


<p>California Department of Justice CALIFORNIA JUSTICE INFORMATION SERVICES DIVISION Joe Dominic, Chief</p> 	<h1>INFORMATION BULLETIN</h1>	
<p><i>Subject:</i> Executive Order N-63-20, RE: Sex Offender Registration</p>	<p><i>No.</i> 20-07-CJIS</p> <p><i>Date:</i> 05-12-2020</p>	<p><i>Contact for information:</i> California Sex Offender Registry (916) 210-3113 CASEX-Reg@doj.ca.gov</p>

TO: ALL CALIFORNIA LAW ENFORCEMENT AGENCIES

Effective May 7, 2020, pursuant to Executive Order N-63-20, law enforcement agencies (LEAs) are encouraged to adopt telephonic, remote, or other procedures for registration and reporting under the Sex Offender Registration Act (Penal Code sections 290 to 290.024, inclusive (the Act)). Such procedures must be consistent with state and local public health guidance regarding physical distancing, and LEAs are encouraged to post or publicize such procedures through means calculated to reach any person subject to the Act (registrants).

Pursuant to Executive Order N-63-20, to the extent an LEA institutes telephonic, remote, or other procedures to enable physical distancing, all provisions of the Act and implementing procedures that require registrants to appear in person, and all provisions of the Act and implementing procedures that require registrants to provide a signature, fingerprints, and photograph, are suspended for 60 days.

To ensure that lack of technology does not prevent any individual from complying with registration and reporting requirements, LEAs are encouraged to provide alternative means of registration and reporting, including permitting the physical presence of registrants consistent with state and local public health guidance regarding physical distancing.

The requirement to register and all other registration and reporting requirements of the Act remain in place.

This Information Bulletin is being issued to provide guidance to LEAs regarding the implementation of Executive Order N-63-20.

In accordance with Executive Order N-63-20, for the next 60 days, fingerprints, signatures, initials, or photographs of a registrant are no longer required in order to process CJIS 8047 and CJIS 8102S forms. If an agency uses LiveScan machines as standard protocol to enter registration information into the California Sex and Arson Registry (CSAR) via the Registration type of transaction (REG TOT), agencies should manually enter all information into CSAR via CSAR's graphical user interface.

Agencies should consult their agency counsel, City Attorney's Office and/or County Counsel's Office regarding any local directive which might affect registrants' abilities to complete registration and to determine the proper implementation of Executive Order N-63-20 for their agency.

Due to the current COVID-19 pandemic, registering agencies may be employing different registration procedures; therefore, it is recommended that partner agencies remain in close communication in enforcing registration requirements.

Please find below specific instructions regarding the completion and submission of the CJIS 8047 and CJIS 8102S forms. Complete either the CJIS 8047 or the CJIS 8102S form pursuant to standard procedures for the type of registration event. Please fingerprint and photograph the registrant at their next registration event as required under the Act following the expiration of Executive Order N-63-20.

CJIS 8047: Notice of Sex Offender Registration Requirement Form

Page 1: Confirm all data fields. Registering official to sign and date in “Statement of Notifying Officer” section. Recite admonishment contained within signature block and ask registrant to confirm understanding. Registering official to sign and date, note “Completed on behalf of and with consent of [Registrant name]. [Registrant name] notified of admonishment and acknowledged admonishment” in “Statement of Person Notified” section. Do not provide a thumbprint.

Page 2: Recite admonishments 1-12 and ask registrant to confirm understanding of each admonishment.

Page 3: Recite admonishments 13-23 and ask registrant to confirm understanding of each admonishment. Registering official to sign and date in “Comments” field and note “Completed on behalf of and with consent of [Registrant name]. [Registrant name] notified of each admonishment on pages 2 and 3 and acknowledged each admonishment on pages 2 and 3.”

Page 4: Recite privacy notice and admonishment in signature block to registrant and ask registrant to confirm understanding of privacy notice and admonishment. Registering officer to sign and date in signature block and note “Completed on behalf of and with consent of [Registrant name]. [Registrant name] notified of privacy notice and admonishment in signature block and acknowledged privacy notice and admonishment.”

Do not take, submit, or upload photograph of registrant.

CSAR Entry: Forward to the California Department of Justice for entry.

CJIS 8102S: Sex Offender Registration Change of Address/Annual or Other Update Form

Page 1: Confirm all data fields with registrant. Ensure that all information is confirmed at the next in-person registration event. Registering official to sign and date in “Statement of Notifying Officer” section. Registering official to sign, date, and note “Completed on behalf of and with consent of [Registrant name]” in “Statement of Person Notified” section. Do not provide a thumbprint.

Page 2: Confirm all data fields with registrant. Registering official to sign and date, note “Completed on behalf of and with consent of [Registrant name].” Do not provide a thumbprint.

Page 3: Recite admonishments 1-11 and admonishment contained within signature block and ask registrant to confirm understanding of each admonishment. Registering official to sign and date in signature block and note “Completed on behalf of and with consent of [Registrant name]. [Registrant name] notified of each admonishment and acknowledged each admonishment, including admonishment in signature block.” Do not provide a thumbprint.

Page 4: Recite admonishments 12-20 and admonishment contained within signature block and ask registrant to confirm understanding of each admonishment. Registering official to sign

and date in signature block and note “Completed on behalf of and with consent of [Registrant name]. [Registrant name] notified of each admonishment and acknowledged each admonishment, including admonishment in signature block.” Do not provide a thumbprint.

Page 5: Recite admonishments 21-23 and ask registrant to confirm understanding of each admonishment. Recite privacy notice and admonishment in signature block to registrant and ask registrant to confirm understanding of privacy notice and admonishment. Registering official to sign and date in signature block and note “Completed on behalf of and with consent of [Registrant name]. [Registrant name] notified of each admonishment and acknowledged each admonishment, including admonishment in signature block. [Registrant name] notified of privacy notice and acknowledged privacy notice.” Do not provide a thumbprint.

Do not take, submit, or upload photograph of registrant.

CSAR Entry: Enter all information into CSAR directly. Maintain original.

Sincerely,

A handwritten signature in blue ink, appearing to read "Joe Dominic", with a long horizontal flourish extending to the right.

JOE DOMINIC, Chief
California Justice Information Services Division

For XAVIER BECERRA
Attorney General