

# CENTRAL REGISTRY PROCEDURE MANUAL

|  |                       |
|--|-----------------------|
| <b>Subject: Submitting a No Longer Interested (NLI) form (BCIA 8302)</b> | <b>Number: 650-55</b> |
| <b>Effective Date: 11/04/2016</b>  |                       |

**PURPOSE:** To ensure that certifying entities and EMSA discontinue receiving criminal record information when there is no longer a business need, this policy will describe the process for submission and documentation of No Longer Interested (NLI) forms.

**GUIDANCE:** This function is used to discontinue receipt of criminal offender record information (CORI) under the following circumstances:

- Denial of an EMT certification
- Revocation of an EMT certification
- When you become aware that an EMT transfers from your certifying entity to another
- When an EMT certification has lapsed 12 months or longer
- When your agency receives a CORI record and the individual named in that record does not apply for EMT certification.

**NOTE:** A non-LEMSA should not submit an NLI following separation of employment until the EMT certification has expired.

**RECOMMENDATION:** To keep from having to go back and forth when creating multiple NLI forms, begin this procedure by first documenting your agency NLI date(s) in the background panel for each EMT certification record.

## PROCEDURE:

1. In the left column of the Central Registry under Licensee click >Edit to begin a search for the EMT record using the social security number.

The screenshot shows the Central Registry software interface. On the left sidebar, the 'Edit' option under the 'Licensee' section is highlighted with a red arrow. The main window displays the 'Person' tab with various fields for entering personal information. The 'SSN' field is circled in red, containing the value '555555555'. Other fields include Profession, License Status, Last Name, City, License Type, First Name, Address Line1, State, Address Line2, Zip Code, License Number, and Licensee Only checkbox. The 'Search' and 'Clear' buttons are visible at the bottom of the form.

- Once the EMT Record is located, scroll down to the Background Check Panel and click the “Details” box to document the NLI submission date.

The screenshot displays four panels from a software interface:

- Person:** Prefix: ; First Name: Clare; Middle Name: ; Last Name: Voyance; Date of Birth: 09/01/1991; SSN: 55555555
- License:** License Type: EMT; Certification Number: E108473; Applicant Number: 168981; Status: Active; Date This Status: 12/09/2014; Reason Changed: License Issuance; Issue Date: 12/09/2014; Expiration Date: 10/31/2016; Effective Date: 12/09/2014
- Prerequisites:** A table with columns: Full Name, Relationship, Status. Row 1: Sacramento County EMS Agency, Certified By, Active.
- Background Check:** A table with columns: CORI Status, Requested By, Date of CORI or Verif Letter, ATI Number. Row 1: EMSA Receiving CORI Report, Sacramento County EMS Agency, 12/02/2014, 55555555. A red arrow points to the 'Details' button in the top right of this panel.

- Click the underlined number to access the background record for your agency.

The screenshot shows a table titled "Background Check" with the following data:

|          | CORI Status                | Requested By                 | Date of CORI or Verif Letter | ATI Number | NLI Submitted | EMSA NLI Submitted | NLI Notes |
|----------|----------------------------|------------------------------|------------------------------|------------|---------------|--------------------|-----------|
| <u>1</u> | EMSA Receiving CORI Report | Sacramento County EMS Agency | 12/02/2014                   | 55555555   |               |                    |           |

A red arrow points to the underlined number '1' in the first column of the table. Below the table is an "Add" button.

- Select the “Edit” tab to open the CORI record history.

The screenshot shows the same "Background Check" table as above, but with a toolbar at the bottom containing "Add", "Edit", and "Delete" buttons. A red arrow points to the "Edit" button.

- Once the record is open, enter the NLI Submitted date using the calendar and click "Save"

Licensee > User Defined Objects

**User Defined Fields**

CORI Status: EMSA Receiving CORI Report

Requested By: Sacramento County EMS Agency

Date of CORI or Verif Letter: 12/02/2014

ATI Number: 55555555

NLI Submitted: mm/dd/yyyy

Save Cancel

A red arrow points to the 'Save' button.

- The NLI submitted date is now recorded in the Background Check panel. Click the back tab to go back into the EMT Profile record. Continue the following steps to create the NLI form.

