

**Department of Motor Vehicle DMV
Live Scan Fingerprinting Occupational Licensing**



**REQUEST FOR LIVE SCAN SERVICE Applicant Submission
(License, Certification, Permit Only, or Business Partner Automation Program Participant)**

To verify your identity, please bring an official governmental photo document (e.g., driver license, identification card, passport, etc.) with you to the live scan site. Processing fees are non-refundable.

Please read instructions on reverse before completing form.

1. CODE ASSIGNED BY DOJ
ORI: A0059

APPLICANT COMPLETES (EXCEPT ITEM 15) — PLEASE PRINT.

2. CHECK APPROPRIATE BOX (SEE REVERSE FOR INSTRUCTIONS)

A. Department of Motor Vehicles
Licensing Operations Division
Occupational Licensing Branch
P. O. Box 932342 MS—L224
Sacramento, CA 94232-3420

Five Digit Mail Code: 04620

Contact: Operations Manager
916-229-3153

Ambulance Driver Certificate Only

B. Department of Motor Vehicles
Licensing Operations Division
Issuance, Commercial Driver License
P.O. Box 942890
Sacramento, CA 94232-3420

Five Digit Mail Code: 04621

Contact: CDL/PDPS Manager
916-657-5771

3. TYPE OF APPLICATION (ONLY IF CHECKING BOX "A" ABOVE) — Check One

License Permit Business Partner Automation Program Participant (BPA)
 Employer Testing Program Examiner (ETP)

4. APPLICANT NAME (LAST, FIRST, MIDDLE INITIAL)

5. AKA (LAST, FIRST)

ADDITIONAL AKA (LAST, FIRST)

6. DATE OF BIRTH	7. SEX <input type="checkbox"/> Male <input type="checkbox"/> Female	8. HEIGHT	9. WEIGHT	10. EYE COLOR	11. HAIR COLOR
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12. PLACE OF BIRTH	13. SOCIAL SECURITY NUMBER
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14. CALIFORNIA DRIVER LICENSE/IDENTIFICATION NUMBER	15. NO BILLING NUMBER—APPLICANT PAYS	16. MISCELLANEOUS NUMBER
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17. HOME ADDRESS AND TELEPHONE NUMBER	STREET	CITY	STATE	ZIP CODE	TELEPHONE NUMBER
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18. YOUR NUMBER (OCA NUMBER—AGENCY IDENTIFYING NUMBER) OLAD	19. IF RESUBMISSION, LIST ORIGINAL ATI NUMBER	20. LEVEL OF SERVICE <input checked="" type="checkbox"/> DOJ <input type="checkbox"/> FBI-BPA/ETP CHECK
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LIVE SCAN OPERATOR COMPLETES

21. OPERATOR COMPLETING LIVE SCAN TRANSACTION	22. DATE
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23. TRANSMITTING AGENCY (LSID NUMBER)	24. ATI NUMBER	25. AMOUNT COLLECTED	26. AMOUNT BILLED
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DISTRIBUTION: ORIGINAL - Live Scan Operator
SECOND COPY - Requesting Agency
THIRD COPY - Applicant

Applicant must contact their Contributing Agency to verify the accuracy of the form required for their Live Scan submission.

DMV Live Scan Fingerprinting Occupational Licensing

What is Live Scan fingerprinting?

Live Scan is inkless electronic fingerprinting. The fingerprints are electronically transmitted to the Department of Justice (DOJ) for completion of a criminal record check.

Who is affected by it?

Anyone applying for the first time to be licensed as a vehicle salesperson, dealer, driving instructor, manufacturer, transporter, dismantler, registration service, distributor, lessor-retailer, remanufacturer, or any other vehicle industry relating to an occupational license issued by DMV will be Live Scan fingerprinted. It also applies to first time applicants for an ambulance driver certificate.

Why "Live Scan" fingerprinting?

