STATE OF CALIFORNIA
BCIA 8016
(orig. 04/2001; rev. 01/2011)

DEPARTMENT OF JUSTICE

REQUEST FOR LIVE SCAN SERVICE

Applicant Submission

A0041
ORI (Code assigned by DOJ)

LICENSE
Authorized Applicant Type

TALENT AGENCY
Type of License/Certification/Permit OR Working Title (Maximum 30 characters - if assigned by DOJ, use exact title assigned)

Contributing Agency Information:

DIVISION OF LABOR STANDARDS ENFORCEMENT
Agency Authorized to Receive Criminal Record Information

Mail Code (five-digit code assigned by DOJ)

P. O. BOX 420603
Street Address or P.O. Box

Contact Name (mandatory for all school submissions)

SAN FRANCISCO City
CA State
94142 ZIP Code

(415) 703-4846
Contact Telephone Number

Applicant Information:

Last Name

First Name

Middle Initial

Suffix

Other Name (AKA or Alias) Last

First

Suffix

Date of Birth

Sex ☐ Male ☐ Female

Driver's License Number

Height

Weight

Eye Color

Hair Color

Billing Number **100105**
(Agency Billing Number)

Place of Birth (State or Country)

Social Security Number

Misc. Number
(Other Identification Number)

Home Address Street Address or P.O. Box

City

State

ZIP Code

Your Number:
OCA Number (Agency Identifying Number)

Level of Service: ☒ DOJ ☐ FBI

If re-submission, list original ATI number:
(Must provide proof of rejection)

Original ATI Number

Employer (Additional response for agencies specified by statute):

Employer Name

Mail Code (five digit code assigned by DOJ)

Street Address or P.O. Box

City

State

ZIP Code

Telephone Number (optional)

Live Scan Transaction Completed By:

Name of Operator

Date

Transmitting Agency

LSID

ATI Number

Amount Collected/Billed

ORIGINAL - Live Scan Operator

SECOND COPY - Applicant

THIRD COPY (if needed) - Requesting Agency

State of California ~ Department of Justice
OFFICE of the ATTORNEY GENERAL
KAMALA D. HARRIS

APPLICANTS

The California Department of Justice (DOJ) provides an automated service for criminal history background checks that may be required as a condition of employment, licensing, certification, foreign adoptions or VISA/Immigration purposes. During the 2009-10 fiscal year, the DOJ processed almost 1.9 million applicant fingerprint transactions. Eighty percent of the electronically submitted fingerprint checks are completed within three business days.

Here is basic information for individuals needing to submit fingerprints to the DOJ for background checks.

Step One (1) – Get the forms

If you are applying for employment, license, certificate or permit with an applicant agency requiring a background check, you must get the instructions and the forms required for fingerprinting services from that agency. The agency will complete its information to ensure accuracy. You will need to add your personal information to the form before getting fingerprinted.

Step Two (2) – Get fingerprinted

Once you have obtained the necessary forms from the applicant agency, go to a local Live Scan site to be fingerprinted. To find the site nearest to you and a listing of fees, see Public Live Scan Sites.

Please note: You must present valid photo identification when being fingerprinted. Expired identification information will not be accepted.

A **fingerprint-rolling fee** may be collected when you get your fingerprints taken. Since this fee varies widely among locations, you will want to review the cost before going to a fingerprinting site. Be sure to check for any restrictions on method of payment, such as cash or money order only. The List of Applicant Live Scan Sites provides information by location on fees, hours of operation and if an appointment is needed.

There also is a criminal history processing fee collected by the DOJ and Federal Bureau of Investigation (FBI) for the background checks. While often paid by the requesting agency, some applicants may be required to pay this fee themselves, so check with your requesting applicant agency. While the law requires applicant fingerprints to be captured and submitted electronically via Live Scan, DOJ does have limited statutory authority to issue an exemption to this mandate if an electronic transmission site is regionally unavailable or internal processing procedures dictate a need. If you cannot submit your fingerprints electronically, you (not the employing or regulatory entity) must submit CJIS 9004 - Request for Exemption from Mandatory Electronic Fingerprint Submission Requirement form, pdf along with the FD-258 fingerprint card.

Step Three (3) – Wait for the results

Once the submission is received and processed, the DOJ will respond to the applicant agency either electronically or via U.S. mail.

Delays

While most of the time results are returned to the applicant agency within three days, delays can occur. Applicants should check, for the first seven days, with the applicant agency that requested the background review since the DOJ sends results directly to the applicant agency. Delays can be caused by poor fingerprint quality, the existence of ***any*** criminal information in the applicant's record, birthdates before 1920, and incorrect data submitted on the electronic transaction. You can help prevent delays by making sure the Live Scan operator has entered ALL the information on your Live Scan form and entered it CORRECTLY.

24-hour Automated Telephone Service Available: 916-227-4557.

If a requesting agency does not have results within seven days and digital Live Scan fingerprints were submitted, you can use the automated telephone system to check on your submission. You will need the following information: (1) your date of birth; and (2) the 10-digit Automated Transaction Identifier (ATI) number that appears at the bottom of the Department of Justice form requesting Live Scan fingerprint background checks. The ATI number always appears in the following sequence: 1 LETTER; 3 NUMBERS; 3 LETTERS and 3 NUMBERS.