

CENTRAL REGISTRY PROCEDURE MANUAL

Subject: Submitting a No Longer Interested (NLI) form (BCIA 8302)	Number: 650-55
Effective Date: 11/4/2016	

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 'Person' tab of the Central Registry software. The left sidebar contains a menu with 'Applicant', 'Licensee', 'Edit', 'Reminders', 'Reports', 'User Security', and 'Batch Control'. A red arrow points to the 'Edit' button. The main area displays a form for a licensee with the following fields: Profession (dropdown), License Status (dropdown), Last Name (text), City (text), SSN (text, circled in red), License Type (dropdown), First Name (text), Address Line1 (text), State (dropdown), Address Type (dropdown), License Number (text), Middle Name (text), Address Line2 (text), Zip Code (text), and Licensee Only (checkbox). The SSN field contains the value '555555555'. At the bottom, there is a 'Search' button and a 'Clear' button.

- 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 shows 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:** Table with columns: Full Name, Relationship, Status. Row: Sacramento County EMS Agency, Certified By, Active
- Background Check:** Table with columns: CORI Status, Requested By, Date of CORI or Verif Letter, ATI Number. Row: 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 row. 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 the "Edit" tab selected in the bottom navigation bar. A red arrow points to the "Edit" tab.

	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			

Navigation buttons: Add, Edit, Delete

- 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

- 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.

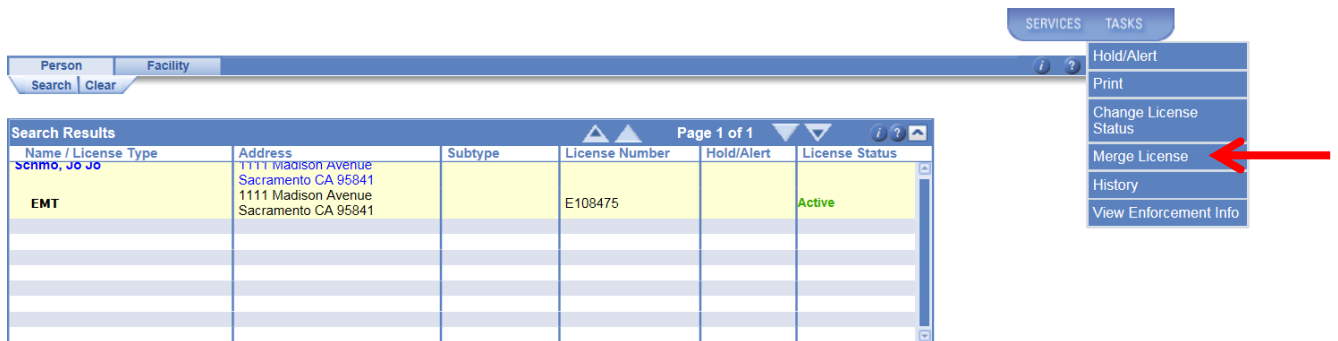
Background Check

	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		

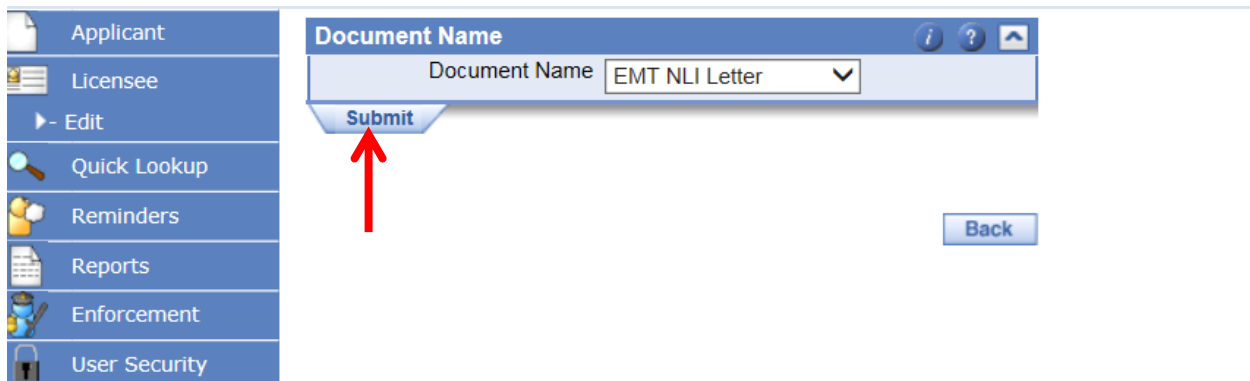
Add

Back

7. 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”.

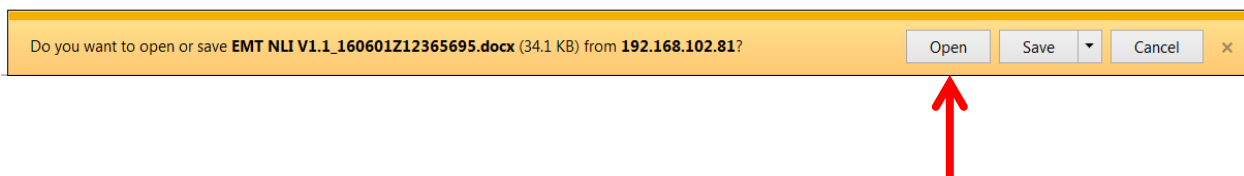


8. Select EMT NLI Letter from the Document Name dropdown bar and click on the “Submit” tab.



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.

9. 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 document in a viewer. At the top, a yellow bar contains the text "Protected View This file originated from an Internet location and might be unsafe. Click for more details." and a button labeled "Enable Editing". A red arrow points to this button. The document content includes the State of California seal, the text "STATE OF CALIFORNIA BCIA 8302 (Orig. 03/2006; Rev 09/2012)", and "DEPARTMENT OF JUSTICE PAGE 1 of 1". The main title is "NO LONGER INTERESTED (NLI) NOTIFICATION (FOR NON-DEPARTMENT OF JUSTICE APPLICANTS)". Below this is a paragraph of text regarding California Penal Code section 1105.2(d). Another paragraph states it is the responsibility of the hiring authority to notify the Department of Justice. The section "APPLICANT INFORMATION (Please type or print in ink):" contains a table with 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 emailing NLI@doj.ca.gov.

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.