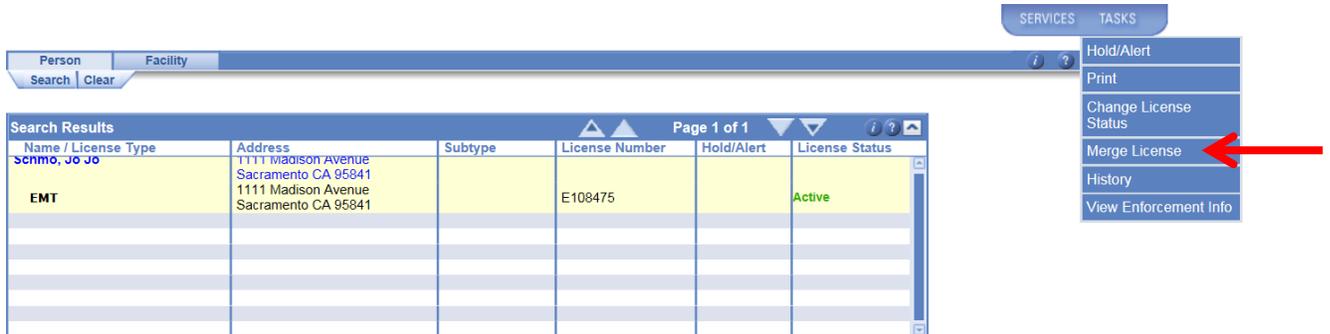
**Background Check**

|   | CORI Status                | Requested By                 | Date of CORI or Verif Letter | ATI Number | NLI Submitted | EMSA NLI Submitted | NLI Notes |
|---|----------------------------|------------------------------|------------------------------|------------|---------------|--------------------|-----------|
| 1 | EMSA Receiving CORI Report | Sacramento County EMS Agency | 12/02/2014                   | 55555555   | 01/16/2015    |                    |           |

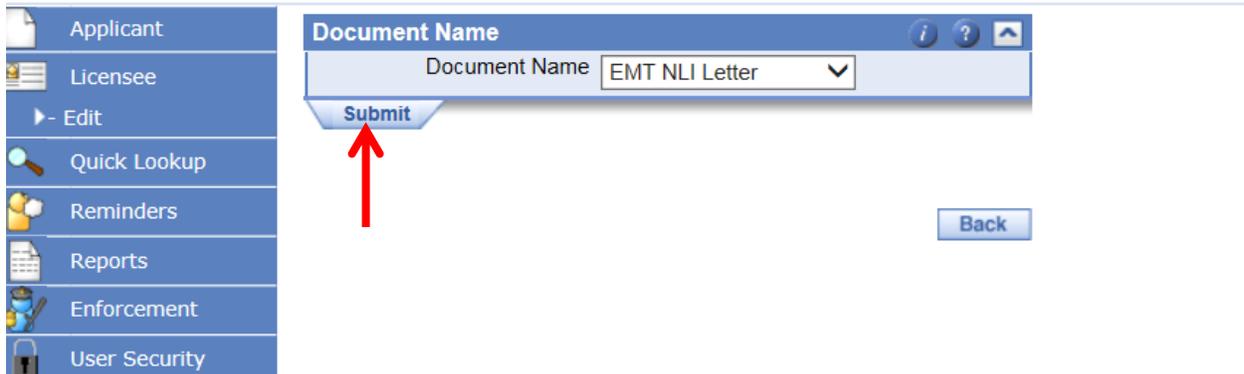
Add

Back

- Once you are back in the EMT profile record, place cursor on the “Tasks” button, a drop down menu will appear to the right, select “Merge License”.

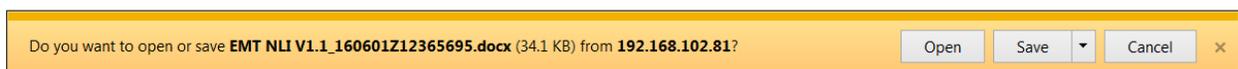


- Select EMT NLI Letter from the Document Name dropdown bar and click on the “Submit” tab.

