

# CENTRAL REGISTRY PROCEDURE MANUAL

**Subject: Submitting a No Longer Interested (NLI) in MLO**

**Number: 650-55**

**Effective Date: 1/1/2022**

**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:

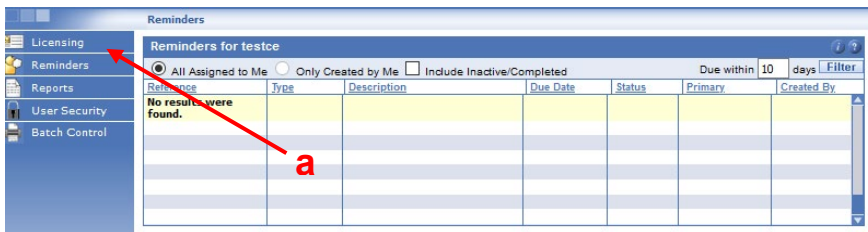
- Denial of an EMT certification
- Revocation of an EMT certification
- When you become aware that an EMT transfers from your certifying entity to another
- When an EMT certification has lapsed 12 months or longer
- When your agency receives a CORI record and the individual named in that record does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

**NOTE:** A non-LEMSA should not submit a 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:

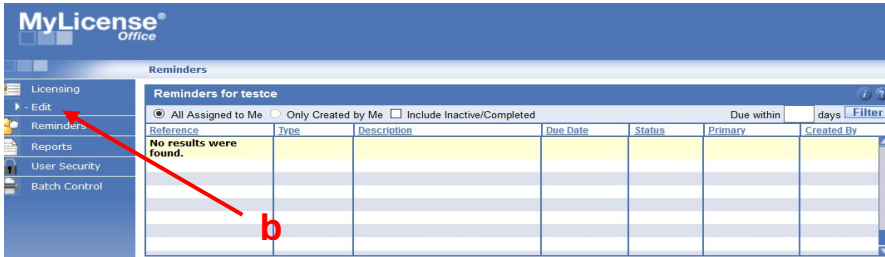
1. Once you are logged into MLO, click on the Licensing module (a) to see the Edit option.



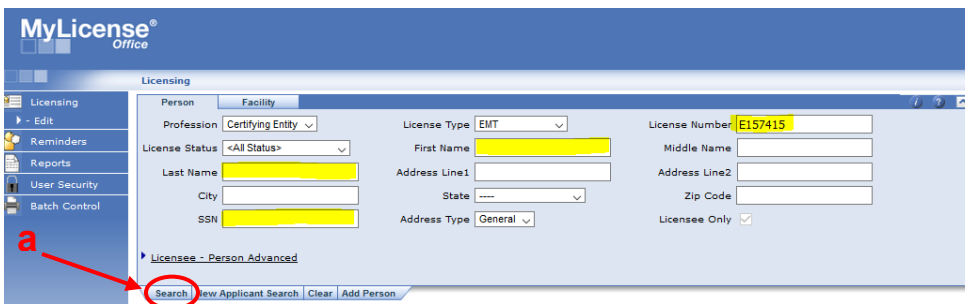
In the left column of the Central Registry under Licensing, click > Edit (b).

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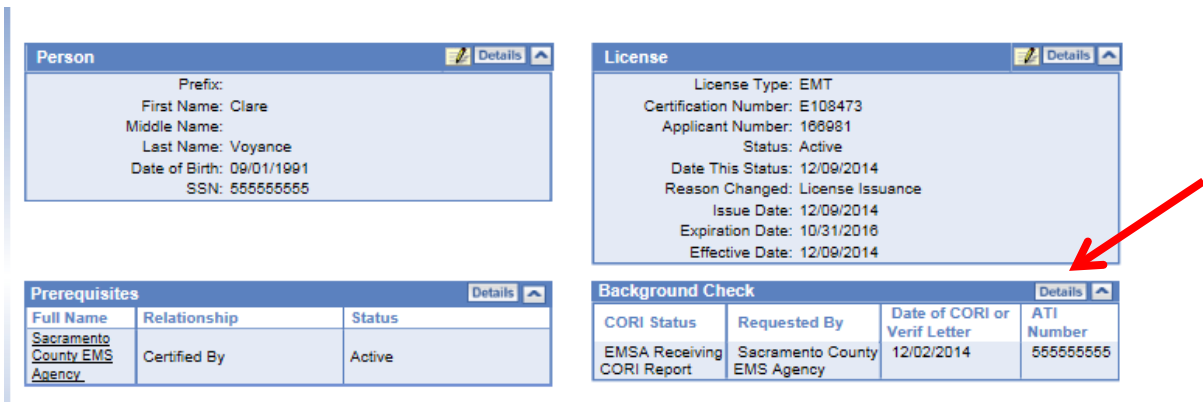
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2. Enter the EMT or AEMT certification number or SSN for the person record/certification that you wish to search and renew. Use the **Search tab (a)** **NOT the New Applicant Search tab** which is used for initial applications.



