



Applicant Submission

REQUEST FOR LIVE SCAN SERVICE

ORI (Code assigned by DOJ) _____

Authorized Applicant Type _____

Type of License/Certification/Permit OR Working Title (Maximum 30 characters - if assigned by DOJ, use exact title assigned) _____

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 _____

Billing Number _____
(Agency Billing Number)

Place of Birth (State or Country) _____ Social Security Number _____

Misc. Number _____
(Other Identification Number)

Home Address Street Address or P.O. Box _____

City _____ State _____ ZIP Code _____

Your Number: _____
OCA Number (Agency Identifying Number)

Level of Service: DOJ FBI
(If the Level of Service indicates FBI, the fingerprints will be used to check the criminal history record information of the FBI)

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 _____

Mail Code (five digit code assigned by DOJ) _____

Street Address or P.O. Box _____

City _____ State _____ ZIP Code _____

Telephone Number (optional) _____

Live Scan Transaction Completed By:

Name of Operator _____

Date _____

Transmitting Agency _____ LSID _____

ATI Number _____ Amount Collected/Billed _____

Vocational Nurses and Psychiatric Technicians Fingerprint FAQ

- [1. Why are Vocational Nurses and Psychiatric Technicians being required to be fingerprinted?](#)

The mission of the Board is to protect the health and safety of consumers by promoting quality vocational nursing and psychiatric technician care in the State of California. The Board fingerprints licensees as one way of ensuring that vocational nurses and psychiatric technicians are safe and competent practitioners.

- [2. When did the Board start fingerprinting licensees?](#)

The Board began to fingerprint all applicants for licensure January 1, 1998. For a licensee for whom the Board does not have fingerprints, the Board will require fingerprints for a license that expires after April 1, 2009.

- [3. Am I required to be fingerprinted?](#)

Effective April 1, 2009, if you have never been fingerprinted for the Board or the Board no longer has the fingerprint record.

You are required to be fingerprinted when you:

- Renew a license that expires after April 1, 2009 in the active status;
- Activate an inactive license;

You do not have to be fingerprinted if you:

- Have previously been fingerprinted for the Board (e.g., for initial licensure, reinstatement of license, or condition of probation, etc.) and the Board has your fingerprint record;
- Are renewing your license in the "inactive status"; or
- Are actively serving in the military outside the country.

- [4. Should I contact the Board to determine if my fingerprint records are on file?](#)

No. The fingerprinting records, particularly for licensees fingerprinted prior to 1998, are not readily available.

- [5. What should I do if I'm not sure if I've been fingerprinted for the Board?](#)

When you renew your license, if you reasonably believe that you have been fingerprinted for the Board, check "YES" on the license renewal application to indicate that you have complied with the fingerprint requirement. The Board will reconcile your renewal application with fingerprinting records and notify you if it does not have your fingerprint records on file.

- [6. Do I need to wait until my renewal is due to be fingerprinted?](#)

No. You may submit your fingerprints at any time prior to the expiration of your license.

- [7. How do I go about completing the fingerprint requirement?](#)

There are two methods available for completing the fingerprint requirement.

- 1) Live Scan - recommended for VNs or PTs who are in California as this method will shorten the processing time.
- 2) Fingerprint card (hard card) - for VNs or PTs without access to Live Scan. To submit a manual fingerprint card, obtain the 8" x 8" fingerprint card from the Board of Vocational Nursing and Psychiatric Technicians. Refer to instructions for detailed information on how to complete the card, get your fingerprints rolled, and mail them to the Board, along with your fingerprint fees. Please keep in mind that results from the manual card process take 1-2 months on average. (Processing times at DOJ and FBI can vary.)

- [8. How do I obtain the Live Scan form?](#)

- [VN License Livescan Form](#)
- [PT License Livescan Form](#)
- You may also submit a request in writing to the Board of Vocational Nursing and Psychiatric Technicians, 2535 Capitol Oaks Drive Suite 205, Sacramento, CA 95833.

- [9. How do I obtain fingerprint cards \(hard cards\)?](#)

Submit a request in writing for the 8" x 8" fingerprint card (FD-258) to the Board of Vocational Nursing and Psychiatric Technicians, 2535 Capitol Oaks Drive Suite 205, Sacramento, CA 95833

- [10. I live outside of California -- can I submit Live Scan fingerprints?](#)

You may submit Live Scan fingerprints as long as the fingerprints were completed through a California Live Scan site. A listing of California Live Scan sites may be found at <https://oag.ca.gov/fingerprints/locations>.

- [11. Will you accept Live Scan fingerprints that are completed in another state?](#)

No. Only Live Scan fingerprints completed in California can be accepted.

- [12. What is the cost for fingerprinting?](#)

The current processing fee for DOJ and FBI is \$49.00. In addition, a print "rolling" fee of \$5.00 to \$45.00 will be required at the fingerprint site.

- [13. Where can I go to have Live Scan fingerprints completed?](#)

A listing of California Live Scan sites can be found at <https://oag.ca.gov/fingerprints/locations>.

- [14. I was fingerprinted by my employer, school, or other state agency. Do I need to be fingerprinted for the California Board?](#)

Yes. By law, fingerprint records are specific only to the requestor and results cannot be shared with others. Therefore, you must submit fingerprints to the Board. Although it may be inconvenient to submit fingerprints to multiple agencies, it protects your interest by ensuring that you know and authorize your records being sent to the requesting entity.

