# REQUEST FOR LIVE SCAN SERVICE

***Applicant Submission***

ORI: A0083 (Code assigned by DOJ) Type of Application: Bank License Per 379 FC

Job Title or Type of License, Certification or Permit: Bank Officer / Director

Agency Address Set Contributing Agency:

Financial Institutions - Business Oversight (Agency authorized to receive criminal history information) 04899 (Mail Code (five digit code assigned by DOJ))

45 Fremont Street, Suite 1700 (Street No. Street or P.O. Box) Colin Grant Moser (Contact Name (Mandatory for all school submissions))

San Francisco (City) CA (State) 94105-2219 (Zip Code) 415-263-8561 (Contact Telephone No.)

Name of Applicant: (please print) Last First MI

Alias: Last First Driver's License No.

Date of Birth: Sex: ☐ Male ☐ Female Misc. No. **BIL-** N/A (Agency Billing Number (if applicable))

Height: Weight: Misc. No: N/A

Eye Color: Hair Color: Home Address: Street or P.O. Box

Place of Birth: City, State and Zip Code

SOC:

Your Number: (name of licensee) Level of Service ☒ DOJ ☒ FBI

If resubmission, list Original ATI No.

Employer: (Additional response for agencies specified by statute)

N/A (Employer Name)

N/A (Street No. Street or P.O. Box) N/A (Mail Code (five digit code assigned by DOJ))

N/A (City State Zip Code) ( ) N/A (Agency Telephone No. (optional))

Live Scan Transaction Completed By: Name of Operator Date:

Transmitting Agency ATI No. Amount Collected/Billed

BCII 8016 (Rev 05/14) ORIGINAL – Live Scan Operator, SECOND COPY – Requesting Agency, THIRD COPY - Applicant

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**DEPARTMENT OF BUSINESS OVERSIGHT**

***Ensuring a fair and secure financial services marketplace for all Californians***

# LIVE SCAN PROCESS INSTRUCTION FORM

Bank licensees/applicants must submit fingerprints using Live Scan, rather than fingerprint cards, if they're located in California. Live Scan is a system for the electronic submission of fingerprints and automated background checks.

## STEP 1

Enter the following information on the Request for Live Scan Service Form. You only need to fill in the data on the first page of the Adobe Acrobat form and the information will automatically fill-in on the other pages.

1. Name of Applicant: Enter Last Name, First Name and Middle Name
2. Alias: Enter any aliases (including any maiden name)
3. Date of Birth
4. Sex
5. Height
6. Weight
7. Eye color
8. Hair color
9. Place of Birth
10. SOC: Enter Social Security Number
11. Driver's Licenses No. (Include the state if not California)
12. Home Address
13. Your Number: Please enter the name of the bank/licensee
14. Level of Services: Do nothing. DOJ and FBI are already checked

15. If resubmission, list Original ATI No.: List the original ATI No. supplied by the Live Scan operator when you originally submitted. Leave blank or write N/A if this is your original submission.

## STEP 2

With three copies of the completed Live Scan Form, go to the nearest Live Scan site to have your fingerprints electronically submitted to the Department of Justice (DOJ).

You can get a listing of all Live Scan sites at **http://www.ag.ca.gov/fingerprints**
In the column on the right click on Public Live Scan Sites.

## STEP 3

You must pay the Live Scan Operator a $32 DOJ Processing Fee and a $17 FBI processing Fee. In addition, you must pay the Live Scan Operator the Live Scan site Processing Fee. This fee, known as the rolling fee, is set by each Live Scan site.

## STEP 4

Submit the second copy of the Live Scan Form received from the Live Scan site, signed by the Life Scan Operator and including the ATI number, to the Department of Business Oversight.