



BUREAU OF CRIMINAL INFORMATION AND ANALYSIS  
P.O. BOX 9033387  
SACRAMENTO, CA 94203-3870  
Telephone: (916) 227-2222  
Fax: (916) 227-4815  
(916) 227-3460

Re: CONTRACTORS FOR PUBLIC AND PRIVATE SCHOOLS

Dear Interested Party:

In accordance with California Penal Code Section 11077, "The Attorney General is responsible for the security of criminal offender record information."

In accordance with California Education Code Sections 33192 and 45125.1, a school district or private school may require an entity that has an **existing contract** with a district or private school to obtain a criminal history clearance. In keeping with the restrictions and requirements set forth in California law, the following are guidelines and restrictions:

- 1. access is granted only to the primary contractor (there is no authority for subcontractors to gain direct access to Department of Justice (DOJ) records),**
- 2. services provided under contract must be performed on school grounds,**
- 3. the entity must have a contract (entities in the bid process are not authorized),**
- 4. completed applications for authorization must have original signatures only (no photocopied signatures or faxed forms will be accepted or processed).**

**CONSTRUCTION CONTRACTORS**  
33193 AND 45125.2 EDUCATION CODE

In accordance with statutory, regulatory, and constitutional restrictions governing the use and dissemination of criminal offender record information, the above mentioned Education Code Sections allow for exemptions from backgrounding all employees, under the following conditions:

1. The installation of a physical barrier at the worksite to limit contact with pupils.
2. Continual supervision and monitoring of all employees of the entity by an employee of the entity whom the DOJ has ascertained has not been convicted of a violent or serious felony.
3. Surveillance of employees of the entity by school personnel.

Construction contractors are not required to comply with the backgrounding requirements set forth in the Michelle Montoya School Safety Act, if one or more of the above mentioned conditions exist. Exemptions are granted at the determination of the school district or private school.

If you have any questions, please call (916) 227-3460.

Sincerely,

KEITH DANN, Manager  
Record Access and Security Program  
Bureau of Criminal Information and Analysis

For EDMUND G. BROWN JR.  
Attorney General

P.O. Box 903387  
SACRAMENTO, CA 94203-3870



*DEPARTMENT OF JUSTICE*

**REQUEST FOR AUTHORIZATION TO RECEIVE STATE SUMMARY CRIMINAL HISTORY  
INFORMATION - CONTRACT EMPLOYEE FOR PUBLIC/PRIVATE SCHOOLS**

Name of Contractor \_\_\_\_\_

Street Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Telephone \_\_\_\_\_ Fax Number \_\_\_\_\_

In accordance with California Education Code Section 45125.1, a school district may require an entity that has an **existing contract** with a school district to obtain a criminal history clearance. In keeping with the restrictions and requirements set forth in California law, the following are guidelines and restrictions:

On behalf of the **company** named above, I hereby acknowledge and agree to the following:

1. The information provided by the Department of Justice (DOJ) to this agency is confidential and shall not be disseminated to any other person or agency not authorized by law (11105 PC). A violation of this section is a misdemeanor (11142 PC).
2. Your agency shall notify the DOJ with regard to any change in agency name, address, telephone number or contact person.
3. Fingerprints received will be retained by the DOJ per 11105.2 PC until notified that the affected individual is no longer employed.
4. Access is granted **ONLY** to the primary contractor (there is NO authority for **subcontractors** to gain direct access to DOJ records).
5. Services provided under contract must be performed on school grounds.
6. The entity must have a contract (entities in the bid process are not authorized).
7. **Original signatures only (no photocopied signatures or faxed forms will be accepted or processed).**

Signature \_\_\_\_\_ Date \_\_\_\_\_

Printed Name \_\_\_\_\_ Title \_\_\_\_\_

**PLEASE PROVIDE A SIGNATURE FROM EACH DISTRICT VERIFYING THAT A BACKGROUND CHECK HAS BEEN REQUIRED OF YOUR COMPANY.**

School District/County Office of Education/Private School  
Background Check Requirement Verification:

1. \_\_\_\_\_  
Name of Contracting School District  
Or Private School
2. \_\_\_\_\_  
Signature of School Official
3. \_\_\_\_\_  
Phone and Fax Number

In accordance with statutory, regulatory, and constitutional restrictions governing the use and dissemination of criminal offender record information, the above mentioned Education Code Sections allow for exemptions from backgrounding all employees under the following conditions:

1. The installation of a physical barrier at the work site to limit contact with pupils.
2. Continual supervision and monitoring of all employees of the entity by an employee of the entity whom the DOJ has ascertained has not been convicted of a violent or serious felony.
3. Surveillance of employees of the entity by school personnel.

**The exemptions listed above are granted at the discretion of the school district or private school.**

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**For Department of Justice use only**

Your request to receive state summary criminal history information pursuant to the Michelle Montoya School Safety Act is approved. Information regarding procedural requirements is enclosed or will be forwarded under separate cover.

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**Keith Dann**, Manager  
Record Access and Security Program

\_\_\_\_\_  
DATE