



Applicant Submission REQUEST FOR LIVE SCAN SERVICE (Record Review or Foreign Adoption)

_____ Type of Application (Check One Only) Record Review Foreign Adoption
ORI (Code assigned by DOJ)

Reason for Application _____

Contributing Agency Information:

Agency Authorized to Receive Criminal Record Information _____ Mail Code (five-digit code assigned by DOJ) _____
Street Address or P.O. Box _____ Contact Name (mandatory for all school submissions) _____
City _____ State _____ ZIP Code _____ Contact Telephone Number _____

Applicant Information:

Last Name _____ First Name _____ Middle Initial _____ Suffix _____
Other Name (AKA or Alias) Last _____ First _____ Suffix _____
Date of Birth _____ Sex Male Female Driver's License Number _____
Height _____ Weight _____ Eye Color _____ Hair Color _____ Misc. Number (Other Identification Number) _____
Place of Birth (State or Country) _____ Social Security Number _____ Telephone Number _____
Street Address or P.O. Box _____ City _____ State _____ ZIP Code _____

Level of Service: DOJ Only

If re-submission, list original ATI number (Must provide proof of rejection): _____
Original ATI Number

- Foreign Government Embassy: (Mandatory for Foreign Adoption requests pursuant to Penal Code section 11105(c)(12))
- Designee -- Do not include Employer: (Optional for individual designated by applicant to Penal Code section 11124)

Designee or Embassy Name _____
Street Address or P.O. Box _____
City _____ State _____ Country _____ ZIP Code _____ Telephone Number _____

Live Scan Transaction Completed By:

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

Request Your Own Criminal Records

Access to criminal history summary records maintained by the DOJ is restricted by law to legitimate law enforcement purposes and authorized applicant agencies. However, individuals have the right to request a copy of their own criminal history record from the Department to review for accuracy and completeness. Requests from third parties are not authorized and will not be processed.

CALIFORNIA RESIDENTS

All California Applicants must submit Live Scan fingerprints.

Use the Live Scan Form

Check "Record Review" as the "Type of Application".

Enter "Record Review" on the "Reason for Application" line.

Fill out all your personal information.

Take the completed form to any Live Scan site for fingerprinting services.

OUT OF STATE RESIDENTS:

Applicants Living Outside California/United States must submit manual fingerprint cards (Form FD258).

Print out the Application to Obtain copy of State Summary Criminal History Record ([Form BCIA 8705, pdf](#)) and follow the instructions on the form. A Spanish version of this form is also available ([Form BCIA 8705S, pdf](#)). Please contact your local law enforcement agency for fingerprinting services. PLEASE NOTE: Your fingerprint card must contain your full name, date of birth, sex and return mailing address. If you are having difficulty in obtaining a blank fingerprint card, please contact the Record Review Unit at (916) 227-3849.

Manual submissions must be accompanied by either personal check drawn on a U.S. bank, money order or certified check. The check or money order must be made payable to the "California Department of Justice." Mail your application, fingerprint card and processing fee to:

California Department of Justice

Record Review Unit

P.O. Box 903417

Sacramento, CA 94203-4170

Once you have received your Record Review response, if you want to challenge the contents of your criminal record, you must complete the "Claim of Alleged Inaccuracy or Incompleteness" (form BCIA 8706), which will be included with your Record Review response if there is criminal information on your record. Mail the completed form, along with a copy of your criminal history record, to the address indicated on the form. Your challenge must specifically state the basis for the claim of inaccuracy or incompleteness and include any available proof or corroboration to substantiate your claim.



RECORD REVIEW
(Live Scan)

California Penal Code sections 11120 through 11127 afford a person an opportunity to obtain a copy of his or her record, if any, contained in the files of the California Department of Justice's (DOJ) Bureau of Criminal Information and Analysis (BCIA). Pursuant to California Penal Code section 11121 an individual who submits for a record review may refute any erroneous or inaccurate information contained therein. Pursuant to California Penal Code section 11124, the purpose of a record review is to provide an individual or designee indicated on the background check request with a copy of the individual's record or notice of a no record existence.

The applicant may use the information received to answer questions regarding past criminal history, or to complete an application or questionnaire. Pursuant to California Penal Code sections 11125, 11142, and 11143 this process is not to be used to obtain a copy of criminal history information to furnish to a person or agency for purposes such as certification, employment, licensing, immigration, or visa. A violation of these sections is a misdemeanor.

The DOJ will only mail a response to the applicant and to the designee as identified by the applicant on the BCIA 8016RR form.

The following items are necessary to insure the processing of your request. Failure to follow the procedures may result in a delay in processing or rejection of your application.

