

## Contractor/Consultant DOJ and Badge Process

1. Contractor/Consultant is notified by a San Juan Unified School District (SJUSD) employee or Construction Management Company. SJUSD requires the company to be registered with the Department of Justice (DOJ) having an ORI number and Custodian of Records on file; anyone requesting a photo badge must be fingerprinted, and receive DOJ clearance, to work for the district. If you do not have an ORI number or Custodian of Records see directions below for help.
  - a. Contractor/Consultant signs the DOJ **application for Authorization to Receive State Summary Criminal History Information – Contract Employee for Public/Private Schools** form
  - b. The form is obtained on the DOJ's website at <https://oag.ca.gov/sites/all/files/agweb/pdfs/fingerprints/forms/cont-req.pdf>
  - c. SJUSD completes and signs page 5 of this package for contractor/consultant working for the district
  - d. Contractor/Consultant must mail **or** hand-deliver this form (with required original signature) with completed **Request for Live Scan Service** forms to the DOJ office
2. Fingerprinting:
  - a. DOJ will contact Contractor/Consultant upon approval of the application.
  - b. Live Scan
    - i. DOJ issues ORI number for use in Live Scan process
    - ii. Live Scan Applications are obtained via:
      1. [https://oag.ca.gov/sites/all/files/agweb/pdfs/fingerprints/forms/cont\\_req.pdf](https://oag.ca.gov/sites/all/files/agweb/pdfs/fingerprints/forms/cont_req.pdf)
      2. Call the DOJ at (916) 227-3332
      3. For the signature page by the district you must work with the CM firm or the employee who you got the contract from.
3. Certify completion of Background Checks and apply for badges:
  - a. The Custodian of Records needs to fill out **Badge Certification Form**, download at [www.sanjuan.edu/badges](http://www.sanjuan.edu/badges)
    - i. This form certifies that all listed employees have passed DOJ background checks
    - ii. Should an employee not receive DOJ clearance, the employing company (Custodian of Records) will be notified and is expected to take appropriate action
    - iii. List the amount of number badges needed for sub-contractors
    - iv. Email Contractor or Consultant Certification form to [cchenoweth@sanjuan.edu](mailto:cchenoweth@sanjuan.edu)
4. Apply for SJUSD Picture Badge:
  - a. Contractor/Consultant completes **Badge Checkout Form** download at [www.sanjuan.edu/badges](http://www.sanjuan.edu/badges)
    - i. One form to be completed by each individual seeking a Photo ID Badge; must be an employee of a company that is holding a contract with SJUSD and has an ORI number with a Custodian of Records on file with DOJ.
    - ii. Each Photo ID Badge holder may request up to 20 numbered badges
5. Take Badge Photo:
  - a. Badge picture hours:
    - i. Monday – Friday, 8:00-11:30am and 1:00-3:30pm
  - b. Badge picture location:
    - i. Hemlock Annex, 5320 Hemlock Street, Front Office, Sacramento CA 95841
  - c. You can make an appointment by calling (916) 979-8616.
6. Badge pickup:
  - a. Facilities Business Department will notify Contractor/Consultant when badge(s) are ready for pick up
  - b. Pick up badge(s) at Facilities Business Department (Hemlock Annex, front office)
  - c. \$5.00 fee per badge, both photo and numbered (exact change only or check payable to SJUSD)

- i. SJUSD completes Badge Checkout Form
    1. Contractor/Consultant gets copy
    2. Construction Management Company gets copy (this is to assist in billing for badges that are not returned at time of close-out)
  - ii. SJUSD will provide a written receipt to Contractor/Consultant for payment of badges
    1. Original to Contractor/Consultant
    2. Yellow copy with money received to SJUSD district office Accounting
    3. Create folder by Company/Project or Annual
7. Return Badge
- a. At project completion, or annual badge changeover, badge(s) are to be returned to Facilities Business Department (Hemlock Annex, Front Office)
  - b. Original Badge Checkout form is signed and dated by SJUSD staff
    - i. Copy to Contractor/Consultant
    - ii. Copy to Construction Management Company (for billing of badges not returned)
  - c. **Lost Badges will result in a \$100 fee per badge and will be held from the Contractor/Consultant contract as stated on original Badge Checkout form**

**Contractors/Consultants that do not have ORI number or have a Generic ORI number X0881:**

If a contractor has a Generic number, here are the steps that need to be done. This process takes a couple of weeks:

1. Get page 5 from us signed (request for authorization to receive state summary criminal history information – contract employee for public/heritage private schools)
2. Copy of your business license
3. And the MOU
4. Mail to: Department of Justice Application Information and Certification Program, P.O. Box 903387, Sacramento, CA 94203-3870 or walk it in, or email to [authorizationquestions@doj.ca.gov](mailto:authorizationquestions@doj.ca.gov)

If a contractor doesn't have an ORI number:

1. Go to [www.sanjuan.edu](http://www.sanjuan.edu) or click on the link <http://www.sanjuan.edu/Page/559> and at the top of the page click here to access the Department of Justice website
2. Get signed page 5 from us
3. Make sure to do everything that is required on the DOJ application or it goes to the bottom of the list and sits in limbo at the DOJ
4. For Questions email DOJ at [oriquestions@doj.ca.gov](mailto:oriquestions@doj.ca.gov)

