

Becoming a Certified Authorized Designee/Contact Person

Qualified Entities (QE) approved by DHS appoint Authorized Designees or Contact Persons.

- ◆ QEs with 10 or more employees must appoint an Authorized Designee.
- ◆ QEs with less than 10 employees are not eligible to appoint an Authorized Designee. These QEs must appoint a Contact Person.

STEPS TO BECOMING AN AUTHORIZED DESIGNEE (AD) OR CONTACT PERSON (CP):

STEP 1 - APPOINTMENT Qualified Entities (QE) approved by the Department must appoint Authorized Designees or Contact Persons. Once appointment is made, the appointee must attend an ADCP training, submit 298 application, CJIS form (AD only), & Fingerprints (1 for CP, 2 for AD). Applicants **cannot** self-appoint.

STEP 2 - TRAINING AND TESTING: The appointed AD/CP must complete the required training program **and** successfully pass any testing as required by the Department prior to applying. Application form (DHS 298) must be received within 90 days of the date of your training.

Register for training on line at <http://www.oregon.gov/dhs/index.shtml>. If assistance is needed, contact CRU at 503-378-5291.

STEP 3 - CRIMINAL HISTORY CHECK (CHC): Once form(s) and finger prints are received by CRU, the potential AD/CP will have both an Oregon and a national criminal history check in accordance with OAR 410-007-0240 (1)(b).

WHO IS THE "APPOINTING AUTHORITY" OF A QE?

The Appointing Authority (see boxes 6-8) is the person designated by the QE responsible for appointing AD/CPs. Examples - an HR person with the authority to offer and terminate employment, business owner, a member of the Board of Directors, Director, or Program Administrator.

WHAT IS AN AUTHORIZED DESIGNEE (AD)?

An Authorized Designee is the person designated by the Qualified Entity to represent the Qualified Entity for the purpose of **conducting** criminal record checks. The AD may do the following:

- ◆ Request and receive criminal history information from the DHS Criminal Records Unit (DHS-CRU)
- ◆ Review or look at Law Enforcement Data System (LEDS) reports from DHS-CRU
- ◆ Conduct preliminary and/or final fitness determinations

WHAT IS A CONTACT PERSON (CP)?

A Contact Person is a person designated by the Qualified Entity to represent the Qualified Entity for the purpose of **handling** criminal record check information. The CP **may not** conduct or participate in a final fitness determination or a preliminary fitness determination that involves potentially disqualifying history.

Please send completed application form (DHS 298), CJIS form and fingerprints to:

Department of Human Services-Criminal Records Unit
PO Box 14870
Salem OR 97309-5066

If you have any questions, please feel free to call the Criminal Records Unit Training line at 503-378-5291