

LIVE SCAN FORM INSTRUCTIONS

Fingerprints can be scanned at any authorized Live Scan (LS) agency. For LS agency information and locations, you can access the Internet at: <http://ag.ca.gov/fingerprints/publications/contact.pdf>

Please complete the following information on the LS form:

1. Full *Name of Applicant*
2. Any aliases such as a maiden name (AKA's)
3. Date of birth (DOB)
4. Check applicant box for sex (SEX)
5. Place of birth (POB)
6. Social Security number (SOC)
7. California driver's license number (CDL No.)
8. Check *DOJ* and *FBI* boxes for *Level of Service*
9. Physical description (HT, WT, EYE Color, and Hair Color) using the appropriate abbreviations listed.

IMPORTANT:

The Live Scan form should include an *ORI*, and *Mail Code* numbers. If either of these numbers are missing, please contact the Nursing Home Administrator Program prior to making an appointment at a LS agency. Please ensure that the Employer section is left blank.

Fees

The current cost for processing a criminal record check is \$49.00 for both the state and federal portions (\$32.00 for state and \$17.00 for federal). You will pay for this at the time the LS agency takes your fingerprint images. In addition to the \$49.00, the LS agency will charge you a rolling fee. The rolling fee varies between LS agencies.

Submit the completed BCIA 8016 live scan form with your application and applicable program/examination fees to:

Nursing Home Administrator Program
P. O. Box 997416, MS 3302
Sacramento, CA 95899-7416

If you have any questions, please contact the Program at (916) 552-8780 or by electronic mail at NHAP@cdph.ca.gov.