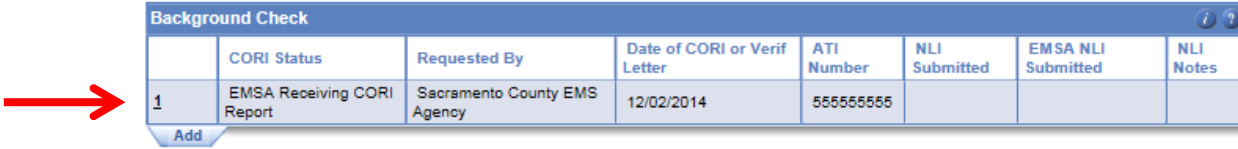
3. Once the EMT Record is located, scroll down to the Background Check panel and click the "Details" box to document the NLI submission date.



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

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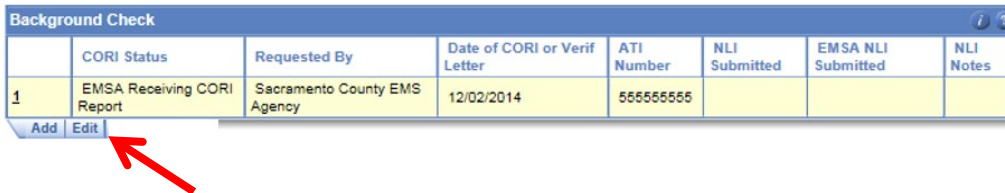
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	CORI Status	Requested By	Date of CORI or Verif Letter	ATI Number	NLI Submitted	EMSA NLI Submitted	NLI Notes
1	EMSA Receiving CORI Report	Sacramento County EMS Agency	12/02/2014	55555555			

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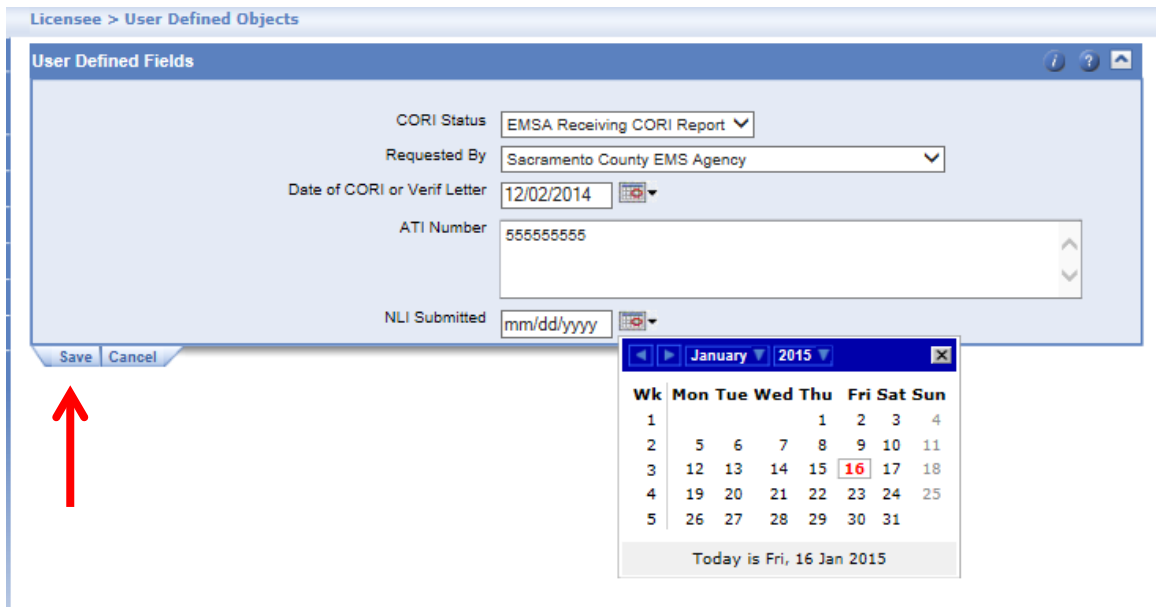
5. Select the "Edit" tab to open the CORI record history.



	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			

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6. 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

Calendar: January 2015

Wk	Mon	Tue	Wed	Thu	Fri	Sat	Sun
1				1	2	3	4
2	5	6	7	8	9	10	11
3	12	13	14	15	16	17	18
4	19	20	21	22	23	24	25
5	26	27	28	29	30	31	

Today is Fri, 16 Jan 2015

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7. The NLI submitted date is now recorded in the Background Check panel. Click the Back tab to go back into the EMT Profile record.

	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	555555555	01/16/2015		

8. Beginning January 1st, 2022, the DOJ no longer accepts the No Longer Interested (NLI) forms, so the form will no longer be available for print/merge in MLO. The DOJ has an online process in AAJC, through which your NLI requests can be submitted electronically.

Should you have any questions regarding the NLI submission process, please visit DOJ's FAQ page for Applicant Agencies for additional information and support services: [https://oag.ca.gov/fingerprints/agencies\\_faq](https://oag.ca.gov/fingerprints/agencies_faq)

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.