

# REQUEST FOR LIVE SCAN SERVICE

## Applicant Submission

ORI: A0522 Type of Application: Repossessor  
Code assigned by DOJ

Job Title or Type of License, Certification or Permit: RA Repossession Agency

Agency Address Set Contributing Agency:

Bureau of Security & Investigative Services

Agency authorized to receive criminal history information

P.O. BOX 989002

Street No. Street or P.O. Box

West Sacramento CA 95798-9002

City State Zip Code

06078

Mail Code (five digit code assigned by DOJ)

Licensing

Contact Name (Mandatory for all school submissions)

(916) 322-4000

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:

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

☒

DOJ

☒

FBI

If resubmission, list Original ATI No.

Employer: (Additional response for agencies specified by statute)

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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Name of Applicant: \_\_\_\_\_  
(please print) Last First MI

Alias: \_\_\_\_\_ Driver's License No. \_\_\_\_\_  
Last First

Date of Birth: \_\_\_\_\_ Sex: ☐ Male ☐ Female Misc. No. **BIL-** N/A  
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: \_\_\_\_\_ Level of Service ☒ DOJ ☒ FBI  
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Name of Operator

Transmitting Agency \_\_\_\_\_ ATI No. \_\_\_\_\_ Amount Collected/Billed \_\_\_\_\_

**BUREAU OF SECURITY AND INVESTIGATIVE SERVICES**

P.O. Box 989002  
West Sacramento, CA 95798-9002  
(916) 322-4000  
[www.bsis.ca.gov](http://www.bsis.ca.gov)

**REPOSSESSION AGENCY (RA)**  
**LIVE SCAN PROCESS INSTRUCTION FORM**

Live Scan is a system for electronically submitting fingerprints used in background checks to the California Department of Justice and the FBI.

**Simply follow these steps:****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 Web site at [http://www.dca.ca.gov/bsis/live\\_scan\\_fingerp.htm](http://www.dca.ca.gov/bsis/live_scan_fingerp.htm):

- |                           |   |
|---------------------------|---|
| 1. Name of Applicant:     | Enter the 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 date of birth of the applicant.                           |
| 4. Sex:                   | Enter the sex of the applicant.                                     |
| 5. Height:                | Enter the height of the applicant.                                  |
| 6. Weight:                | Enter the weight of the applicant.                                  |
| 7. Eye Color:             | Enter the eye color of the applicant.                               |
| 8. Hair Color:            | Enter the hair color of the applicant.                              |
| 9. Place of Birth:        | Enter the place of birth of the applicant.                          |
| 10. SOC:                  | Enter the applicant's Social Security number.                       |
| 11. Driver's License No.: | Enter the applicant's Driver's License number, including the state. |
| 12. Home Address:         | Enter the applicant's home address.                                 |

**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) and the Federal Bureau of Investigation (FBI).

NOTE: You can get a listing of all Live Scan sites at [www.bsis.ca.gov/forms\\_pubs/livescan/index.shtml](http://www.bsis.ca.gov/forms_pubs/livescan/index.shtml) or by contacting the Bureau at (916) 322-4000.

**STEP 3**

Pay the Live Scan Operator:	\$32.00 DOJ Fingerprint Processing Fee
	\$17.00 FBI Fingerprint Processing Fee
<b>TOTAL</b>	<b>\$49.00</b>

In addition, you must pay the Live Scan Operator the Live Scan site Processing Fee. The fee is set by each Live Scan site and can vary. The Bureau of Security and Investigative Services does not set the fee.

**STEP 4**

Submit the following to the Bureau:

- |  |  |
|--|--|
| 1. The completed Repossession Company application forms.   |  |
| 2. The second copy of the Live Scan Form (BCII 8016) received from the Live Scan site, signed by the Live Scan Operator, including the ATI number. |  |
| 3. A check/money order for :   | \$825.00 Initial Repossession Agency License Fee |
| <b>TOTAL</b>   | <b>\$825.00</b>                                  |