GUIDELINES FOR COMPLETING "REQUEST FOR LIVE SCAN SERVICE" (BCIA 8016RR)

CATEGORY	INSTRUCTION	COMMENT
1) Type of Application	Place a check mark or "x" in the Record Review box.	Check only "Record Review" DO NOT check the "Foreign Adoption" box.
2) Reason for Application	Write a brief explanation of why you need a copy of your criminal history record.	Examples of explanation: personal use, verify accuracy of record, update FBI record, prison visit, or to fill out an application.
3) Applicant Information	Enter your full name, any known alias, date of birth, sex, height, weight, eye and hair color, place of birth, social security number, and California driver's license number.	Name, date of birth, and sex are Mandatory fields and must be provided. All others are optional.
4) Applicant Address	Enter your street address or P.O. Box.	This is a mandatory field and must be completed.
5) Daytime Telephone Number	Enter a telephone number you can be reached at from 8:00 am to 5:00 pm. Please include area code.	A telephone number is useful in helping resolve problems, which could result in a delay in the processing of your request.
6) Designee	Enter the name, address, and city of the designee for a copy of the response to be mailed to.	This is an Optional field if the applicant designates an individual.

The following link is a listing where Live Scan fingerprinting services are available to the public, which includes the fee charged by the agency for the fingerprinting service, the types of payment accepted, and the hours of operation. <https://certifixlivescan.com/home.html>

Go to your selected Live Scan agency, and have your fingerprint impressions taken. Your total cost will include the \$25.00 Record Review background check fee, plus the fingerprint service fee determined by the Live Scan agency. If you have any questions regarding your record review, please contact the Record Review Unit at (916) 227-3835.



CALIFORNIA PENAL CODE
Article 5. Examination of Records

11120. As used in this Article, “record” with the respect to any person means the state summary criminal history information as defined in subdivision (a) of Section 11105, maintained under such person’s name by the Department of Justice.

11121. It is the function and intent of this article to afford persons concerning whom a record is maintained in the files of the bureau an opportunity to obtain a copy of the record compiled from such files, and to refute any erroneous or inaccurate information contained therein.

11122. Any person desiring a copy of the record relating to him or herself shall obtain an application form furnished by the department which shall require his or her fingerprints in addition to such other information as the department shall specify. Applications may be obtained from police departments, sheriff departments, or the Department of Justice. The fingerprinting agency may fix a reasonable fee for affixing the applicant’s fingerprints to the form, and shall retain such fee.

11123. The applicant shall submit the completed application directly to the department. The application shall be accompanied by a fee not to exceed twenty-five dollars (\$25) that the department determines equals the cost of processing the application and providing a copy of the record to the applicant. All fees received by the department under this section are hereby appropriated without regard to fiscal years for the support of the Department of Justice in addition to such other funds as may be appropriated therefor by the Legislature. Any request for waiver of fee shall accompany the original request for the record and shall include a claim and proof of indigence.

11124. When an application is received by the department, the department shall determine whether a record pertaining to the applicant is maintained. If such record is maintained, the department shall furnish a copy of the record to the applicant or to an individual designated by the applicant. If no such record is maintained, the department shall so notify the applicant or the individual designated by the applicant. Delivery of the copy of the record, or notice of no record, may be by mail or other appropriate means agreed to by the applicant and the department.

11125. No person or agency shall require or request another person to furnish a copy of a record or notification that a record exists or does not exist, as provided in Section 11124. A violation of this section is a misdemeanor.

11126. (a) If the applicant desires to question the accuracy or completeness of any material matter contained in the record, he or she may submit a written request to the department in a form established by it. The request shall include a statement of the alleged inaccuracy or completeness of the record, and its materiality, and shall specify any proof or corroboration available. Upon receipt of request, the department shall review the record to determine if the information correctly reflects the source documents, and if it does not, the department shall make the necessary corrections and shall provide the applicant with a corrected copy of the record. If the accuracy of the source documents is questioned, the department shall forward it to the person or agency which furnished the questioned information. This person or agency shall within 30 days of receipt of the written request for clarification, review its information and forward to the department the results of the review.

(b) If the agency concurs, the allegations of inaccuracy or incompleteness of the record, and finds that the error is material, it shall correct its record and shall so inform the department, which shall correct the record accordingly. The department shall inform the applicant of its correction of the record under this subdivision with 30 days. The department and the agency shall notify all persons and agencies to which they have disseminated the incorrect record in the past 90 days of the correction of the record, and the applicant shall be informed that the notification has been given. The department and the agency shall also notify those persons or agencies to which the incorrect record has been disseminated which have been specifically requested by the applicant to receive notification of the correction of the record, and the applicant shall be informed that the notification has been given.

(c) If the department or the agency denies the allegations of inaccuracy or incompleteness in the record, the matter shall be referred for administrative adjudication in accordance with Chapter 5 (commencing with Section 11500) of Part 1, Division 3, Title 2 of the Government Code for determination of whether material inaccuracy or incompleteness exists in the record. The department shall be the respondent in the hearing. If a material inaccuracy or incompleteness is found in any record, the department and the agency in charge of that record shall be directed to correct it accordingly. The department and the agency shall notify all persons and agencies to which they have disseminated the incorrect record in the past 90 days of the correction of the record, and the applicant shall be informed that the notification has been given. The department and the agency shall also notify those persons or agencies to which the incorrect record has been disseminated which have been specifically requested by the applicant to receive notification of the correction of the record, and the applicant shall be informed that the notification has been given. Judicial review of the decision shall be governed by Section 11523 of the Government Code. The applicant shall be informed of the decision within 30 days of its issuance in accordance with Section 11518 of the Government Code.

11127. The department shall adopt all regulations necessary to carry out the provisions of this article.