



Demystifying The Department of Justice

Bureau of Criminal Information and Analysis

Thursday, June 18th | 10am - 11am

The presentation will begin shortly.
No audio is currently being played.



Accessibility

- Find the menu bar at the bottom of your zoom window
- For closed captioning, select “more”

Agenda

- I. Welcome
- II. Bureau of Criminal Information and Analysis Presentation
- III. Q&A
- IV. Closing



C A L I F O R N I A

DEPARTMENT OF JUSTICE

**California Justice Information Services Division
Bureau of Criminal Information and Analysis**

BCIA

BUREAU OF CRIMINAL INFORMATION & ANALYSIS

California Justice Information Services Division Bureau of Criminal Information and Analysis

The Bureau of Criminal Information and Analysis is responsible for state summary criminal history information, facilitating background checks, administering California's live scan network, and providing biometric verification services.



Bureau of Criminal Information and Analysis



Mission Statement

Maintain accurate criminal history and biometric data and provide it to individuals and organizations to support criminal justice, regulatory and public policy responsibilities.

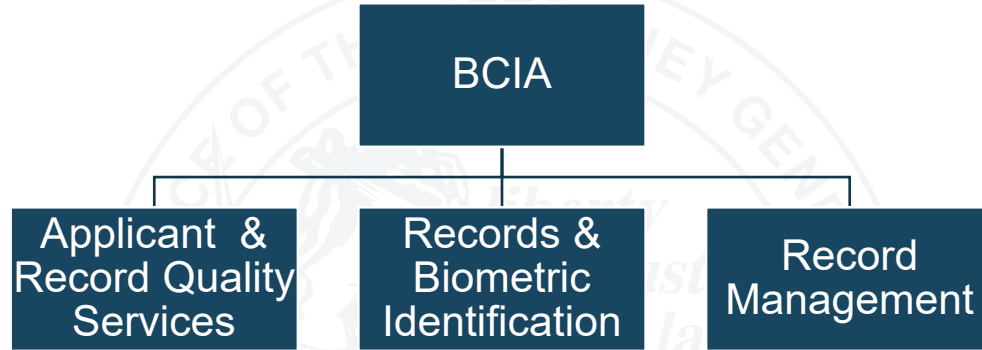


Vision Statement

Build an agile and unified organization that inspires its workforce and is a transformative leader in the criminal justice ecosystem.



Bureau of Criminal Information and Analysis



- Background checks for applicant agencies
- Authorizing applicant agencies
- Record review and challenge
- Child Abuse Central Index
- Automated fingerprint and latent print systems
- Live scan oversight
- Electronic and paper archives of criminal history source documentation
- Maintain state summary criminal history information
- Automatic record relief
- Record sealing



What is criminal history and how does the Attorney General's Office compile it?



Section Key Terms

Criminal Offender Record Information (CORI): records and data compiled by criminal justice agencies for purposes of identifying criminal offenders and maintaining as to each such offender a summary of arrests, pretrial proceedings, the nature and disposition of criminal charges, sentencing, incarceration, rehabilitation, and release. CORI may consist of information about a person including: personal identification data, arrest data, disposition data, and corrections data

Disposition: refers to the outcome of an arrest, for example whether the charges were dismissed, or if the individual was convicted or acquitted

Criminal Justice Agencies (CJAs): those agencies at all levels of government which perform activities related to the apprehension, prosecution, adjudication, incarceration, or correction of criminal offenders; or to the collection, storage, dissemination or usage of criminal offender record information

Local Summary Criminal History Information: master record of information compiled by any local criminal justice agency ... pertaining to the identification and criminal history of any person

State Summary Criminal History Information: master record of information compiled by the Attorney General pertaining to the identification and criminal history of a person



Compiling Criminal History

Law Enforcement Agencies



Prosecuting Agencies



Courts



Arrest Data

Arrest data is submitted by a criminal justice agency when an individual is booked

- Penal Code 13150 - For each arrest made, the reporting agency shall report to the Department of Justice, concerning each arrest, the applicable identification and arrest data



Disposition Data

Disposition data is submitted by a criminal justice agency when there is a disposition for an arrest

- Penal Code 11115 - In any case in which a law enforcement agency makes an arrest and transmits a report of the arrest to the Department of Justice or to the Federal Bureau of Investigation, it shall be the duty of such law enforcement agency to furnish a disposition report to such agencies whenever the arrested person is transferred to the custody of another agency or is released without having a complaint or accusation filed with a court.
- Penal Code 13151 - The superior court that disposes of a case for which an arrest was required to be reported to the Department of Justice ... shall ensure that a disposition report of a case ... is furnished to the Department of Justice within 30 days according to the procedures and in a format prescribed by the department.



Custody Data

Custody data is submitted by detention facilities to record when someone is serving a sentence related to a conviction

- Penal Code 13152 - Both admission and release from detention facilities shall be reported by the detention agency to the Department of Justice within 30 days of that action



How does the Attorney General's Office release criminal history?



