

**CRIMINAL JUSTICE INFORMATION SYSTEMS**  
**SECURITY CLEARANCE BACKGROUND REQUEST**

I have been informed that in order to be allowed access into areas associated with or around Criminal Justice Information Systems (CJIS), a state and national fingerprint background check will be required.

I understand that the existence of a criminal record in itself would not disqualify me for employment, contract work, or being a volunteer, however may effect what locations I will be allowed access. Further, I understand if there is any question regarding the results of the fingerprint background check, I may contact the Oregon State Police Identification Services Section directly for information regarding the results of the check.

\_\_\_\_\_  
Signature Date

CLEARLY PRINT THE FOLLOWING:

NAME: \_\_\_\_\_  
(Last) (First) (Middle)

OTHER NAMES USED: \_\_\_\_\_

DOB \_\_\_\_\_ TYPE OF POSITION \_\_\_\_\_

STREET ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_

PHONE:(\_\_\_\_\_) \_\_\_\_\_

**MANAGER CONTACT INFORMATION FOR RESULTS**

AGENCY NAME: \_\_\_\_\_

NAME: \_\_\_\_\_ PHONE:(\_\_\_\_\_) \_\_\_\_\_

EMAIL \_\_\_\_\_

The person identified above will be required access to a CJIS security area under my direction. By this request I am complying with the CJIS Security policy requirement for this facility.

\_\_\_\_\_  
Signature Date

**KEYCARD ACCESS FOR BUILDINGS OWNED BY THE STATE DEPT. OF ADMINISTRATIVE SERVICES**

DAS KEYCARD REQUIRED? \_\_\_\_\_

If yes, keycard point of contact for DAS will be notified by OSP via email.

DAS CONTACT NAME \_\_\_\_\_ EMAIL \_\_\_\_\_