

# Instructions for Completing the: MCSO RECORDS CHECK AUTHORIZATION

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## Purpose of this Form

The Multnomah County Sheriff's Office (MCSO) conducts criminal history records investigations to establish if individuals either employed by or for MCSO under contract, meet the basic criteria required for access to MCSO controlled premises or secure facilities. The Records Check Authorization form is used to establish identity, verify the existence of any relevant criminal history, and acts as an ongoing authorization allowing MCSO the ability to complete an investigatory criminal history records check at any time while access is authorized. Providing this information is voluntary. However, if the check is not submitted as outlined, we may not be able to complete the request for access, and may require a new submission for any future access requested.

The information collected during this process is confidential and will not be shared with anyone but the applicant, unless solicited lawfully as part of a criminal investigation.

## Applicant Instructions for Completing this Form

1. Please print legibly, type, or use the forms fillable PDF feature to complete all fields. Incomplete or illegible forms will not be processed.
2. All demographic and identifying fields are required to establish identity. Your Social Security Number (SSN) is not mandatory, but is helpful in keeping records accurate in the event other people have the same name and date of birth. Failure to disclose your SSN may prevent or delay the processing of your Records Check for access.
3. Please list **ALL** arrests, incarcerations, and/or convictions in the space provided. Attach an additional page if necessary. If no arrest, incarceration and/or convictions exist, please write "**NONE**" in the first space provided. Failure to disclose this information may result in the denial of access requested.
4. Sign and date the form, and submit along with a copy of your valid, government-issued identification (both sides).

## Manager/Supervisor Instructions for Completing this Form

1. Please print and sign your name in the fields provided on the bottom of the form under the, "TO BE COMPLETED BY MULTNOMAH COUNTY MANAGER/SUPERVISOR, OR DEPARTMENT REQUESTING ACCESS" heading.
2. Check The appropriate box indicating the form of access being requested. If you are unsure, please use the key below to determine the appropriate form of access to request.

<b>MCSO ID</b>	Access requested for any individual whose work requires routine access to any MCSO detention, or MCSO Administrative area. MCSO ID allows unescorted access in most cases, but should also be requested for any MCSO specific contract employee, volunteer, or community partner who by MCSO policy will always require an escort within detention areas.
<b>MCSO ESCORT ONLY (JAIL ONLY)</b>	Access requested for any individual whose work requires intermittent or infrequent access to any MCSO detention, or MCSO Administrative area. MCSO ESCORT ONLY access requires an authorized MCSO staff member at all times while upon MCSO premises.
<b>LIMITED DURATION MCSO ID (INTERN)</b>	Access requested for any individual working on an MCSO specific project over a specific time-frame, or under special consideration, assisting college students with their on-the-job training needed to successfully enter the work force.
<b>ONE-TIME VISIT (JAIL TOUR)</b>	MCSO Escort only access requested for jail tours, job shadows, or any other one-time access accommodation.
<b>CJIS ONLY</b>	Access required for any Multnomah County employee, or contractor, who in the scope of their work may have unescorted access to MCSO maintained Criminal Justice Information (CJI).
<b>SWIS ACCESS</b>	Access requested for non-MCSO agency partners needing the ability to enter, or view data within MCSO maintained applications.
<b>EMERGENCY REPAIR</b>	Access requested for contractors on an emergency basis. Should only be used when no other options are available, and the work being performed is essential to MCSO operations. All Emergency Repair requests accommodate a one-time access accommodation only, and cannot be used to request any other form of access.

If there are any questions on which form of access is the most appropriate to request, please feel to contact the MCSO Facility Access Coordinator (FAC), or their designee at any time. They can be reached at [mcssoaccess@mcsso.us](mailto:mcssoaccess@mcsso.us).