

State of California—Health and Human Services Agency
Department of Health Services



ARNOLD
SCHWARZENEGGER
Governor



June 21, 2005

AFL 05-21

TO

Skilled Nursing Facilities (SNF)
Skilled Nursing In-House Training Programs
Nurse Assistant Training Schools
Home Health Agencies
Home Health Aide Training Programs
Intermediate Care Facilities for the Developmentally Disabled,
Developmentally Disabled-Habilitative and
Developmentally Disabled-Nursing (ICF-DD/DDH/DDN)
Adult Day Health Care (ADHC)

SUBJECT:

**Department of Justice (DOJ) Live Scan Only Requirement
Effective JULY 1, 2005.**

**DOJ LIVE
SCAN ONLY
REQUIREMENT**

**This is a reminder that commencing July 1, 2005, DOJ will
accept only electronically transmitted (Live Scan) fingerprints.**

**All training programs MUST make sure that all initial
applications forwarded to the Department of Health Services
in JUNE with fingerprints are taken by the Live Scan method.**

This will eliminate the need for DHS to return those taken by the fingerprint card method that may not be able to reach DOJ by June 30, 2005 because of processing delays within DHS. The DHS application fee is still only \$15 for Live Scan.

A Request for Live Scan Service form (BCII 8016 **SAMPLE**) is enclosed. It is essential that these forms be completed exactly as the sample shows for submission to DHS as part of the application package. After getting the fingerprints by Live Scan, the second copy of this completed form, an application (HS 283B form) and a \$15 fee must be forwarded to DHS together for processing.

All training programs can obtain a supply of the DOJ NCR form BCII 8016 by calling DOJ at (916) 227-3849, option 7.

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The DOJ-listed Live Scan service sites can be located on the Internet at www.ag.ca.gov/fingerprints/publications/contact.htm. (These are updated monthly).

Other Live Scan sites through Identix Identification Services are located on the internet at www.identix.com/iis/. To schedule an appointment for fingerprint services call 1-800-315-4507.

QUESTIONS: If there are any questions about this notice, please contact the Aide and Technician Certification Section by email at CNA@dhs.ca.gov, or fax to (916) 552-8785.

Sincerely,

**Original Signed by
Brenda G. Klutz**

Brenda G. Klutz
Deputy Director

Enclosure: Request for Live Scan Service form (BCII 8016 **SAMPLE**)

cc: Chancellors Office of the CA Community Colleges, Sacramento
Saddleback College, NATAP Test Site, Mission Viejo
American River College, NATAP Test Site, Sacramento
Santa Barbara City College, NATAP Test Site, Santa Barbara
American Red Cross, LA Chapter
Clay Mitchell, Department of Education, Sacramento