



## INSTRUCTIONS FOR USING LIVE SCAN FINGERPRINTING

### I. FINGERPRINT REQUIREMENTS

All applicants for Registered Dental Hygienists (RDH), Registered Dental Hygienists in Alternative Practice (RDHAP) and Registered Dental Hygienists in Extended Functions (RDHEF) are required to submit their fingerprints as a condition of license to the Department of Justice (DOJ) for the purpose of conducting a search for criminal history in state (DOJ) and federal (Federal Bureau of Investigation or FBI) databases.

#### Fingerprint Fees

The DOJ and FBI have each established fingerprint processing fees that are subject to change by that agency without notice. Pursuant to Section 11105(e) of the Penal Code, the costs for these services are paid by the licensee. As of this printing those fees are:

DOJ FINGERPRINT PROCESSING FEE \$32.00

FBI FINGERPRINT PROCESSING FEE \$17.00

***The fingerprint processing fees must be paid at the Live Scan site at the time that you obtain your Live Scan fingerprints. Please be aware that these processing fees are in addition to a service or "rolling" fee that may be charged by the Live Scan site. Check with the Live Scan site for acceptable forms of payment.***

### II. COMPLETE THE REQUEST FOR LIVE SCAN SERVICE APPLICANT SUBMISSION FORM

Complete and submit the Request for Live Scan Service Applicant Submission form (BCII 8016) at the Livescan site. Once your fingerprints have been scanned, the Live Scan operator will complete Box 4 of this form and return the second and third copies to you. **PLEASE SEND THE THIRD COPY OF THIS FORM, WITH BOX 4 COMPLETED BY THE LIVE SCAN OPERATOR, TO THE BOARD ONLY WHEN SUBMITTING YOUR APPLICATION FOR LICENSURE.** Retain the second copy for your records. (You are required to retain a record of your fingerprint submission for 3 years.)

Live Scan fingerprint processing is offered at most local police and sheriff stations, local offices of the Department of Justice, and some large school districts. A current listing of Live Scan sites is available at the DOJ website at <https://oag.ca.gov/fingerprints/locations>. **CALL THE LIVE SCAN SITE FOR HOURS OF OPERATION AND FEES, AND TO DETERMINE IF AN APPOINTMENT IS NECESSARY.** You will be required to present valid photo identification (i.e., driver's license or ID, military ID, or passport) at the live scan site.

# COMPLETING THE "REQUEST FOR LIVE SCAN SERVICE APPLICANT SUBMISSION FORM"

- You must complete all items as indicated below. The areas to be completed have been shaded grey.
- **Your name must be identical to your name as printed on your license application.**
- To facilitate prompt and accurate processing, please **TYPE or PRINT LEGIBLY** all requested information.

**Box 1:** No action is required. Pre-printed information only.

**Box 2:** Please provide personal information.

**Box 3:** No action is required. Pre-printed information only.

**AKA's** - Indicate all other names used  
(i.e., maiden name, previous married names, and/or alias names)

**DOB** - Indicate your month/day/year of birth (mm/dd/yyyy)

**HT** - Indicate your height in feet and inches using a three-digit code  
(first digit = feet, second and third digits = inches)  
**EXAMPLE: 5 feet 9 inches = 509**

**WT** - Indicate your weight in pounds

**Hair Color** - Indicate hair code abbreviation:

<b>BAL</b> – Bald	<b>BRO</b> – Brown	<b>SDY</b> - Sandy
<b>BLK</b> – Black	<b>GRY</b> – Gray	<b>WHI</b> - White
<b>BLN</b> – Blonde	<b>RED</b> - Red	

**POB** - Indicate the state or country of birth

**SOC** - Enter your social security number

**CDL** - Enter your California Driver's license number

**HOME ADDRESS** – Applicant's current residence.

Once your fingerprints have been scanned, the Live Scan operator will complete Box 4 of this form and return the second and third copies to you.

**REMEMBER, IT IS NECESSARY TO INCLUDE A COPY OF THE FORM TO  
THE DHBC WITH YOUR APPLICATION FOR LICENSURE.**

## **IMPORTANT LICENSEE FINGERPRINT INFORMATION PLEASE READ CAREFULLY**

- The Board requires a Department of Justice (DOJ) and Federal Bureau of Investigation (FBI) criminal history background check on all licensees.
  
- Live Scan ***MUST*** be completed in California.

### **Live Scan**

Live Scan is a system for the electronic submission of fingerprints. The DOJ is able to process up to 95% of live scan fingerprint submissions within 72 hours or less. In those instances where a complete record is not available or manual processing is required, additional time may be needed for a response.

The DOJ requires that you use Live Scan to submit your fingerprints. Please use the enclosed ***Request For Live Scan Service Applicant Submission form. (Form BCII 8016)***. Carefully follow these instructions for obtaining live scan fingerprints.