Section Key Terms

Fingerprint-Based Background Checks: refers to submission of fingerprints to the Attorney General for purposes of reviewing the state summary criminal history information it maintains and disseminating that information to an applicant agency to determine suitability for employment, licensing, or certification

Non-Fingerprint Background Checks: refers to background checks performed by a consumer reporting agency (CRA) which may include criminal records, motor vehicle reports, employment and education verification, civil records, and credit reports, but does not access the state summary criminal history information

Applicant Responses: refers to state summary criminal history information disseminated to authorized applicant agencies in response to a fingerprint-based background check performed for noncriminal justice purposes

Record of Arrest and Prosecution (RAP) Sheets: term can refer to both local and state summary criminal history information provided to authorized criminal justice agencies in response to fingerprint or name checks performed for criminal justice purposes

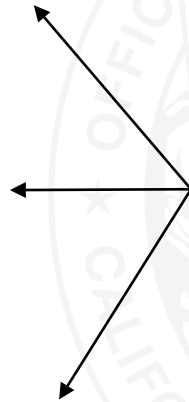


Releasing Criminal History

Criminal Justice Purposes



RAP Sheets



Personal Record Review

Record Review

Non-Criminal Justice Purposes

- Employers
- Public/Private Schools
- Licensing Boards
- Adoption Organizations
- Youth Organizations

Applicant Responses

De-identified,
Statistical Data

Policy

- Legislature
- Public Records
- Press Inquiries

Research Request

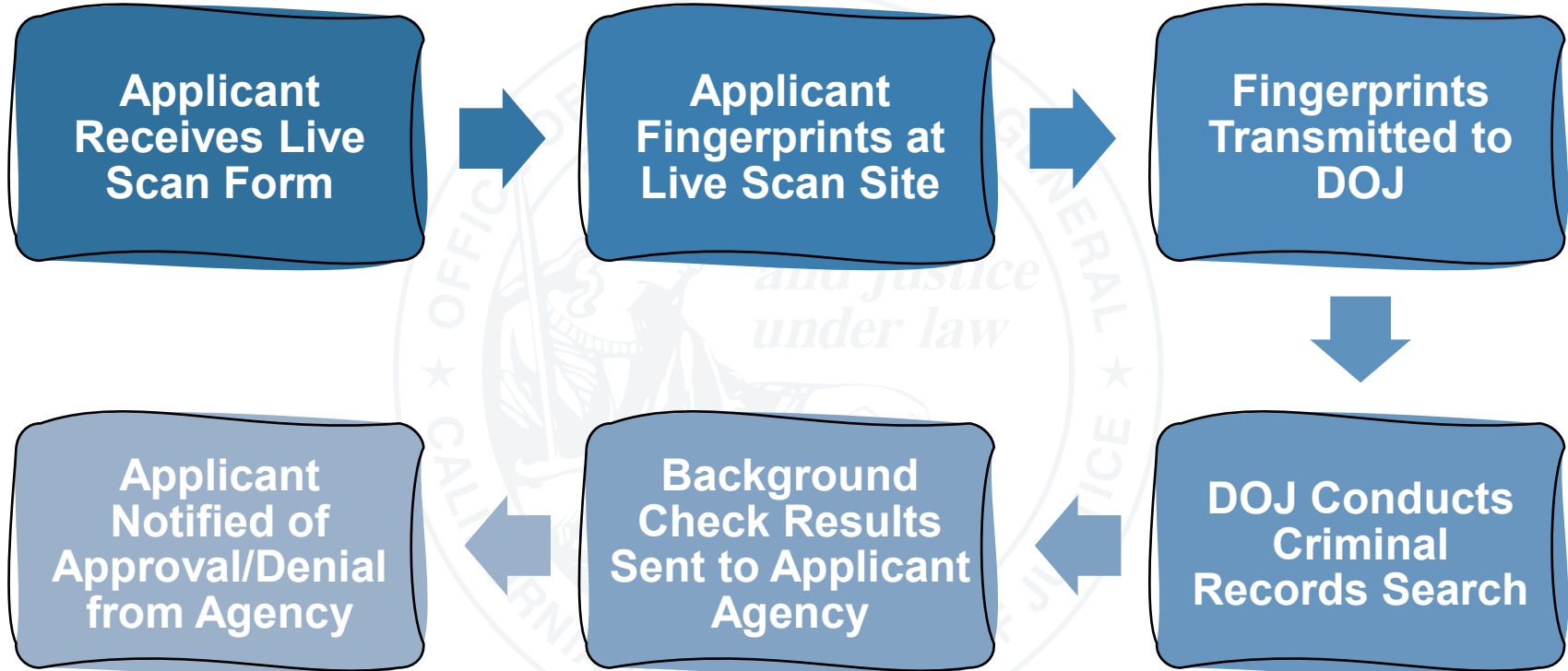
Research Institutions



Applicant Background Check Overview



Applicant Live Scan Flow Chart



Background Check - Levels of Service

California Criminal History Only: Arrests and disposition information for crimes committed in California only

California and Federal Bureau of Investigations (FBI) Mandatory: Must also include arrest and disposition information for federal crimes and crimes committed in other states.