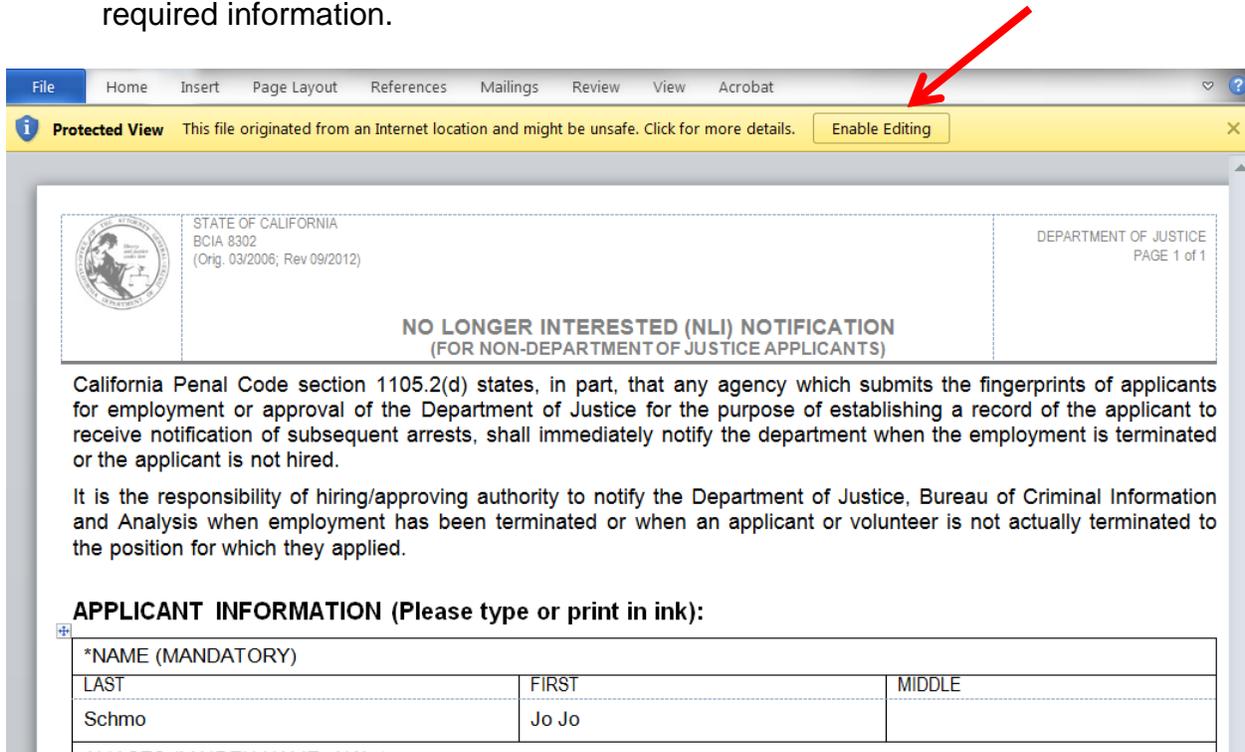


**NOTE:** Submit does not send the NLI to DOJ. Selecting the Submit tab, allows you to view, edit and print the NLI form with the following steps.

- Next you will see the following pop-up choice, select “Open” to view the NLI form.



10. Once the NLI form is open, you will see the following pop-up choice, select “enable editing” to edit and print. All fields are auto populated with EMT’s required information.



The screenshot shows a PDF viewer interface. At the top, there is a menu bar with options: File, Home, Insert, Page Layout, References, Mailings, Review, View, Acrobat. Below the menu bar, a yellow warning bar reads: "Protected View This file originated from an Internet location and might be unsafe. Click for more details." To the right of this bar is a button labeled "Enable Editing". A red arrow points to this button. The main content of the PDF is a form titled "NO LONGER INTERESTED (NLI) NOTIFICATION (FOR NON-DEPARTMENT OF JUSTICE APPLICANTS)". The form includes the state seal of California, the text "STATE OF CALIFORNIA BCIA 8302 (Orig. 03/2006; Rev 09/2012)", and "DEPARTMENT OF JUSTICE PAGE 1 of 1". The form text states: "California Penal Code section 1105.2(d) states, in part, that any agency which submits the fingerprints of applicants for employment or approval of the Department of Justice for the purpose of establishing a record of the applicant to receive notification of subsequent arrests, shall immediately notify the department when the employment is terminated or the applicant is not hired. It is the responsibility of hiring/approving authority to notify the Department of Justice, Bureau of Criminal Information and Analysis when employment has been terminated or when an applicant or volunteer is not actually terminated to the position for which they applied." Below this text is a section titled "APPLICANT INFORMATION (Please type or print in ink):" followed by a table with three columns: LAST, FIRST, and MIDDLE. The table contains the following data:

| *NAME (MANDATORY) |       |        |
|-------------------|-------|--------|
| LAST              | FIRST | MIDDLE |
| Schmo             | Jo Jo |        |

11. The only information you are required to enter is your Agency Information including agency name, address, ORI number, and contact person.

**AGENCY INFORMATION**

|                                      |                        |
|--------------------------------------|------------------------|
| *AGENCY NAME AND ADDRESS (MANDATORY) | AGENCY ORI (MANDATORY) |
| CONTACT PERSON                       |                        |

12. Print the NLI form and submit to the Department of Justice (DOJ) by one of the following methods:

- Fax: (916) 227-4722, Attention NLI Unit.
- Mail: Department of Justice, Bureau of Criminal Information and Analysis  
Attn: NLI Unit  
P.O. Box 903417, Sacramento, CA  
94203-4170
- Email: To set up electronic mailing Process with DOJ, contact the DOJ NLI Unit by calling **Kevin Harris (916)227-5060** or **Don Nguyen (916) 227-0153**.

NOTE: Because the EMS Authority receives a dual copy of criminal records for California State EMT certificate holders and EMT applicants, the EMS Authority will generate a monthly report from the central registry. The report details a list of profiles that have documented NLI dates. The report is used to ensure that NLI forms are sent to DOJ on behalf of the EMS Authority when there is no longer a business need.