

LIVE SCAN INSTRUCTIONS FOR STATE LICENSED FACILITIES

LIVE SCAN FINGER IMAGING:

The rolling of fingerprints using ink and a fingerprint card has been replaced by Live Scan technology. Live Scan electronically transfers images of your fingerprints and personal information to the Department of Justice (DOJ). Live Scan sites located in Community Care Licensing (CCL) regional offices automatically generate a DOJ, an FBI and (if needed), a Child Abuse Central Index (CACI) check.

Live Scan finger imaging terminals, operated by independent Live Scan vendors, are located in all Community Care Licensing regional offices. DOJ Live Scan sites, conveniently located throughout California, may also be used. Visit the DOJ Live Scan web site at <http://ag.ca.gov/fingerprints/publications/contact.php> for Live Scan locations. Live Scan vendors located at a CCL regional office charge a transmission fee which may be different than Live Scan vendors in other locations. Organizations interested in setting up a billing account with a Live Scan vendor located in a CCL regional office may call 1-800-315-4507. Organizations interested in setting up an account with DOJ may call (916) 277-3407.

HOW TO SCHEDULE:

- Complete the Live Scan form (LIC 9163) that was included in the packet with your application letter. You may also obtain a Live Scan form on our web site at <http://www.cdss.ca.gov/cdssweb/PG166.htm>
- Call the Live Scan vendor at 1-800-315-4507 to schedule an appointment. When you call, the scheduler will ask for the information on the Live Scan form. An appointment will be made for you at your local licensing regional office. **An appointment must be made with the Live Scan vendor before you arrive at the regional office.**

THE LIVE SCAN PROCESS:

- When you arrive for your scheduled appointment, the operator will already have the information you provided the scheduler entered in the computer. The operator will then scan your fingerprints.
- The Live Scan operator will collect the Department of Justice, FBI and, if applicable, CACI processing fee as well as the scanning fee. A current fee schedule can be found on our website at http://cclid.ca.gov/res/pdf/live_scan_fees.pdf
- After successfully recording the images, your fingerprints and your information will be electronically transmitted to the Department of Justice for processing.
- Department of Justice will electronically send the results of the fingerprint check to CCL.