



## CHILD ABUSE CENTRAL INDEX SELF INQUIRY REQUEST

Pursuant to California Penal Code section 11170(f)\*, any person may request a self inquiry of the Child Abuse Central Index (CACI) from the Department of Justice based upon the required information below.  
*There is currently no fee for a self inquiry.*

DOJ USE ONLY
Document Archive Number

In order to make a self inquiry:

1. Complete this form to the best of your knowledge.
2. Have the form notarized by an official Notary Public.
3. Mail the completed form to:

California Department of Justice  
Bureau of Criminal Identification and Analysis  
CACI Response Unit  
P.O.Box 903387  
Sacramento, CA 94203-3870

\* California Penal Code section 11170(f):

**(1) Any person may determine if he or she is listed in the Child Abuse Central Index by making a request in writing to the Department of Justice. The request shall be notarized and include the person's name, address, date of birth, and either a social security number or a California identification number. Upon receipt of a notarized request, the Department of Justice shall make available to the requesting person information identifying the date of the report and the submitting agency. The requesting person is responsible for obtaining the investigative report from the submitting agency pursuant to paragraph (11) of subdivision (b) of Section 11167.5.**

**(2) No person or agency shall require or request another person to furnish a copy of the record concerning himself or herself, or notification that a record concerning himself or herself exists or does not exist, pursuant to paragraph (1).**

Applicant Name	Last:	First:	Middle:
Current Address	Street Address or PO Box:		City:
	County:	State or Country:	ZIP Code:
Personal Information	Date of Birth:	Sex:	Social Security Number:
Previous Names (Alias, Maiden, & AKA)	Last:	First:	Middle:
	Last:	First:	Middle:
	Last:	First:	Middle:
Previous California Residences	Street Address:	City:	County:
	Street Address:	City:	County:
	Street Address:	City:	County:
	Street Address:	City:	County:

### THE FOLLOWING SECTION IS TO BE COMPLETED IN THE PRESENCE OF AN OFFICIAL NOTARY ONLY

In the State or Country of \_\_\_\_\_ County of \_\_\_\_\_ on (Date) \_\_\_\_\_

before me, (Name and Title of Notary Public) \_\_\_\_\_,

personally appeared (Applicant Name, Printed) \_\_\_\_\_,

who proved to me on the basis of satisfactory evidence to be the person whose name is subscribed in this document and acknowledged to me that he/she executed the same in his/her authorized capacity and that by his/her signature on the document the person executed this document.

Official Seal of Notary (Below)

Applicant Signature \_\_\_\_\_

I certify under penalty of perjury that the foregoing paragraph is true and correct.

Witness my hand and official seal.

Notary Signature \_\_\_\_\_



## CHILD ABUSE CENTRAL INDEX SELF INQUIRY REQUEST

### 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 (DOJ) collects the information requested on this form as authorized by Penal Code section 11170(f). The CJIS Division uses this information for the purpose of requesting a self inquiry of the Child Abuse Central Index (CACI). In addition, any personal information collected by state agencies is subject to the limitations in the Information Practices Act and state policy. The DOJ'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 DOJ 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 request a self inquiry of the CACI, we may need to share the information you give us with any requesting person identifying the date of the report and the submitting agency who reported the information.

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 CACI Response Unit by phone at (916) 210-4092, by email at [caci-inquiry@doj.ca.gov](mailto:caci-inquiry@doj.ca.gov), or via mail at:

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Bureau of Criminal Information and Analysis  
CACI Response Unit  
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