California and FBI Optional: May also include arrest and disposition information for federal crimes and crimes committed in other states.

Child Abuse Central Index: Investigated reports of child abuse related to substantiated cases of physical abuse, sexual abuse, mental/emotional abuse, and/or severe neglect of a child

Firearms: Must be cleared and approved to possess a firearm.



Types of Initial Applicant Responses

- **CA No Record**
- **CA Criminal Record**
- **FBI No Record**
- **FBI Criminal Record**
- **Transaction Rejection (Fingerprint Quality Reject or Data Submission Error)**
- **CA Name Check – Penal Code section 11105.7**
- **Peace Officer/Criminal Justice Agency**
- **FBI Name Check**
- **Child Abuse Central Index (CACI) Check**
- **Firearms Eligibility Response**
- **Delay Notification**



Subsequent Arrest and Disposition Notification (Post-Initial Response)

What is a subsequent notification?

Pursuant to Penal Code § 11105.2, authorized agencies can receive notification of subsequent state or federal arrests or dispositions for licensing, employment, or certification purposes.

An applicant agency must notify DOJ to terminate the state or federal notification when:

- a) An employment or volunteer position ends
- b) A license or certificate is revoked
- c) A license or certificate is not renewed
- d) An applicant is not given an employment or volunteer position, or are denied a license or certificate



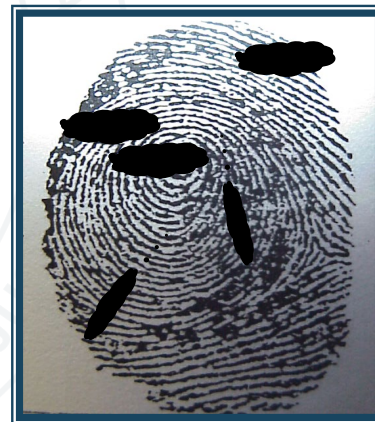
Delay Notifications

Roughly 85% of the transactions are processed within 72 hours and go “lights out.”

If DOJ cannot respond within that time frame a delay notification is sent to the applicant agency.

Reasons for delay:

- Fingerprint quality requires manual review by Cal-ID program.
- Match to an existing manual record that requires automation.
- Match to an existing criminal history record.



Applicant Response Dissemination



California Penal Code § 11105, Applicant Type Examples

Subdivision (k): State or federal criminal history information for peace officer employment or certification purposes.

Examples: Sworn Police Officers such as, California Highway Patrol, Sherriff Deputies, Local Police Officers, CDCR Correctional officers

Subdivision (l): State or federal criminal history information for criminal justice employment, licensing, or certification purposes.

Examples: Non-sworn employees employed by law enforcement agencies, contractors with access to criminal justice information, gun dealers, secondhand dealers, and pawnbrokers

Subdivision (m): State or federal criminal history information to an authorized agency or organization under Health and Safety Code §§ 1522, 1568.09, 1569.17, 1596.871, or related statutes, for employment, licensing, or certification purposes.

Examples: Daycare providers, elder care providers, foster care providers, homecare providers



California Penal Code § 11105, Applicant Type Examples

Subdivision (n): State or federal criminal history information to an authorized agency, organization, or individual under Penal Code §§ 11105(c)(10) (cable corporation only), 11105.3, 11105.4, Welfare and Institutions Code § 15660, or related statutes, for employment, licensing, or certification purposes. Excludes transportation companies authorized under Penal Code § 11105.3.

Examples: Youth organization employees, parks and services employees

Subdivision (o): State or federal criminal history information to an authorized agency or organization under Financial Code §§ 379 or 1300, or related statutes, for employment, licensing, or certification purposes.

Examples: Bank employees

Subdivision (p): State or federal criminal history information to an authorized agency, organization, or individual not defined under subdivisions (k), (l), (m), (n), or (o) of Penal Code § 11105, to transportation companies authorized under Penal Code § 11105.3, or to entities under related statutes, for employment, licensing, or certification purposes.

