

**DOJ NO LONGER INTERESTED (NLI) NOTIFICATION
UNIVERSITY OF CALIFORNIA, SANTA CRUZ
CRITICAL POSITION/CRIMINAL HISTORY INFORMATION**

The University is required by law to notify the Department of Justice when they no longer require subsequent conviction information on an employee/volunteer in a critical position. Section I of this form must be completed by the SHR Service Team Representative and routed to Employment when an employee/volunteer separates from UCSC or moves into a **non-critical** position.

Section I-Completed by the Service Team Representative (Please Print)

***HR Service Team:** _____ ***HR Service Team Representative:** _____

***Employee's Campus Unit/Department:** _____

***Name of Employee's Supervisor:** _____

***Supervisor: Phone Ext:** _____ **Email:** _____

No longer need criminal history information for:

***Name of Employee/Volunteer:**

***Last:** _____ ***First:** _____ **Middle Initial:** _____

***Sex:** M F ***Date of Birth:** _____

***UCSC Employee ID#:** _____

Reason:

 Separated from the University Moved out of a critical position

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Section II-Completed by SHR Employment

Agency:

UNIVERSITY OF CALIFORNIA, SANTA CRUZ
Staff Human Resources/Employment
1156 High St.
Santa Cruz, CA 95064

Today's Date: _____ **Type of Application:** _____

Date of Application: _____ **ATI#:** _____ **ORI:** **A1783**

SEND ORIGINAL FORM TO SHR EMPLOYMENT

*Denotes a required field.

Rev. 10/11