3-07/160.00 - Non-Automated State Information Files

There are several manual files maintained by the State Department of Justice which provide information of interest to law enforcement. Access to this information is obtained by mail, telephone, or JDIC administrative message directed to the Department of Justice.

- Mail requests are addressed as follows:

Department of Justice
Bureau of Identification
P.O. Box 13417
Sacramento, California 95813
Attn: Unit Name

- Administrative Message requests are sent via JDIC, utilizing the "CLETS Administrative" format. The message is addressed to CLETS mnemonic "YME," Attn: Unit Name,

The text of the message shall contain sufficient descriptors to assist in retrieval of the requested information; and

- Telephone requests may be directed to each unit, Monday through Friday, 0800 to 1630 (see telephone numbers in subsequent subsections); or the DOJ Command Center at (916) 227-3244, after hours, on weekends and holidays, unless otherwise indicated. The command center should only be contacted in emergent situations.