



## **Resident Licensing Applicant Instructions**

**Step 1: Please do not submit your fingerprint impressions until a licensing application is received at the California Department of Insurance.**

**Step 2:** After submitting your license application, complete the "Applicant Information" portion of the Request for Live Scan Service. The following information must be entered in the Applicant Information portion of the form by the applicant: print your legal name and former names (if any), date of birth, gender, height, weight, eye color, hair color, place of birth, social security number (SSN), driver's license number, and residence address. The "Applicant Submission" and the "Contributing Agency Information" portions of this form are completed by the California Department of Insurance (CDI) for your convenience.

**Important Note:** One set of classifiable electronic fingerprints is required for every CDI individual license applicant unless the applicant is currently licensed or held a CDI license which expired during the last 12 months.

**Step 3:** Find a location. The California Department of Justice (California DOJ) maintains a listing of Live Scan vendor locations available to the public at <https://www.oag.ca.gov/fingerprints/locations>. The California DOJ list is broken down by county.

### **Fees:**

**California Department of Justice** – Applicants using a California DOJ authorized live scan fingerprinting vendor will need to pay a fingerprint fee that covers the Federal Bureau of Investigation (FBI) processing fee of \$17, California DOJ processing fee of \$32, and an additional "rolling fee" charged by the live scan vendor. The additional "rolling fee" will vary depending on the vendor and is noted on California DOJ's list of vendors. License applicants are encouraged to contact the live scan vendor in advance to verify their current operating hours, location, fees, and their acceptable method of payment (i.e. credit card, cash, ATM).

**Step 4:** The live scan vendor will complete the "Live Scan Transaction" portion on the Request for Live Scan Service form.

**Step 5:** The applicant is to keep a copy of the fingerprint form for their records. The applicant is not required to submit a copy of this completed form to CDI.