If a company does not know if they have an ORI number or Custodian of Records:

1. Email [oriquestions@doj.ca.gov](mailto:oriquestions@doj.ca.gov)
2. Or call DOJ (916) 210-4091

A contractor/consultant qualifies for a Temp badge (no picture) good through the end of the school year (and can only be issued for one year):

- A. Contractor/consultant that has ORI number that is X0881 (generic number) and working with DOJ creating a Custodian of Records for their company
- B. Contractor/Consultant that does not have an ORI number but has been fingerprinted and going through the DOJ process to get an ORI number
- C. Contractor/consultant cannot work on site when students are present unless behind a barrier

**Q1: My employees need to be fingerprinted. What paperwork do I need to start this process?**

A1: You will need to turn in the following paperwork to get DOJ authorization for your business:

1. Request for Authorization to Receive State Summary Criminal History Information (Page 5) signed by an authorized representative of SJUSD
2. Contract for Subsequent Arrest Notification Service
3. Live Scan Forms (one for each person requesting a photo ID badge)

You can turn in your employee(s) Live Scan forms along with this paperwork to the DOJ while they process your request criminal history information.

**Q2: Instead of turning in fingerprint cards, I tried using Live Scan and was asked for an ORI number. Can SJUSD give me the ORI number?**

A2: Authorization from the DOJ is mandatory **before** any processing of fingerprinting can be done (see Q1 for required paperwork). After you have been authorized by the DOJ, you can request an ORI number from the DOJ; this process can take months. Once you receive an ORI number, you can then use Live Scan. You can obtain the form at [https://oag.ca.gov/sites/all/files/agweb/pdfs/fingerprints/forms/cont\\_req.pdf](https://oag.ca.gov/sites/all/files/agweb/pdfs/fingerprints/forms/cont_req.pdf) , or to have the forms mailed, contact the DOJ Support at (916) 227-3332.

**Q3: Should my company apply for Live Scan?**

A3: While the DOJ strongly encourages the use of Live Scan, they suggest a company of ten or more employees utilize this process. And any company that is doing business with Schools.

**Q4: We need to start work on a project ASAP. How long does the fingerprinting process take, and should I pay the fee to expedite the fingerprinting process?**

A4: The fingerprinting process can take months. Do not pay the expediting fee as the DOJ automatically expedites all contractors that will be working at school sites. If you need to start on a project before the employee(s) are cleared, they will need to work behind a physical barrier or have continual supervision by someone who has been fingerprinted and cleared to work within SJUSD.

**Q5: I'm a prime contractor and have sub-contractors; do the subs request fingerprints through their company?**

A5: The subs are to be fingerprinted through your company. Follow the same process as if they were your own employees. However, we can't give them picture badges.

**Q6: My new employee(s) have been fingerprinted and cleared in the past by their previous employer; do they need to be fingerprinted again?**

A6: Yes, they will need to be fingerprinted under your company name.

**Q7: I am a sub-contractor and working for a prime contractor. My employees have been fingerprinted under my company. What is the process when I'm working for a Prime?**

A7: If you or your employee(s) are working for a general/prime, the general/prime contractor acts as your employer and you need to be fingerprinted under the general/prime contractor. Subcontractors will not receive photo badges.

**Q8: I'm a sub and have my fingerprint paperwork signed by my general/prime. Where do I turn in my paperwork?**

A8: Talk to your general/prime. They may want to submit all sub paperwork and Live Scan forms together to the DOJ.

**Q9: Do I need to fingerprint all of my employees?**

A9: No, you do not need to fingerprint all of your employees, only those working on a school site. Employees who **are not cleared** under your ORI number, *must stay behind a physical barrier* at the work site to limit contact with pupils, or have continual supervision & monitoring by district personnel **or** by an employee who has been cleared by the DOJ. **No person can work on the site, even behind a physical barrier, if they have a criminal record of any kind. (Public Education Code 45125.2).**

**Q10: The Sheriff's substation won't do my fingerprints. Where can I go to get printed?**

A10: You can go to the DOJ, or any agency that offers this service. You can visit the DOJ's website for fingerprinting locations: <http://ag.ca.gov/fingerprints/publications/contact.php>

**Q11: Can I still work without an ORI number?**

A11: Yes, if you are applying for your ORI number through DOJ, you can get a Temp badge. You will need to do the district paperwork (contractor or consultant certification form and badge checkout form) put pending in the ORI number spot and this must be completed within the school year. We only issue Temp badges to a company one time. You must work behind a physical barrier when students are present. Every employee must be fingerprinted before getting a temp badge; your Custodian of Records should keep this on file until they have an ORI number.

**Q12: What is a generic ORI number?**

Q12: The DOJ issued this number to all entities before January 1, 2011. However, this number now needs to be updated; you only need 3 things to update it and this process only takes days, not months. Submit these documents to DOJ; a DOJ page 5 form signed by an authorized representative of the district, a copy of your business license, and the MOU. You can mail them or walk them in to DOJ. You can also send an email to [oriquestions@doj.ca.gov](mailto:oriquestions@doj.ca.gov) if you have questions. You will need to work with a Temp badge until you have your ORI number updated. You will need to fill out the district paperwork (Contractor or Consultant certification form and Badge Checkout form) for a Temp badge.