Examples: School bus drivers, professional licensees (i.e, doctor, nurse, marriage and family therapist, etc.), credentialed and classified school employees, ambulance drivers



RAP Sheet Under Subdivision (k)

 DATE CYC SEQ
 REGISTRATION:
 20140629 CASOSACRAMENTO NAM:001 000 01
 001:111111
 290 PC-REGISTRATION OF SEX OFFENDER TOC:N

 DATE CYC SEQ
 ARR/DET/CITE:
 20131028 CAPDWOODLAND NAM:001 002 01
 001:11111-111111
 288A(B)(2) PC-ORAL COPULATION W/PERSON UNDR 16 TOC:F
 COURT:
 20141019 CASCYOLO NAM:001 PRO:3 BYP:2 03
 001:111111
 288(A) PC-LEWD OR LASCIV ACTS W/CHILD UNDER 14 TOC:F
 DISPO:CONVICTED-PROB/JAIL
 CONV STATUS:FELONY TOS:1
 SEN: 003 YEARS PROBATION, 240 DAYS JAIL

 DATE CYC SEQ
 ARR/DET/CITE: DOB:19940716
 20140731 CASOSACRAMENTO NAM:003 002 01
 001:1111111111
 11550 HS-USE/UNDER INFLUENCE CONTROL SUBST TOC:M
 DISPO:PROS REL-DET ONLY-INTEREST OF JUSTICE
 ARR BY:CAHPSOUTH SACRAMENTO
 20150612 DISPO:ARREST RELIEF GRANTED PER 851.91 PC

1

1

2

3

 DATE CYC SEQ
 ARR/DET/CITE: DOB:19940716
 20150130 CASOSACRAMENTO NAM:003 003 01
 001:1111111111
 488 PC-PETTY THEFT TOC:M
 20150612 DISPO:ARREST RELIEF GRANTED PER 851.93 PC
 COURT:
 20150228 CAMCSACRAMENTO NAM:003 PRO:5 02
 001:11111111
 484(A) PC-THEFT TOC:M
 DISPO:CONVICTED
 CONV STATUS:MISDEMEANOR TOS:4
 COM:XSEN:1 YR PROB,30 DS JL
 03
 DCN:11111111111111111111
 201790723 DISPO:CONV SET ASIDE & DISM 1203.425

2

4

 DATE CYC SEQ
 ARR/DET/CITE: DOB:19940716
 20150731 CASOSACRAMENTO NAM:003 004 01
 001:1111111111
 11550 HS-USE/UNDER INFLUENCE CONTROL SUBST TOC:M
 ARR BY:CAHPSOUTH SACRAMENTO
 02
 DCN:11111111111111111111
 COURT:
 20150810 CAMCSACRAMENTO NAM:003 PRO:5 03
 001:11111111
 11550(A) HS-USE/UNDER INFL CONTRLD SUBSTANCE TOC:M
 DISPO:PROCEEDINGS SUSPENDED/DIVERSION
 COURT:
 20160228 CAMCSACRAMENTO NAM:003 PRO:5 BYP:1 05
 001:11111111
 11550(A) HS-USE/UNDER INFL CONTRLD SUBSTANCE TOC:M
 DISPO:DIVERSION SUCCESSFUL DISMISSED
 002:
 INFRACTION VIOLATION TOC:I
 DISPO:DIVERSION SUCCESSFUL DISMISSED
 06
 DCN:11111111111111111111

5

 DATE CYC SEQ
 ARR/DET/CITE: DOB:19940716
 20161226 CASOSACRAMENTO NAM:003 005 01
 001:1111111111
 245 PC-ASSAULT WITH DEADLY WEAPON TOC:F
 COURT:
 20161231 CAMCSACRAMENTO NAM:003 PRO:5 02
 001:1111111111
 245 PC-ASSAULT WITH DEADLY WEAPON TOC:F
 DISPO:CONVICTED-PROB/JAIL
 CONV STATUS:FELONY TOS:4
 COM:XSEN:3 YR PROB,60 DS JL
 03
 DCN:111111111111111111111111
 201890723 DISPO:CONV SET ASIDE & DISM 1203.4/1203.4A PC

3

6

 DATE CYC SEQ
 ARR/DET/CITE: DOB:19940716
 20170326 CASWOODLAND NAM:002 006 01
 001:11111111
 11377(A) HS-POSSESS CONTROLLED SUBSTANCE TOC:F
 COURT:
 20170603 CASCYOLO NAM:002 PRO:1 03
 001:11111111
 11377(A) HS-POSSESS CONTROLLED SUBSTANCE TOC:F
 DISPO:DISMISSED
 04
 DCN:111111111111111111111111

7

 DATE CYC SEQ
 APPLICANT:
 20241213 CASOVENTURA NAM:001 001 01
 001:
 APPLICANT NON SWORN LAW ENFORCEMENT PERSONNEL
 02
 SCN:111111111111111111111111
 * * * END OF MESSAGE * * *

8



RAP Sheet Under Subdivision (p) — CTC & Schools

 DATE CYC SEQ
 REGISTRATION:
 20140629 CASOSACRAMENTO NAM:001 000 01
 001:111111
 290 PC-REGISTRATION OF SEX OFFENDER TOC:N

1

 DATE CYC SEQ
 ARR/DET/CITE:
 20131028 CAPDWOODLAND NAM:001 002 01
 001:11111-111111
 288A(B)(2) PC-ORAL COPULATION W/PERSON UNDR 16 TOC:F

