

STATE OF CALIFORNIA –DEPARTMENT OF BUSINESS OVERSIGHT  
**NOTICE OF FINGERPRINT PROCESSING REQUIREMENTS  
UNDER THE ESCROW LAW**  
EL 339 (Rev. 08-13)



**REVISED NOTICE OF FINGERPRINT PROCESSING REQUIREMENTS  
UNDER THE ESCROW 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 now download the triplicate form for the Request for Live Scan Service from the Department's website at [www.dbo.ca.gov](http://www.dbo.ca.gov).

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.

For current information concerning the location of live scan terminals, please go to the Attorney General's website at <http://caag.state.ca.us/fingerprints/publications/contact.htm>. You may also call the Department's Call Center at 1-866-275-2677 for information on Live Scan locations.

The license or employment application will not be considered complete until the clearance of the applicant's fingerprints have been electronically transmitted to the Department of Business Oversight.

**NEW EMPLOYEE APPLICATION FOR EXISTING LICENSEES** - On or before the 10<sup>th</sup> day of employment, an escrow agent must file a complete employment package for each new employee. The package must include the following:

- Notice of Officers, Directors, Trustees, Employees or Other Persons Directly or Indirectly Compensated by Escrow Agents (Form EL 1726)
- Statement of Identity and Employment Application (Form EL 17419)
- Department of Business Oversight processing fee of \$10.00 for each new owner, officer, director and employee
- D.O.J. Form BCII, Requesting Agency copy as proof of live scan completion

**TRANSFER OF EMPLOYEE** - The package for new employees whose fingerprints have been previously filed by another independent escrow agent and cleared by this Department must include the following:

- Notice of Officers, Directors, Trustees, Employees or Other Persons Directly or Indirectly Compensated by Escrow Agents (Form EL 1726)
- Statement of Identity and Employment Application (Form EL 17419)
- Department of Business Oversight transfer fee of \$10.00

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**NAME CHANGE OF EMPLOYEE** – The package for a name change of an employee whose fingerprints or transfer were filed for your company must include the following:

- A cover letter requesting the name change from the previous name to the new name.
- Notice of Officers, Directors, Trustees, Employees or Other Persons Directly or Indirectly Compensated by Escrow Agents (Form EL 1726)

Any information submitted will be afforded confidentiality as provided by Section 250.9.1 of the Commissioner’s Rules (Title 10, Chapter3, Subchapter 1).

No license or order will be issued until all persons included in the application have received clearance from the Department of Justice.

Please submit all fingerprint application packages to the Department’s Los Angeles office:

**Department of Business Oversight  
320 West Fourth Street, Suite 750  
Los Angeles, CA 90013-2344**

For any questions, contact the Department of Business Oversight at:

**1-866-275-2677**