



CCR Data Request Application Check List

Please Note: CCR staff strives to deliver data within 8-10 weeks from the time of formal approval. However, data processing time is dependent upon available CCR resources and complexity of your project.

Required steps and documentation

Review and complete the application requirements as outlined in the "[Policies and Procedures for Access to and Disclosure of Confidential Data from the California Cancer Registry](#)." All items noted below can be found in the policies and procedures document.

Submit the following documents to CDPH Chronic Disease Surveillance and Research Branch's (CDSRB) program at hs-ccrresearch@ou.ad3.ucdavis.edu

- Application for Disclosure of Confidential Registry Data for Research
- Copy of the study protocol application and list of variables submitted for CPHS approval
 - For repeat projects, if changes have been made to the study protocol, please send us a copy of the amendment application submitted for CPHS approval and a copy of the amendment approval letter.
- [Appendix 3: Agreement for Disclosure of CCR Data](#) signed by the Principal Investigator and responsible institution official
- Copy of current IRB Approvals (both are required for all projects)
 - Institutional IRB approval
 - CalHHS Committee for the Protection of Human Subjects (CPHS) IRB
A letter of support from CCR is required by CPHS for all applications. Please contact CCR at hs-ccrresearch@ou.ad3.ucdavis.edu to request a letter of support. For specific questions regarding the application or approval process for CPHS, please contact CPHS directly at cphs@chhs.ca.gov
- Excel list of requested data items from the CCR including brief justification. Please note that variables containing personal identifiers and small geographic areas require strong justification.
 - [Data dictionary](#)
- Approval from the Vital Statistics Advisory Committee (VSAC) is required to receive death-related information (vital status, cause of death, survival time, etc.) from CCR. Please contact CCR at hs-ccrresearch@ou.ad3.ucdavis.edu for information about the process.
- Notice of Grant Award, if applicable

For requests limited to patients residing within a single region, please contact that region directly. The California Cancer Registry will coordinate multi-region or statewide requests.

Counties	Contact
Alameda, Contra Costa, Marin, Monterey, San Benito, Santa Clara, Santa Cruz, San Francisco, San Mateo	Greater Bay Area Cancer Registry gbacr@ucsf.edu
Alpine, Amador, Butte, Calaveras, Colusa, Del Norte, El Dorado, Fresno, Glenn, Humboldt, Imperial, Inyo, Kern, Kings, Lake, Lassen, Madera, Mariposa, Mendocino, Merced, Modoc, Mono, Napa, Nevada, Orange, Placer, Plumas, Riverside, Sacramento, San Bernardino, San Diego, San Joaquin, San Luis Obispo, Santa Barbara, Shasta, Sierra, Siskiyou, Solano, Sonoma, Stanislaus, Sutter, Tehama, Trinity, Tulare, Tuolumne, Ventura, Yolo, Yuba	Cancer Registry of Greater California (916) 779-0300 research@crgc-cancer.org
Los Angeles	Los Angeles Cancer Surveillance Program (323) 865-0434 CSPdata@usc.edu
Multi-region or Statewide Request	California Cancer Registry (916) 731-2500 hs-ccrresearch@ou.ad3.ucdavis.edu

Upon CDSRB approval of the project, you will receive the countersigned [Appendix 3](#) (Agreement for Disclosure of CCR Data), letter of approval, and Financial Acknowledgement Agreement. We will make arrangements for the secure data transfer at that time.

Contact Information

Questions? Send us an email at hs-ccrresearch@ou.ad3.ucdavis.edu