

**DEPARTMENT OF CORPORATIONS**  
*California's Investment and Financing Authority*



**NOTICE OF FINGERPRINT PROCESSING REQUIREMENTS UNDER THE  
CALIFORNIA FINANCE LENDERS LAW**

The Applicant Live Scan program is a system for the electronic submission of fingerprints and the subsequent automated background check and response. The response time from the Department of Justice when using the Applicant Live Scan program is faster with fewer rejections. Applicants can download the triplicate form for the Request for Live Scan Service from the Department's website at [www.corp.ca.gov](http://www.corp.ca.gov). The applicant should make sure that under "Type of Application", the form indicates Finance Lenders Law License.

The applicant must take the three-part form to a live scan location to have their fingerprints taken by the operator. The applicant's fingerprints will be transmitted electronically to the Department of Justice for processing. The applicant will be required to pay the fees charged by the Department of Justice for processing the fingerprints directly to the live scan operator.

Please go to the Attorney General's website at:

<http://caag.state.ca.us/fingerprints/publications/contact.htm> for current information concerning the location of live scan terminals. You may also call the Department's Call center at (866) 275-2677 for information on Live Scan location.

1. Please submit the following when applying for a license under the California Finance Lenders Law, in order to comply with the fingerprint processing requirements of Financial Code Section 22101.
  - Processing fee of \$20.00 per live scan submission
  - D.O.J. Form BCII, "Requesting Agency Copy" as proof of live scan completion
2. Fingerprint information by live scan and the cost of fingerprint processing are to be submitted for the following persons:
  - a. The applicant,
  - b. The general partners, officers, directors and person owning or controlling, directly or indirectly, 10% or more of the outstanding interests or equity securities of the applicant,
  - c. Other key persons involved, such as managers/members, trustees, any other officers with direct responsibility for the conduct of applicant's lending activities, and the persons who will be in charge of the place of business.
3. Any information submitted will be afforded confidentiality as provided by Section 250.9.1 of the Commissioner's Rules (Title 10, Chapter 3, Subchapter 1).

4. NO LICENSE WILL BE ISSUED UNTIL CLEARANCE IS RECEIVED FOR ALL PERSONS REQUIRED TO SUBMIT FINGERPRINT INFORMATION UNDER THE CALIFORNIA FINANCE LENDERS LAW.
5. All application and fingerprint information is to be submitted to the Department's Los Angeles office at:

Department of Corporations  
320 West 4<sup>th</sup> Street, Suite 750  
Los Angeles, CA 90013-2344

For any questions, contact the Department at:

(866) ASK CORP  
1-866-275-2677