1

COURT:
 20141019 CASCYOLO NAM:001 PRO:3 BYP:2 03
 001:111111
 288(A) PC-LEWD OR LASCIV ACTS W/CHILD UNDER 14 TOC:F
 DISPO:CONVICTED-PROB/JAIL
 CONV STATUS:FELONY TOS:1
 SEN: 003 YEARS PROBATION, 240 DAYS JAIL

2

 DATE CYC SEQ
 ARR/DET/CITE: DOB:19940716
 20140731 CASOSACRAMENTO NAM:003 002 01
 001:1111111111
 11550 HS-USE/UNDER INFLUENCE CONTROL SUBST TOC:M
 DISPO:PROS REL-DET ONLY-INTEREST OF JUSTICE
 ARR BY:CAHPSOUTH SACRAMENTO
 20150612 DISPO:ARREST RELIEF GRANTED PER 851.91 PC

3

 DATE CYC SEQ
 ARR/DET/CITE: DOB:19940716
 20150130 CASOSACRAMENTO NAM:003 003 01
 001:1111111111
 488 PC-PETTY THEFT TOC:M
 20150612 DISPO:ARREST RELIEF GRANTED PER 851.93 PC

2

COURT:
 20150228 CAMCSACRAMENTO NAM:003 PRO:5 02
 001:11111111
 484(A) PC-THEFT TOC:M
 DISPO:CONVICTED
 CONV STATUS:MISDEMEANOR TOS:4
 COM:XSEN:1 YR PROB,30 DS JL 03
 DCN:11111111111111111111
 201790723 DISPO:CONV SET ASIDE & DISM 1203.425

4

 DATE CYC SEQ
 ARR/DET/CITE: DOB:19940716
 20150731 CASOSACRAMENTO NAM:003 004 01
 001:1111111111
 11550 HS-USE/UNDER INFLUENCE CONTROL SUBST TOC:M
 ARR BY:CAHPSOUTH SACRAMENTO
 DCN:11111111111111111111
 COURT:
 20150810 CAMCSACRAMENTO NAM:003 PRO:5 03
 001:11111111
 11550(A) HS-USE/UNDER INFL CONTRLD SUBSTANCE TOC:M
 DISPO:PROCEEDINGS SUSPENDED/DIVERSION
 COURT:
 20160228 CAMCSACRAMENTO NAM:003 PRO:5 BYP:1 05
 001:11111111
 11550(A) HS-USE/UNDER INFL CONTRLD SUBSTANCE TOC:M
 DISPO:DIVERSION SUCCESSFUL DISMISSED
 002:
 INFRACTION VIOLATION TOC:I
 DISPO:DIVERSION SUCCESSFUL DISMISSED
 DCN:11111111111111111111 06

5

 DATE CYC SEQ
 ARR/DET/CITE: DOB:19940716
 20161226 CASOSACRAMENTO NAM:003 005 01
 001:1111111111
 245 PC-ASSAULT WITH DEADLY WEAPON TOC:F

3

COURT:
 20161231 CAMCSACRAMENTO NAM:003 PRO:5 02
 001:1111111111
 245 PC-ASSAULT WITH DEADLY WEAPON TOC:F
 DISPO:CONVICTED-PROB/JAIL
 CONV STATUS:FELONY TOS:4
 COM:XSEN:3 YR PROB,60 DS JL 03
 DCN:111111111111111111111111
 201890723 DISPO:CONV SET ASIDE & DISM 1203.4/1203.4A PC

6

 DATE CYC SEQ
 ARR/DET/CITE: DOB:19940716
 20170326 CASWOODLAND NAM:002 006 01
 001:11111111
 11377(A) HS-POSSESS CONTROLLED SUBSTANCE TOC:F
 COURT:
 20170603 CASCYOLO NAM:002 PRO:1 03
 001:11111111
 11377(A) HS-POSSESS CONTROLLED SUBSTANCE TOC:F
 DISPO:DISMISSED
 DCN:111111111111111111111111 04

7

 DATE CYC SEQ
 APPLICANT:
 20241213 CASOVENTURA NAM:001 001 01
 001:
 APPLICANT NON SWORN LAW ENFORCEMENT PERSONNEL
 02
 SCN:111111111111111111111111
 * * * END OF MESSAGE * * *

8



How do applicant agencies get authorized?



How to get access to criminal history information?

Attorney General's Website:

<https://oag.ca.gov/fingerprints/agencies>

Agency Authorization

Before any of your potential applicants can be fingerprinted for a background check, you must apply to become an authorized applicant agency. **DOJ will only approve an organization that is authorized by statute** to require applicants to undergo fingerprint-based criminal history background checks. The authorizing statute will specify the level of service you are authorized to receive (California criminal history information ONLY or California and Federal criminal history information).

Agencies must use the Agency Authorization Portal (AAP) to submit applications to be authorized to conduct criminal offender record information background checks. This portal provides step-by-step application guidance to ensure submission of the proper documentation. Agencies may also use this portal to check the status of their application and receive notifications if any additional documentation or clarification is needed. A DOJ analyst will contact you through AAP and advise you of the next steps.

