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PIN 26-05-CCLD

TO: ALL CCLD LICENSEES AND PROVIDERS

FROM: *Original signed by Kevin Gaines*
KEVIN GAINES, Deputy Director
Community Care Licensing Division

SUBJECT: **CRIMINAL RECORD CLEARANCE AND EXEMPTION TRANSFER
FORMS UPDATES**

Provider Information Notice (PIN) Summary

PIN 26-05-CCLD notifies all Community Care Licensing Division (CCLD) licensees and providers, of updates made to the Criminal Background Clearance Transfer Request form (LIC 9182) and the Criminal Record Exemption Transfer Request form (LIC 9188).

The purpose of this PIN is to notify all CCLD licensees and providers of updates made by the CCLD Care Provider Management Branch to the following forms:

[LIC 9182 \(12/25\)](#) - CRIMINAL BACKGROUND CLEARANCE TRANSFER REQUEST
[LIC 9188 \(1/26\)](#) - CRIMINAL RECORD EXEMPTION TRANSFER REQUEST

The forms were revised to improve clarity for individuals using the form. No substantive or policy changes were made to the forms, and the updates are instructional and clarifying in nature.

Summary of Updates (Applicable to both forms):

- The **instructional section** at the top of the first page has been revised for clarity and now specifies that a **separate form must be completed** for each facility number the individual will be associated with.

- The **Transferee Association Type** list was updated as follows:
 - Facility Administrator has been updated to Certified Administrator
 - Volunteer type has been added
- The **Out-of-State Disclosure** section on page two was revised to use *“if the individual”* instead of *“if you,”* recognizing that the forms are frequently completed by someone other than the individual.

To ensure clearance and exemption transfers are processed accurately and without unnecessary delays, it is strongly encouraged that the updated version of the form be used when submitting a transfer request for an individual. The most up-to-date versions of CCLD forms can be found on the [CDSS Forms Webpage](#).

For individual transfer requests, you may:

- Submit a Criminal Background Check Clearance Transfer Request (LIC 9182) to your local Regional Office.
- Submit a Criminal Record Exemption Transfer Request (LIC 9188) to the Care Provider Management Branch.
- Complete the transfer through your agency's (licensee's) account in the Guardian background check system.

ADDITIONAL INFORMATION/RESOURCES

If you have questions regarding this PIN, please contact CPMB at 888-422-5669 or Guardian@dss.ca.gov for assistance.

The Department will convey all new information through PINs. Please [sign up to be notified here](#) and visit the [Department's website](#) for the latest PINs.