



DEPARTMENT OF JUSTICE RESEARCH CENTER (DOJRC) STANDARD DATA REQUEST APPLICATION

New Request Modification to Existing Request

INSTRUCTIONS:

Submission Date: _____

1. Complete this form by providing the requested information.
2. E-mail the completed form to the DOJRC at DataRequests@doj.ca.gov.
3. If additional space is needed, please provide attachments that clearly reference the prompt.

NOTICE TO REQUESTOR

The California Department of Justice (DOJ) provides access to data for authorized users. Submission of this application initiates the data request process. Depending on the data requested, additional documentation may be required (e.g. curriculum vitae, background check, certification of human subjects' protection training or IT officer information). The DOJ will provide further direction upon receipt of this application.

CONTACT INFORMATION

Request Contact Person Name:

Affiliation/Organization:

Affiliation/Organization Address:

Affiliation/Organization E-mail Address:

City:

State

Zip Code:

Attention:

Affiliation/Organization Phone Number:

PROJECT INFORMATION

Project Title:

Expected Project Timeline: Start: _____ End: _____

Data Type:

- Aggregated/Statistical data - data presented in summary counts
- De-identified individual-level data - individually disaggregated data that does not include personally identifying information
- Identified individual-level data - individually disaggregated data that includes personally identifying information

Describe the data being requested for the project:



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Describe the purposes and objectives of the project, including how the data will support these purposes:

Describe the expected benefits of the project:

Describe the project design and methodology (e.g. Please include information about where the data analysis will be conducted.):

Research Funding (e.g., grant): Secured Pending Not Applicable

If secured/pending:

Funding source: Public Private

Grant period: Start: _____ End: _____

IRB approval: Secured Pending Not Applicable

CPHS approval: Secured Pending Not Applicable

Procured Services: Cloud Storage Third Party Data Center Not Applicable

SFTP transfer compatible: Yes No

NOTE: If applicable, please submit documentation for research funding and approvals.
Abbreviations: Institutional Review Board (IRB); Committee for the Protection of Human Subjects (CPHS); Secure File Transfer Protocol (SFTP).



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STAFF LIST

Name	Role	Access Point	
		On-site	Remote
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NOTE: List all staff who will have access to the data. All requests must indicate the Principal Investigator and the Information Security Officer.

AFFIRMATION AND AGREEMENT

- I understand that the DOJ is only authorized to release data from particular systems and databases.
- I understand that additional documentation may be required for my application to be processed. The documentation required depends on the type of data being requested.
- I understand that upon authorization, I must communicate any proposed changes to the project conditions through a modified request. The DOJ must approve all proposed changes before my team can incorporate them into the project. Failure to disclose these changes may result in project termination.
- I understand that authorization to receive data from the DOJ must be renewed on an annual basis should the project continue past one year.
- I understand that I am not authorized to share DOJ-provided data with a third party, including any potential funding sources, without DOJ approval.

Print Name

Signature

Date