Agency Authorization Portal (AAP)



If you have any questions or issues with AAP, please contact the DOJ Authorization & Certification Program at AuthorizationQuestions@doj.ca.gov.



Authorizations Process

Any agency or organization seeking to conduct **employment, licensure, or certification**-related background checks can apply to DOJ for access.

The process comprises 3 main parts:

Authorization
Application
2025: 3,658
Applications

Custodian of
Records
Confirmation

AAJC
Onboarding
2025: 1,572
Agencies

There are currently **21,630** authorized agencies.



The AAJC & AAP

PART 1: APPLICATION PROCESS

1. Agencies access the portal on the AG's website to complete the application packet materials.

2. DOJ reviews agency information and statutory authority

If it's a new statute/resolution, DOJ must send to the FBI for review and approval before accessing federal information.

3. DOJ issues preliminary approval to the applying agency.

PART 2: CUSTODIAN OF RECORDS (COR) CONFIRMATION (PC 11102.2)

1. The agency's designated COR applicant submits fingerprints.

2. DOJ reviews the COR applicant's criminal history and "confirms" the COR.

PART 3: AAJC ONBOARDING

1. DOJ will establish an ORI and mail code(s) that is unique to the agency.

2. DOJ onboards COR into the Applicant Agency Justice Connection (AAJC) portal.



How do I correct inaccuracies on my criminal history record?



Record Review and Challenge

California Law: Penal Codes 11120-11127

Access to criminal history summary records maintained by the DOJ is restricted by law to legitimate law enforcement purposes and authorized applicant agencies. However, individuals have the right to request a copy of their own criminal history record from the Department to review for accuracy and completeness.

<https://oag.ca.gov/fingerprints/record-review>



Request a Fee Waiver

California Law: Penal Codes 11120-11127

- Apply at <https://oag.ca.gov/fingerprints/record-review/fee-waiver> to find out if you qualify for a fee waiver
- Click **START** to begin filling out the fee waiver form
- **Fill out** the fee waiver form completely
- **Print** the fee waiver form (BCIA 8016RR INDIGENT), email the form to yourself, or save it to print later
- **Take the fee waiver form** and a **valid ID** with you to the Live Scan fingerprint service provider



Out of State Residents Record Request

STATE OF CALIFORNIA
BCIA 8705
(REV. 08/2008)

DEPARTMENT OF JUSTICE
PAGE 1 OF 3

Print Form Reset Form Save Form

**APPLICATION TO OBTAIN COPY OF
STATE SUMMARY CRIMINAL HISTORY
(HARD CARD FD-258)**

California Penal Code sections 11120 through 11127, afford a person an opportunity to obtain a copy of his or her record, if any, contained in the files of the California Department of Justice's (DOJ) Bureau of Criminal Information and Analysis (BCIA) and refute any erroneous or inaccurate information contained therein. Pursuant to California Penal Code section 11124, the purpose of a record review is to provide an individual or designee indicated on the background check request with a copy of the individual's record or notice of a No Record existence.

The applicant may use the information received to answer questions regarding past criminal history, or to complete an application or questionnaire. Pursuant to California Penal Code sections 11125, 11142, and 11143, this process is not to be used to obtain a copy of criminal history information to furnish to a person or agency for purposes such as certification, employment, licensing, immigration, or visa. A violation of these sections is a misdemeanor.

The DOJ will only mail a response to the applicant and to the designee as identified by the applicant on the BCIA 8705 form.

A standard 10-print fingerprint card (FD-258) with the applicant's fingerprint impressions containing the name, descriptive data, mailing address of the applicant, and the \$25.00 Record Review background check fee in the form of a personal check drawn on a U.S. bank, money order, certified check, or cashier's check, made payable to the California Department of Justice, must accompany this application.

The following information is necessary to ensure the processing of your request. Failure to follow the procedures may result in a delay in processing or rejection of your application.

TYPE OR PRINT:

Name (Last, First, Middle) _____

Alias (if applicable) _____ Maiden Name (if applicable) _____

Home Address (Number and Street) _____ APT # _____ City, State, ZIP Code _____

Date of Birth _____ Sex _____ Social Security Number _____ Driver's License/ID Number _____

Designee's Name (if any, do not include employer) (Last, First, Middle) _____

Address (Number and Street) _____ APT # _____ City, State, ZIP Code _____

REASON FOR APPLICATION: _____

Signature of Applicant _____ Date _____

MAIL COMPLETED FORM TO: California Department of Justice
Bureau of Criminal Identification and Analysis
Record Review & Challenge Section
P.O. Box 160207
Sacramento, CA 95816-0207

If you have questions regarding completion of this form, or inquiries regarding the status of your record review request, contact the Record Review & Challenge Section at (916) 227-3835.