## REQUEST FOR LIVE SCAN SERVICE

### Applicant Submission

A0638 ORI (Code assigned by DOJ)	License, Certification, Permit Authorized Applicant Type
Hygienist Lic 1916 BPC Type of License/Certification/Permit <u>OR</u> Working Title (Maximum 30 characters - if assigned by DOJ, use exact title assigned)	

### Contributing Agency Information:

Dental Hygiene Board of CA Agency Authorized to Receive Criminal Record Information	05635 Mail Code (five-digit code assigned by DOJ)
2005 Evergreen Street, Ste. 1350 Street Address or P.O. Box	Contact Name (mandatory for all school submissions)
Sacramento CA 95815 City State ZIP Code	(916) 263-1978 Contact Telephone Number

### Applicant Information:

Last Name	First Name	Middle Initial	Suffix
Other Name: (AKA or Alias)			
Last Name	First Name	Suffix	
Date of Birth	Sex <input type="checkbox"/> Male <input type="checkbox"/> Female	Driver's License Number	
Height	Weight	Eye Color	Hair Color
Place of Birth (State or Country)	Social Security Number	Billing Number	(Agency Billing Number)
Home Address	Street Address or P.O. Box	Misc. Number	BIL - APPLICANT TO PAY (Other Identification Number)
City	State	ZIP Code	

I have received and read the included Privacy Notice, Privacy Act Statement, and Applicant's Privacy Rights.

\_\_\_\_\_ Applicant Signature \_\_\_\_\_ Date

Your Number: RDH OCA Number (Agency Identifying Number)	Level of Service: <input checked="" type="checkbox"/> DOJ <input checked="" type="checkbox"/> FBI (If the Level of Service indicates FBI, the fingerprints will be used to check the criminal history record information of the FBI.)
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If re-submission, list original ATI number: \_\_\_\_\_  
(Must provide proof of rejection) Original ATI Number

### Employer (Additional response for agencies specified by statute):

Employer Name \_\_\_\_\_

Street Address or P.O. Box \_\_\_\_\_ Telephone Number (optional) \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ ZIP Code \_\_\_\_\_ Mail Code (five digit code assigned by DOJ) \_\_\_\_\_

### Live Scan Transaction Completed By:

Name of Operator	Date
Transmitting Agency	LSID
ATI Number	Amount Collected/Billed



## REQUEST FOR LIVE SCAN SERVICE

### Privacy Notice

As Required by Civil Code § 1798.17

**Collection and Use of Personal Information.** The California Justice Information Services (CJIS) Division in the Department of Justice (DOJ) collects the information requested on this form as authorized by Business and Professions Code sections 4600-4621, 7574-7574.16, 26050-26059, 11340-11346, and 22440-22449; Penal Code sections 11100-11112, and 11077.1; Health and Safety Code sections 1522, 1416.20-1416.50, 1569.10-1569.24, 1596.80-1596.879, 1725-1742, and 18050-18055; Family Code sections 8700-87200, 8800-8823, and 8900-8925; Financial Code sections 1300-1301, 22100-22112, 17200-17215, and 28122-28124; Education Code sections 44330-44355; Welfare and Institutions Code sections 9710-9719.5, 14043-14045, 4684-4689.8, and 16500-16523.1; and other various state statutes and regulations. The CJIS Division uses this information to process requests of authorized entities that want to obtain information as to the existence and content of a record of state or federal convictions to help determine suitability for employment, or volunteer work with children, elderly, or disabled; or for adoption or purposes of a license, certification, or permit. In addition, any personal information collected by state agencies is subject to the limitations in the Information Practices Act and state policy. The DOJ's general privacy policy is available at <http://oag.ca.gov/privacy-policy>.

**Providing Personal Information.** All the personal information requested in the form must be provided. Failure to provide all the necessary information will result in delays and/or the rejection of your request.

**Access to Your Information.** You may review the records maintained by the CJIS Division in the DOJ that contain your personal information, as permitted by the Information Practices Act. See below for contact information.

**Possible Disclosure of Personal Information.** In order to process applications pertaining to Live Scan service to help determine the suitability of a person applying for a license, employment, or a volunteer position working with children, the elderly, or the disabled, we may need to share the information you give us with authorized applicant agencies.

The information you provide may also be disclosed in the following circumstances:

- With other persons or agencies where necessary to perform their legal duties, and their use of your information is compatible and complies with state law, such as for investigations or for licensing, certification, or regulatory purposes.
- To another government agency as required by state or federal law.

