

**Oregon Judicial Department  
Request for Document Access  
Oregon Judicial Case Information Network**

Entity/Business Name: \_\_\_\_\_

Federal Tax ID \_\_\_\_\_

Profile group: \_\_\_\_\_ (current subscribers)  
(this is the first three letters of your User IDs)

Please identify your major business function(s):  
(check all that apply)

- debt collections
- criminal history
- credit, employment, or rental history
- licensing/certification eligibility
- insurance eligibility
- title insurance verification
- government program eligibility
- service of process or other legally required notification
- pursuit of a legal remedy
- execution/enforcement of a judgment
- private investigation by a licensed investigator DPSST- PIID# \_\_\_\_\_
- news reporting by a professional journalist
- fraud prevention
- out-of-state attorney State: \_\_\_\_\_ Bar # \_\_\_\_\_
- criminal defense investigation/mitigation
- other \_\_\_\_\_

1) Is your business licensed or certified by a government agency or other organization? If yes, which agency/organization? ***Please provide documentation of your specific license/certification information.***

2) What *specific* type of court information are you seeking to obtain from court documents?

3) How does your business use information from court documents?

4) How is this information disseminated inside your business? How is this information protected from unauthorized access/use?

5) Is this information disseminated outside of your business? If so, how? How is this information protected from unauthorized access/use?

6) Please provide the required documentation from the list on Page 3.

Authorized Representative Signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_ Date: \_\_\_\_\_

Title: \_\_\_\_\_ Phone: \_\_\_\_\_

E-mail: \_\_\_\_\_

**Completed application may be submitted via email to [ojin.access@ojd.state.or.us](mailto:ojin.access@ojd.state.or.us) or regular mail to Oregon Judicial Department, Attn: OJCIN OnLine, 1163 State St, Salem, OR 97301. Please allow four weeks for your request to be processed. If you have any questions, please contact the OJCIN Online business office at 800-858-9658.**

**Required Documentation List**  
**Please provide copies of all that apply to your business**

- A current and valid business, professional, occupational or commercial license issued by a governmental body that regulates that type of business, profession, trade or commercial activity.
- Attorney – Submit your state bar number and copies of documents that prove you are a licensed attorney by the state in which you practice law.
- Collection Agencies – Submit a copy of your current registration certificate issued by the Oregon Department of Consumer and Business Services.
- Financial Institution - Submit a copy of your membership charter or your FDIC or NCUA insurance certificate.
- Private Investigator – Submit a copy of your current Private Investigator license issued by the Oregon Department of Public Safety Standards and Training.
- Insurer or Self-Insured Entity – Submit a copy of your current Certificate of Authority issued by the Insurance Division; a copy of your current Insurance License issued by the Insurance Division; or a copy of the self-insured employer’s certificate provided by the Department of Consumer and Business Services or similar certification as required by the state in which the employer is located
- Insurance Support Organization – Submit a copy of your current and valid business, professional, occupational, or commercial license issued by a governmental body that regulates that type of business, profession, trade, or commercial activity. Also, submit each of the following: 1) A current sampling of your insurance company customers, a contact name from each company and their telephone number; 2) Copy of an advertisement that shows your type of business; and 3) Letter of explanation describing your business.
- News Media - Submit one of the following: (1) A letter from the news media organization you represent confirming your representation of the organization; (2) a copy of your contract with a news media organization; or (3) for radio or television organizations, a copy of the valid FCC license for the organization you represent.