

California Department of Justice  
 CALIFORNIA JUSTICE  
 INFORMATION SERVICES  
 DIVISION  
 William G. Stobie, Director/CIO



# INFORMATION BULLETIN

<i>Subject:</i> Applicant Agency Custodian of Records Confirmation	<i>No.</i> 10-06-BCIA	<i>Contact for Information:</i> Applicant Information and Certification Program (916) 227-3407 <a href="mailto:COR@doj.ca.gov">COR@doj.ca.gov</a> Additional Information: <a href="http://www.ag.ca.gov/fingerprints">www.ag.ca.gov/fingerprints</a>
	<i>Date:</i> 8-19-10	

**To: All California Applicant Agencies**

Pursuant to Penal Code section 11102.2, beginning January 1, 2011, the Department of Justice (DOJ) shall implement a confirmation program to process fingerprint-based criminal offender record information background responses on individuals designated by applicant agencies to serve as Custodian of Records. Effective July 1, 2011, no person shall serve as an agency Custodian of Records unless they have been confirmed by the DOJ. Every agency must designate at least one Custodian of Records. Criminal justice agency personnel who have undergone a state and federal criminal record background check are exempt from these requirements. The agency Custodian of Records will be responsible for the security, storage, dissemination, and destruction of the criminal records furnished to the agency and will serve as the primary contact for the DOJ.

The confirmation process will consist of a completed Custodian of Records Application for Confirmation form (BCIA 8374), which will be available on the Attorney General's website ([www.ag.ca.gov](http://www.ag.ca.gov)), the electronic submission of fingerprint images, and payment of state and federal background check fees, along with a \$30.00 confirmation fee. Applicants applying for Custodian of Records confirmation must be at least 18 years old and a legal resident of California.

Confirmation will be denied or revoked on applicants who have been convicted of a felony offense, or any other offense that involves moral turpitude, dishonesty, fraud, or that impacts the applicant's ability to perform the duties or responsibilities of a Custodian of Records. The DOJ will retain the fingerprints for subsequent arrest notification pursuant to Penal Code section 11105.2. The Custodian of Records confirmation, denial, or revocation letters will be mailed by the DOJ to the designated applicant agency, as identified on the application by the Custodian of Records applicant.

Sincerely,

WILLIAM G. STOBIE, Director/CIO  
 California Justice Information Services Division

For EDMUND G. BROWN JR.  
 Attorney General