- Applicants living outside of California must obtain and submit manual fingerprint cards
- Print and complete the BCIA 8705 form and follow the instructions
- Contact your local fingerprint provider for fingerprinting services



Requesting a Record Challenge



Request a Record Review to receive the 8706 Claim of Alleged Inaccuracy or Incompleteness form



Look for any discrepancies within your State Summary Criminal Record



Make note of any inaccurate or incomplete information within the record



Gather any evidence or information you have in your possession to support for your claim



Return the 8706 Claim of Alleged Inaccuracy of Incompleteness form with your supporting information

STATE OF CALIFORNIA
FORM 7006
(Rev. 04/2022)

DEPARTMENT OF JUSTICE
PAGE 1 of 2

CLAIM OF ALLEGED INACCURACY OR INCOMPLETENESS
(Examination of Records Pursuant to Penal Code sections 11120-11127)

To challenge the accuracy and/or completeness of your record, you **must** first complete a record review. For information on requesting a copy of your California state summary criminal history record, go to <https://bcia.ca.gov/fingerprints/record-review>. Please be advised, the Bureau of Criminal Information and Analysis (BCIA) must complete its research regarding your record challenge as requested by submission of this claim form. If you wish to request an administrative hearing, please contact the Record Quality Services Program at RecordReview@bcia.ca.gov.

Applicant Information (Please print or type an information requested on this form. Failure to do so may result in processing delays and/or return of the claim form.)

LAST NAME:		FIRST NAME:		MIDDLE INITIAL:	
ADDRESS:	APT/UNIT:	CITY:	STATE:	ZIP CODE:	
E-MAIL ADDRESS:		PHONE NUMBER:	CII NUMBER (SID):		

Reason for Dispute (Check the box that is applicable to your dispute and explain the reason for your claim in the spaces provided below. If the reason is not listed, check "Other". If you have more than two disputes, please use another page.)

Dispute One

DATE OF ARREST: _____

<input type="checkbox"/> Inquest Disposition	<input type="checkbox"/> Dismissed and/or Set Aside (specify statute below)	<input type="checkbox"/> Relief Granted (specify statute below)	<input type="checkbox"/> Remove Entry
<input type="checkbox"/> Missing Disposition	<input type="checkbox"/> Reduced to Misdemeanor (specify statute below)	<input type="checkbox"/> Wrong Conviction Type	<input type="checkbox"/> Sealed Entry
<input type="checkbox"/> Not Arrested	<input type="checkbox"/> Wrong Personal Descriptor Information	<input type="checkbox"/> Resentencing	<input type="checkbox"/> Other
<input type="checkbox"/> Identity Theft	<input type="checkbox"/> Vacatur Relief		

Brief Explanation of Claim: _____

Dispute Two

DATE OF ARREST: _____

<input type="checkbox"/> Inquest Disposition	<input type="checkbox"/> Dismissed and/or Set Aside (specify statute below)	<input type="checkbox"/> Relief Granted (specify statute below)	<input type="checkbox"/> Remove Entry
<input type="checkbox"/> Missing Disposition	<input type="checkbox"/> Reduced to Misdemeanor (specify statute below)	<input type="checkbox"/> Wrong Conviction Type	<input type="checkbox"/> Sealed Entry
<input type="checkbox"/> Not Arrested	<input type="checkbox"/> Wrong Personal Descriptor Information	<input type="checkbox"/> Resentencing	<input type="checkbox"/> Other
<input type="checkbox"/> Identity Theft	<input type="checkbox"/> Vacatur Relief		

Brief Explanation of Claim: _____

Declaration (The claim form must be signed and dated by the applicant. If you elect to designate a person or attorney to correspond on your behalf, please provide their full name, mailing address and phone number in the space provided below.)

By signing below, I declare that I have examined a copy of my California State Summary Criminal History Record as contained in the files of the Department of Justice, Bureau of Criminal Information and Analysis, and wish to take exception to its accuracy and/or completeness. I declare under penalty of perjury that the information I have provided on this form is true and correct to the best of my ability.

Signature or Applicant

Date

I hereby administer to the following person to correspond with the Department of Justice on my behalf and authorize the person to receive a copy of the Department's findings concerning this matter: _____
Name and Address of Designee/Attorney (if applicable)

Designee/Attorney (continued)

Phone Number of Designee/Attorney (if applicable)

*****PLEASE READ AND FOLLOW THESE IMPORTANT PROCESSING INSTRUCTIONS*****

- Failure to complete and sign the form correctly may result in processing delays or the return of the claim form.
- Attach copies of any official document or court orders that would verify your claim. You may attach additional sheets if necessary.
- If an attorney is submitting the claim on your behalf it must be signed and dated by you the applicant.
- Mail the completed form to the Record Quality Services Program at the address below:
Bureau of Criminal Information and Analysis
Record Quality Services Program
P.O. Box 16020
Sacramento, CA 95816-0207



Administrative Hearing Request

- If the person does not agree with the response after submitting a challenge, they request an Administrative Hearing
- The request must be made in writing and can be sent electronically via email or by mail to the Record Review team
- At the conclusion of an Administrative Hearing, an Administrative Law Judge will issue a decision on the matter



I thought my record was
expunged, why is there still
criminal history on my record?