**Contact Information.** For questions about this notice or access to your records, you may contact the Associate Governmental Program Analyst at the DOJ's Keeper of Records at (916) 210-3310, by email at [keeperofrecords@doj.ca.gov](mailto:keeperofrecords@doj.ca.gov), or by mail at:

Department of Justice  
Bureau of Criminal Information & Analysis  
Keeper of Records  
P.O. Box 903417  
Sacramento, CA 94203-4170



## REQUEST FOR LIVE SCAN SERVICE

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### Privacy Act Statement

**Authority.** The FBI's acquisition, preservation, and exchange of fingerprints and associated information is generally authorized under 28 U.S.C. 534. Depending on the nature of your application, supplemental authorities include Federal statutes, State statutes pursuant to Pub. L. 92-544, Presidential Executive Orders, and federal regulations. Providing your fingerprints and associated information is voluntary; however, failure to do so may affect completion or approval of your application.

**Principal Purpose.** Certain determinations, such as employment, licensing, and security clearances, may be predicated on fingerprint-based background checks. Your fingerprints and associated information/biometrics may be provided to the employing, investigating, or otherwise responsible agency, and/or the FBI for the purpose of comparing your fingerprints to other fingerprints in the FBI's Next Generation Identification (NGI) system or its successor systems (including civil, criminal, and latent fingerprint repositories) or other available records of the employing, investigating, or otherwise responsible agency. The FBI may retain your fingerprints and associated information/biometrics in NGI after the completion of this application and, while retained, your fingerprints may continue to be compared against other fingerprints submitted to or retained by NGI.

**Routine Uses.** During the processing of this application and for as long thereafter as your fingerprints and associated information/biometrics are retained in NGI, your information may be disclosed pursuant to your consent, and may be disclosed without your consent as permitted by the Privacy Act of 1974 and all applicable Routine Uses as may be published at any time in the Federal Register, including the Routine Uses for the NGI system and the FBI's Blanket Routine Uses. Routine uses include, but are not limited to, disclosures to: employing, governmental, or authorized non-governmental agencies responsible for employment, contracting, licensing, security clearances, and other suitability determinations; local, state, tribal, or federal law enforcement agencies; criminal justice agencies; and agencies responsible for national security or public safety.



## REQUEST FOR LIVE SCAN SERVICE

### Noncriminal Justice Applicant's Privacy Rights

As an applicant who is the subject of a national fingerprint-based criminal history record check for a noncriminal justice purpose (such as an application for employment or a license, an immigration or naturalization matter, security clearance, or adoption), you have certain rights which are discussed below.

- You must be provided written notification<sup>1</sup> that your fingerprints will be used to check the criminal history records of the FBI.
- You must be provided, and acknowledge receipt of, an adequate Privacy Act Statement when you submit your fingerprints and associated personal information. This Privacy Act Statement should explain the authority for collecting your information and how your information will be used, retained, and shared.<sup>2</sup>
- If you have a criminal history record, the officials making a determination of your suitability for the employment, license, or other benefit must provide you the opportunity to complete or challenge the accuracy of the information in the record.
- The officials must advise you that the procedures for obtaining a change, correction, or update of your criminal history record are set forth at Title 28, Code of Federal Regulations (CFR), Section 16.34.
- If you have a criminal history record, you should be afforded a reasonable amount of time to correct or complete the record (or decline to do so) before the officials deny you the employment, license, or other benefit based on information in the criminal history record.<sup>3</sup>

You have the right to expect that officials receiving the results of the criminal history record check will use it only for authorized purposes and will not retain or disseminate it in violation of federal statute, regulation or executive order, or rule, procedure or standard established by the National Crime Prevention and Privacy Compact Council.<sup>4</sup>

If agency policy permits, the officials may provide you with a copy of your FBI criminal history record for review and possible challenge. If agency policy does not permit it to provide you a copy of the record, you may obtain a copy of the record by submitting fingerprints and a fee to the FBI. Information regarding this process may be obtained at <https://www.fbi.gov/services/cjis/identity-history-summary-checks>.

If you decide to challenge the accuracy or completeness of your FBI criminal history record, you should send your challenge to the agency that contributed the questioned information to the FBI. Alternatively, you may send your challenge directly to the FBI. The FBI will then forward your challenge to the agency that contributed the questioned information and request the agency to verify or correct the challenged entry. Upon receipt of an official communication from that agency, the FBI will make any necessary changes/corrections to your record in accordance with the information supplied by that agency. (See 28 CFR 16.30 through 16.34.) *You can find additional information on the FBI website at <https://www.fbi.gov/about-us/cjis/background-checks>.*

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<sup>1</sup> Written notification includes electronic notification, but excludes oral notification

<sup>2</sup> <https://www.fbi.gov/services/cjis/compact-council/privacy-act-statement>

<sup>3</sup> See 28 CFR 50.12(b)

<sup>4</sup> See U.S.C. 552a(b); 28 U.S.C. 534(b); 34 U.S.C. § 40316 (formerly cited as 42 U.S.C. § 14616), Article IV(c)