



ELECTRONIC RECORDING DELIVERY SYSTEM (ERDS) APPLICATION FOR WITHDRAWAL

TYPE OR PRINT (IN INK) ALL INFORMATION REQUESTED ON THE APPLICATION FORM. SIGNATURE MUST BE ORIGINAL.

CHECK ALL THAT APPLY

- System Certification (The County Recorder shall cease all ERDS operations as of the date noted on this application.)
 - Single County
 - Multi-County
 - Lead County Recorder
 - Sub-County Recorder
- Computer Security Auditor (All auditing services shall cease as of the date noted on this application.)
- Certified Vendor of ERDS Software (All vendor services shall cease as of the date noted on this application.)

A copy of the following is required as an attachment to this form:

System Certification - A listing of all individuals and associated agencies and/or business entities as having secure access.

Certified Vendor of ERDS Software - A listing off all employees and contracted employees with secure access.

This withdrawal request shall render the certificate invalid. This withdrawal shall not prohibit the submission of an application at a later date.

SECTION A - Withdrawal Information

NAME	CERTIFICATE NUMBER	OPERATION/SERVICE TERMINATION DATE		
E-MAIL	TELEPHONE	FAX		
ADDRESS	CITY	STATE	ZIP CODE	
REASON FOR WITHDRAWAL				

I declare under penalty of perjury under the laws of the State of California that all the information contained herein is true and correct.

Signature

Date: _____

Print Name

APPLICATION SUBMISSION

In the case of county(ies) withdrawing from a certified Multi-County ERDS, the Sub-County(ies) shall submit this application to the Lead County. The Lead County Recorder shall be responsible for the submission to the ERDS Program.

The information on this application and all documentation becomes the property of the Department of Justice and will be used by authorized personnel.

Mail to: California Department of Justice Electronic Recording Delivery System Program P.O. Box 160968 Sacramento, CA 95816-0968 Phone: (916) 210-4237 E-mail: ERDS@doj.ca.gov	DOJ USE ONLY Date Rec'd _____ Analyst _____ Response Date _____ HDC Notified _____
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Privacy Notice As Required by Civil Code § 1798.17

Collection and Use of Personal Information. The California Justice Information Services (CJIS) Division in the Department of Justice collects the information requested on this form as authorized by Government Code sections 27391, 27392, 27394, and 27395(b) and California Code of Regulations Title 11, Division 1, Chapter 18, Article 4, section 999.121, California Code of Regulations Title 11, Division 1, Chapter 18, Article 6, section 999.176, and California Code of Regulations Title 11, Division 1, Chapter 18, Article 8, section 999.204. The CJIS Division uses this information delete or add an individual(s) in a role requiring fingerprint submission or change of agency for individual(s) requiring fingerprint submission. In addition, any personal information collected by state agencies is subject to the limitations in the Information Practices Act and state policy. The Department of Justice's general privacy policy is available at: <http://oag.ca.gov/privacy-policy>.

Providing Personal Information. All the personal information requested in the form must be provided.

Access to Your Information. You may review the records maintained by the CJIS Division in the Department of Justice that contain your personal information, as permitted by the Information Practices Act. See below for contact information.

Possible Disclosure of Personal Information. In order to delete or add an individual(s) in a role requiring fingerprint submission or change of agency for individual(s) requiring fingerprint submission, we may need to share the information you give us with other government agencies.

The information you provide may also be disclosed in the following circumstances:

- With other persons or agencies where necessary to perform their legal duties, and their use of your information is compatible and complies with state law, such as for investigations or for licensing, certification, or regulatory purposes;
- To another government agency as required by state or federal law.

Contact Information. For questions about this notice or access to your records, you may contact the Electronic Recording Delivery System Program manager via telephone at (916) 210-4237, e-mail at erds@doj.ca.gov, or by mail at:

California Department of Justice
Electronic Recording Delivery System Program
P.O. Box 160968
Sacramento, CA 95816-0968