As a result of legislation in late 1997, Department of Justice has developed an automated background check process that requires digitized fingerprints ("Live Scan"). Beginning January 1, 2000, DOJ has asked that fingerprints be submitted by Live Scan rather than hard copy fingerprint cards. Digitizing the fingerprints enables the electronic transfer of the fingerprint image data along with personal descriptor information to computers at the DOJ in a matter of seconds, instead of the days required to send hard copy fingerprint cards through the mail. DOJ's goal is to process 95% of the digitized fingerprints within 3 days.

What is the cost to be Live Scan fingerprinted?

The cost to electronically fingerprint the applicant is determined by the local Live Scan agency. According to DOJ, they can charge a fee sufficient to recover their costs. The \$32 DOJ criminal record check fee is collected at the Live Scan site.

What will the applicant need to do to be Live Scan fingerprinted?

The applicant may call the local police or sheriff's department to find their local Live Scan sites that are open to the general public. The applicant can also call the department's Occupational Licensing offices in Sacramento (916) 229-3126 and be mailed the department's Live Scan request form. A sample of the department's Live Scan form is attached.

[DMV-8016 Request for Live Scan Service](#)

[\(PDF\)](#). If the licensee does not use the department's Live Scan form, it is suggested he/she take a sample of the form with them to ensure the Live Scan site has all the information needed for transmitting the data to Occupational Licensing.

INSTRUCTIONS FOR COMPLETING FRONT

1. **Code Assigned by DOJ:** ORI number pre-printed.
2. **Agency Address Set Contributing Agency:** Check box "B" if applying for an Ambulance Driver Automation Program Participant. Check box "A" for all other licenses, Vehicle V
3. **Type of Application:** Check one. Applications for the following type licenses require Live Scan services.
 - Business Partner Automation Program/Registration Service Owner
 - Business Partner Automation Program/Dealer Owner
 - Business Partner Automation Program/Employee (i.e., Registration Service, Dealer, Automobile Club, Rental Car, Leasing Company employee).
 - Dealer License
 - Dismantler/Wrecker License
 - Distributor License
 - Distributor Representative License
 - Driving School Instructor License
 - Driving School Operator License
 - Driving School Owner License
 - Employer Testing Program Examiner
 - Lessor/Retailer License
 - Manufacturer License (includes Remanufacturer)
 - Manufacturer Representative License
 - Registration Service License
 - Salesperson License
 - Transporter License
 - T iol. School Owner License (includes Operator or Instructor)
 - Vehicle V
4. **Name of Applicant:** Enter applicant's full name.
5. **AKA:** Enter any other names applicant has used.
6. **Date of Birth:** Enter applicant's date of birth.
7. **Sex:** Check appropriate gender box.
8. **Height:** Enter applicant's height.
9. **Weight:** Enter applicant's weight.
10. **Eye color:** Enter applicant's eye color.
11. **Hair color:** Enter applicant's hair color.
12. **Place of birth:** Enter city, state, and country
13. **Social Security Number:** Enter applicant's social security number.
14. **California Driver License/Identification Card number:** Enter applicant's California Driver number. Card
15. **Applicant Pays:** Live Scan operator will complete.
16. **Miscellaneous Number:** Enter other identifying numbers (e.g., other state driver license number).
17. **Home Address:** Enter applicant's residence address and telephone number.
18. **Your number:** DMV identifying number pre-printed.
19. **If resubmission:** Enter the original ATI number provided on the reject no on to avoid paying an additional processing fee.
20. **Level of Service:** DOJ required for occupational licenses, in addition, FBI required for Business Partner Automation Program Participants, and employer testing program examiners.
21. **Operator Completing Live Scan Transaction:** Enter operator's name.
22. **Date:** Enter date transaction was completed.
23. **Transmitting Agency:**
24. **ATI Number:** Enter ATI number.
25. **Amount Collected:** Enter amount collected.
26. **Amount Billed:** Enter amount billed.