is an electronic fingerprint imaging process that eliminates the need to “ink-roll” an individual’s fingerprints. This process, known as “fingerimaging,” allows fingerprint images and personal information to be transmitted quickly, electronically, and accurately to DOJ. Livescan background checks are usually completed in three business days.

We encourage you to take full advantage of Livescan, however, **for an interim period of time fingerprint cards are still acceptable.** Livescan stations are located in Community Care Licensing District Offices and law enforcement offices throughout the state.

There is a Livescan processing fee that is equivalent to existing fees for ink rolled fingerprints. See the attached Livescan information sheet for further details.

The following changes become effective January 8, 2000.

- Beginning January 8, 2000, in addition to the California criminal record check and the Child Abuse Central Index check, for children's facilities, a Federal Bureau of Investigation (FBI) criminal record check will also be required for all new facility applicants, facility employees, and volunteers. This is *not* a retroactive requirement. The FBI check, which is also processed through DOJ, is required of anyone who must have a criminal background check.
- The issuance of a new license will not be delayed if:
 1. All other licensing requirements have been met and the FBI clearance is the only missing item, and
 2. Each individual has submitted a signed statement to the Department, as part of the application, that he/she has never been convicted of a crime in the United States, other than a minor traffic violation.
 - If the Department subsequently determines that a person has a criminal record the Department may then revoke or suspend the license or prohibit an individual's employment or presence in the facility.
- Subsequent to licensure, persons who are required to submit fingerprints prior to their employment, residence, or initial presence in the facility must also submit a second set of fingerprints for the purposes of searching FBI records.
 - A licensee who fails to submit the required two sets of fingerprints to DOJ prior to the person's employment, residence or initial presence in the facility shall be cited and assessed an immediate civil penalty of \$100 for each person whose prints were not submitted on time.

The Department will begin enforcing the first of these changes on December 9, 1999, and the FBI requirement on January 8, 2000. The licensing regulations are currently being revised to reflect this new law change. In the meantime, if you have any questions you may call Vincent Herrera, Central Operations Branch, Policy Analyst at (916) 322-5419.

Thank you for your cooperation in implementing this new state law that directly affect you and your facility operations.

Attachment

CONTRACT FOR SUBSEQUENT ARREST NOTIFICATION SERVICE

Department of Justice
Bureau of Criminal Identification and Information
P.O. Box 903417
Sacramento, CA 94203-4170

The agency listed below is authorized to receive state summary criminal history information from the files of the Bureau of Criminal Identification and Information for employment, licensing or certification purposes. This agency further requests that fingerprints submitted for this purpose be retained in Bureau files for subsequent arrest notification service pursuant to Section 11105.2 of the California Penal Code. Fingerprint cards received before the effective date will not be retained.

AGENCY NAME _____

ADDRESS _____

ATTENTION _____ TELEPHONE _____

Please retain the following categories:

ALL EMPLOYEES

ALL LICENSES

OTHER specify _____

This agency certifies that to its knowledge, there is no statute or regulation prohibiting this notification, that all requirements for criminal record security and privacy of individuals will be met. This agency will notify the Bureau of Criminal Identification and Information (sample form attached) when it no longer has a legitimate interest in a subject, as required by Section 11105.2 of the California Penal Code.

APPROVED: _____ (Department of Justice only)

Signature Date

Department of Justice
Applicant and Public Services Section
Bureau of Criminal Identification and Information

Print Name

Title:

Effective Date:

NO LONGER INTERESTED NOTIFICATION

Complete this form if your agency is no longer interested in receiving subsequent arrest information on a subject previously fingerprinted for licensing, certification or employment purposes,

Mail to:
 Department of Justice
 Bureau of Criminal Identification
 P.O. BOX 903417
 Sacramento, CA 94203-4170

PLEASE TYPE OR PRINT CLEARLY

Last Name		First	Middle	Date of Birth	Sex
CII Number		SS Number		DL Number	
Contributing Agency and Address		Type of Application		Agency IDif	
		Applicat on Date		Today's Date	

In lieu of submitting this form, agencies may develop their own "No Longer Interested" form or return a copy of the subjects rap sheet or fingerprint card. Should you choose one of these alternatives, please clearly indicate on the returned document "No Longer Interested Notification."