



Criminal Justice Information Systems

Security Clearance Removal Request Process

Security Clearance Removal Procedures for Unescorted Access within a CJIS Secure Facility	
1	<p>After an agency determines that an individual no longer requires unescorted access within a CJIS secure facility, a CJIS Security Clearance (flag) Removal Request shall be submitted to the Oregon State Police.</p> <p>It is the agency's responsibility to submit a removal request for</p> <ul style="list-style-type: none">• employees who no longer require unescorted access• former employees.
2	<p>Current CJIS Security List by ORI</p> <p>An agency can submit a request to the LEDS Helpdesk for an ORI list (encrypted PDF will be provided) of all employees with a current CJIS security cycle.</p>
3	<p>Request to Remove CJIS Clearance Form</p> <p>The agency shall complete and submit a CJIS Security Clearance Removal Request form located on the Oregon State Police website:</p> <p>CJIS Security Clearance Removal Request Form</p> <p>Once the form has been completed, an agency should submit the form via fax, Email, or USPS.</p> <ul style="list-style-type: none">• Fax<ul style="list-style-type: none">○ 503-378-2121• Email<ul style="list-style-type: none">○ CJIS Flag Removals• Mail<ul style="list-style-type: none">○ Oregon State Police CJIS Security Division 3565 Trelstad Ave. SE Salem, OR 97317
4	<p>CJIS Clearance Removal Roadmap</p> <p>Once the removal request has been received, it will be screened to</p>



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	<p>ensure all required information has been provided.</p> <p>Forms with missing or inaccurate information will be returned to the agency for correction.</p> <p>Once corrected, the form can be resubmitted for processing.</p> <p>Forms will be processed in the order that it was received - based on submission date.</p> <p>Rush requests will not be processed.</p>
QUESTIONS	
	<p>CJIS CCH/Personnel Security Clearance (backgrounds & fingerprints)</p> <ul style="list-style-type: none">• Available M-F 8-5• OSP CJIS Unit