

LIVE SCAN FORM INSTRUCTIONS

Fingerprints can be scanned at any authorized Live Scan (LS) agency.

For Live Scan agency information and locations, you can access the Internet at:

<https://oag.ca.gov/fingerprints/locations>

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*, *Mail Code*, and Misc. No. *BIL* – numbers. If any of these numbers are missing, please contact the Program prior to making an appointment at a LS agency! Employer section must be left blank.

Fees

The cost for processing a criminal record check is: State fee, \$32.00; and Federal fee, \$19.00. You must include payment with the application (**\$51 background clearance fee**). You should be paying for the rolling fee only at the time of your Live Scan.

Submit a copy of the completed live scan form 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**.