

Documents need to be Submitted to California Department of Justice

Forms that need to complete, sign, and mail to California Department of Justice Applicant Information and Certification Program P.O. Box 903387 Sacramento, CA 94203-3870

1. Application for Authorization (p. 4)
2. Application for Authorization Checklist (p. 5)
3. Request for Contributing Agency ORI and/or Response Mail Code (BCII 9001) (p. 6)
4. Notification of ORI, Mail Code and/or Billing Number Assignment (p. 8)
5. Applicant Fingerprint Response Subscriber Agreement (p. 15 &16)
6. Criminal Offender Record Information (CORI) Policy (To be signed by Head of Agency) (p. 17)
7. CORI Policy (To be signed by Custodian of Records) (p.18)
8. Custodian of Records Application Form (BCIA 8374) (p.19)

After receiving DOJ authorization confirmation

9. Custodian of Records Request for Live Scan Service (BCIA 8016CUS) Form (p.21)

Optional

Required Only if your church wants to be billed for the DOJ services directly

Billing Account Application (CJIS 9000) (p.11)