Section Key Terms

Expungement: describes all of the following legal processes, even those that do not erase a criminal record

Dismissed/Dismissal: refers to an outcome without a conviction or where a past conviction is set aside, such as Penal Code 1203.4

Sealed Record: describes a record that remains on state summary criminal history information, but are not visible for noncriminal justice and most criminal justice purposes. *There are limited exceptions that allow sealed records to be used for criminal justice purposes, such as firearms prohibitions.*

Destroyed Record: describes a record that was previously sealed and is later destroyed

Purged Record: describes a Cannabis related record that is destroyed under Health and Safety Code 11361.5

Arrest Relief Granted: describes a notation that can be added under Penal Code 851.92

Automatic Record Relief: describes a notation that can be added under Penal Code 851.93 (eligible arrests) and 1203.425 (eligible convictions)



Frequently Asked Questions and Answers

Automatic Record Relief - Penal Code sections 851.93 and 1203.425

<https://oag.ca.gov/fingerprints/automatic-record-relief-penal-code-sections-851.93-and-1203.425>

Arrest Record Relief - Penal Code section 851.92

<https://oag.ca.gov/fingerprints/record-relief-penal-code-section-851.92>

Sealing Orders

<https://oag.ca.gov/fingerprints/sealing-orders>



How are Live Scan Operators authorized, trained, and certified?



Live Scan Overview

Onboarding: Oversees all aspects of a live scan device and a live scan transaction until it arrives at the DOJ

- Fingerprint Roller Certification – initial requirement for an owner or operator
- Approval of live scan device applications
- Testing and trouble shooting live scan devices
- Training for live scan operators
- Auditing live scan locations



Find a Live Scan Site – AG's Website

- Private Service Provider (PSP) – Privately owned business - ex: UPS Store, Postal Annex
- Applicant Agency Live Scan Service Providers (APP Agency) – Agencies authorized by DOJ to access Criminal Offender Record Information (CORI) – ex: State and Local governments, churches, etc.
- Law Enforcement Agencies (LEA)



Live Scan Locations

Select a County

Alameda	Kings	Placer	Sierra
Alpine	Lake	Plumas	Siskiyou
Amador	Lassen	Riverside	Solano
Butte	Los Angeles	Sacramento	Sonoma
Calaveras	Madera	San Benito	Stanislaus
Colusa	Marin	San Bernardino	Sutter
Contra Costa	Mariposa	San Diego	Tehama
Del Norte	Mendocino	San Francisco	Trinity
El Dorado	Merced	San Joaquin	Tulare
Fresno	Modoc	San Luis Obispo	Tuolumne
Glenn	Mono	San Mateo	Ventura
Humboldt	Monterey	Santa Barbara	Yolo
Imperial	Napa	Santa Clara	Yuba
Inyo	Nevada	Santa Cruz	
Kern	Orange	Shasta	

<https://oag.ca.gov/fingerprints/locations>



Fingerprint Transactions

Events that initiate fingerprint transmissions to DOJ:

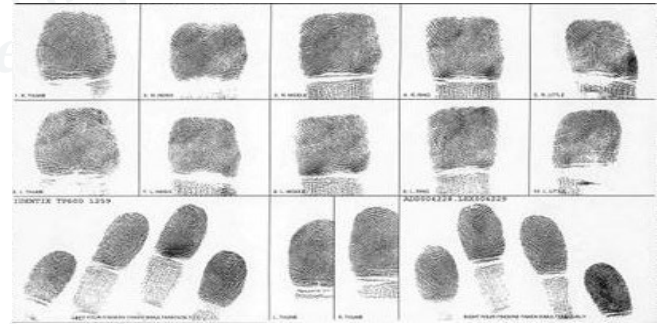
- Applicant Fingerprints
- Criminal Fingerprints
 - Initiated by a Booking event from a law enforcement agency
- Deceased Fingerprints



Cal-ID Program

Roles & Responsibilities:

- Maintains a central repository of fingerprints and palm prints
- Positive identification is obtained through comparison and verification of fingerprint and palm print images
- Fingerprint and palm prints are searched, verified, and indexed in automated databases
- Automated Fingerprint Identification System (AFIS)
- Automated Latent Print System (ALPS)





QUESTIONS

Upcoming Events

Community Briefing: Senate Bill 580 Model Policies To Strengthen Protections For Immigrant Communities

Thursday, July 16, 2026

10:00 AM- 11:00 AM

Virtual Presentation

Here is the registration link: [Register Here](#)

For more information on Demystifying the Department of Justice or other CARE programs, please visit: oag.ca.gov/care

Feedback Survey:
CARE Webinar Demystifying the DOJ:
Bureau of Criminal Information and Analysis

