

# REQUEST FOR LIVE SCAN SERVICE

## Applicant Submission

ORI: <u>A5130</u> Code assigned by DOJ	Type of Application: <u>License</u>
Job Title or Type of License, Certification or Permit: <u>Naturopathic Doctor</u>	

Agency Address Set Contributing Agency: <u>Bureau of Naturopathic Medicine</u>		<u>02749</u> Mail Code (five digit code assigned by DOJ)
Agency authorized to receive criminal history information <u>1625 North Market Blvd., Suite S-202</u>		<u>N/A</u> Contact Name (Mandatory for all school submissions)
Street No. <u>Sacramento, CA</u> City	Street or P.O. Box <u>95834</u> State	<u>(916) 574-7991</u> Contact Telephone No.
	Zip Code	

Name of Applicant: (please print) _____ Last First MI		
Alias: _____ Last First	Driver's License No. _____	
Date of Birth: _____ Sex: <input type="checkbox"/> Male <input type="checkbox"/> Female	Misc. No. <b>BIL-</b> <u>Applicant Must Pay</u> Agency Billing Number (if applicable)	
Height: _____ Weight: _____	Misc. No: _____	
Eye Color: _____ Hair Color: _____	Home Address: _____ Street or P.O. Box	
Place of Birth: _____	_____ City, State and Zip Code	
SOC: _____		

Your Number: _____ OCA No. (Agency Identifying No.)	Level of Service <input checked="" type="checkbox"/> DOJ <input checked="" type="checkbox"/> FBI
If resubmission, list Original ATI No. _____	

Employer: (Additional response for agencies specified by statute) <u>N/A</u>		
Employer Name _____		
Street No. _____	Street or P.O. Box _____	Mail Code (five digit code assigned by DOJ) _____
City _____	State _____	Zip Code _____
		( ) _____ Agency Telephone No. (optional)

Live Scan Transaction Completed By: _____ Name of Operator		Date: _____
Transmitting Agency _____	ATI No. _____	Amount Collected/Billed _____

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## COMPLETING THE LIVE SCAN FORM

Live Scan is an automated service that the California Department of Justice (DOJ) provides to agencies that require criminal history background checks from the state and/or Federal Bureau of Investigations (FBI) as a condition of employment, licensing, certification, foreign adoptions or VISA/Immigration clearances. Live Scan digital submissions provide the quickest way to submit and process background checks.

Below are the instructions for completing the Request for Live Scan Service Form:

### **STEP 1**

Fill out the following information on the pre-printed Live Scan form (BCII 8016), which can be obtained either from the Bureau or downloaded from the Bureau's website at [www.naturopathic.ca.gov](http://www.naturopathic.ca.gov).

1. Name of Applicant: Enter the applicant's Last Name, First Name, and Middle Name.
2. Alias: Enter any aliases (including any maiden name) of the applicant.
3. Date of Birth: Enter the applicant's date of birth (month, date, year).
4. Sex: Enter the applicant's gender.
5. Height: Enter the applicant's height.
6. Weight: Enter the applicant's weight.
7. Eye Color: Enter the applicant's eye color.
8. Hair Color: Enter the applicant's hair color.
9. Place of Birth: Enter the applicant's location of birth (such as city and state).
10. SOC: Enter the applicant's social security number.
11. Driver's License No.: Enter the applicant's driver's license number.
12. Home Address: Enter the applicant's home address or P.O. Box (include city/state/zip code).

### **STEP 2**

Take the three copies of the completed Live Scan Form to a Live Scan service site to have your fingerprints electronically submitted to DOJ and the FBI. For a listing of a Live Scan service site near you, please visit DOJ's website at <http://caag.state.ca.us/app/livescan.htm>.

### **STEP 3**

Pay the Live Scan operator. The Live Scan operator will collect the fingerprint processing fees directly from the applicant. The processing fee for DOJ is \$32.00 and \$24.00 for FBI. However, check with the Live Scan service site to determine if additional fees are charged for "rolling" prints and/or administrative processing. Ensure the Live Scan Operator completes the bottom portion of each form.

### **STEP 4**

Submit the second copy of the Live Scan Form (BCII 8016), which should be signed by the Live Scan Operator and have the ATI number on it, to the Bureau with your application.

If you have any questions regarding the process, please contact the Bureau at (916) 574-7991.