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CHILD ABUSE CENTRAL INDEX (CACI) INQUIRY REQUEST FOR OUT-OF-STATE FOSTER CARE & ADOPTION AGENCIES

DOJ USE ONLY
Document Archive Number

Pursuant to California Penal Code section 11170, subdivision (e)(1), the California Department of Justice (DOJ) shall make CACI information available to out-of-state foster and adoption agencies for purposes of approving a prospective foster or adoptive parent in compliance with the Adam Walsh Child Protection and Safety Act of 2006.

Instructions - ***Form must be typewritten. Any handwritten forms will be returned for correction.***

1. Complete one form for each individual for whom a CACI check is being requested.
2. Include a check or money order in the amount of $15.00, per individual inquiry, made payable to the California Department of Justice.
3. Mail completed requests to: Department of Justice, BCIA - Child Protection Program
   P.O. Box 903387, Sacramento, CA 94203-3870

I certify that continual compliance will be maintained with the requirement in paragraph (20) of subdivision (a) of section 671 of title 42 of the United States Code that requires the state to have in place safeguards to prevent the unauthorized disclosure of information in any child abuse and neglect registry maintained by the state and prevent the information from being used for a purpose other than the conducting of background checks in foster or adoption placement cases.

Signature of Agency Representative _____ *Date* _____

Inquiry Type ☐ Foster Parent ☐ Adoptive Parent ☐ Adult Resident of Foster Care or Adoptive Home

Requesting Agency Information

Agency Name		Representative Name and Title		
Mailing Address		City	State	ZIP Code
Phone	Fax	Email Address	Request Date	

Inquiry Subject Information

Last Name		First Name	Middle Name	
Date of Birth	Sex	Social Security Number	Driver's License/Identification Number	Maiden Name
Previous Names (AKAs or Aliases)	Last Name	First Name	Middle Name	
	Last Name	First Name	Middle Name	

Previous California Residences	Street Address	City	County	ZIP Code
	Street Address	City	County	ZIP Code
	Street Address	City	County	ZIP Code

Response by the California Department of Justice

The result of a search of the CACI, pursuant to the data provided above is as follows:

☐ No record found matching the data provided in your inquiry request.

☐ The data provided in your inquiry request is consistent with the information recorded in the CACI, which is attached hereto. However, DOJ does not warrant the actual identity of the subject of your inquiry request and the personal information recorded in the CACI. California law* requires that you confirm the information by retrieving and examining the actual records identified in the CACI.

**** Pursuant to California Penal Code section 11170, subdivision (e)(2), with respect to any information provided by DOJ in response to the out-of-state agency's request, the out-of-state agency is responsible for obtaining the original investigative report from the reporting agency, and for drawing independent conclusions regarding the quality of the evidence disclosed and its sufficiency for making decisions regarding the approval of prospective foster or adoptive parents.***

Technician's Initials/Date	Fee Paid

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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 (DOJ) collects the information requested on this form as authorized by Penal Code section 11170. The CJIS Division uses this information for the purposes of maintaining or disseminating records within the CACI. In addition, any personal information collected by state agencies is subject to the limitations in the Information Practices Act and state policy. 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 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 disseminate records within the CACI, we may need to share the information you give us.

The information you provide may 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; or

- 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 Analyst by phone at (916) 210-4092, by email at **caci-inquiry@doj.ca.gov**, or via mail at:

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