- [15. I submitted fingerprints as part of a Board disciplinary process. Do I need to submit additional fingerprints?](#)

If you submitted fingerprints to the Board after January 1, 1998 as part of a reinstatement petition, a Board probationary or a cite and fine requirement you do not need to resubmit fingerprints.

- [16. I am renewing my VN or PT license in an inactive status; do I have to be fingerprinted to renew inactive?](#)

No. The fingerprint requirement will be waived if the license is renewed in an inactive status. However, a request to have an inactive VN or PT license activated will require fingerprints be submitted if the Board does not have fingerprint records for the licensee on file.

- [17. Will my license renewal be placed on hold until a fingerprint clearance is received by the Board?](#)

No. Once you have submitted your renewal, appropriate fee, fingerprints (if required), answered the fingerprint compliance question and provided any other information required for renewal, your license will be renewed.

- [18. I received a letter from the Board stating I failed to answer or comply with the fingerprint requirement. What do I need to do?](#)

You need to submit your fingerprints to the Department of Justice. You may do so by completing the Request for Live Scan Service Form and visiting a Live Scan site of your choice to have the fingerprint submission completed.

- [19. If I answer "No" or do not respond to the fingerprint question on the renewal application what will happen to my renewal?](#)

If you answer "No" or do not respond to the fingerprint compliance questions a hold will be placed on the license and the renewal will be deemed incomplete and not eligible for renewal. The Board will notify you by mail of the necessary documents to submit for completion of the renewal process. Please note that if you do not complete the renewal process prior to the expiration of your license you will not be able to practice until your license renewal has been completed.

- [20. I submitted my renewal and answered "No" to the fingerprint question. I now have completed and submitted my fingerprints. What will happen with my renewal?](#)

Once you have complied with the fingerprint requirement and the Board receives verification of your submission, the renewal license will be released and a new pocket license will be issued.

- [21. What is considered proof of submission?](#)
 - Live Scan - For fingerprints completed using the Live Scan method, mail or fax one of the two copies of the Request for Live Scan Service form received back from the Live Scan site to the Board.
 - Hard Card - For fingerprints submitted via hard card, the submission of the hard card and fee to the Board is considered proof.

- [22. I am currently serving in the military outside of the country; do I need to provide fingerprints at the time I renew?](#)

The fingerprint requirement is waived for licensees who are actively serving in the military outside the country.

- [23. What will happen if I do not submit fingerprints to the Board?](#)

Failure to provide the required fingerprint information will render your renewal application incomplete and ineligible for renewal. In addition, failure to submit a full set of fingerprints to the Department of Justice on or before the date required for renewal of your license is grounds for discipline by the Board.

- [24. What is my fingerprint information going to be used for?](#)

The mission of the Board is to protect the health and safety of California healthcare consumers. Any information received from the California Department of Justice (DOJ) or the Federal Bureau of Investigation (FBI) will be reviewed on a case-by-case basis to determine if there is any cause to pursue administrative action against the license.

- [25. Who will have access to my fingerprint information?](#)

The Board of Vocational Nursing and Psychiatric Technicians.

- [26. What does the Board look for on the DOJ and/or FBI RAP Sheets?](#)

The Board requests DOJ and FBI RAP Sheets pursuant to California statute and the Federal Public Law 92-544 respectively. The Board then utilizes this information to determine your qualifications and ability to practice in a safe manner. RAP Sheets (i.e., criminal record reports) are reviewed by the Board to ensure that the conviction history matches what was documented on your Record of Conviction or license renewal form, which you signed under penalty of perjury.

California Live Scan Form Directory

Blank Live Scan Request Form

- [Request For Live Scan Service Form – BCIA 8016](#) (For applications such as ammunition sales Certificate of Eligibility and other California Department of Justice live scan requests).
- [Record Review Live Scan](#)

California State Bar Fingerprinting Form

- [Cal Bar Attorney Live Scan Form](#)

Bureau of Security and Investigative Services (BSIS) (License, Certification or Permit)

Alarm Company Live Scan Fingerprinting Form

- [Alarm Company Operator License](#)
- [Alarm Company Manager Certificate](#)
- [Alarm Company Qualified Manager w/Firearm Permit](#)
(Please use the Alarm Agent w/Firearm form)

Alarm Employee Live Scan Form

- [Alarm Agent / Employee License Registration](#)
- [Alarm Agent / Employee w/Firearm Permit](#)

Locksmith Live Scan Form

- [Locksmith Company License](#)
- [Locksmith Company Employee Registration](#)

Private Investigator Live Scan Form

- [Private Investigator License](#)
- [Private Investigator License w/Firearm Permit](#)

Private Patrol Live Scan Form

- [Private Patrol Operator](#)
- [Private Patrol Operator License w/Firearm Permit](#)

Private Security Live Scan Form

- [Proprietary Private Security Officer Registration](#)

Repossession Company Live Scan Form

- [Repossession Agency License](#)
- [Repossession Agency Qualified Manager Certificate](#)
- [Repossession Agency Employee Registration](#)

Security Guard Live Scan Form

- [Security Guard Registration](#)
- [Security Guard Registration w/Firearm Permit](#)
- [Firearms Permit Initial Application](#)

Firearms & Baton Live Scan Fingerprinting Form

- [Training Facility Firearm Certification](#)
- [Training Facility Baton Certification](#)
- [Training Instructor Baton Permit](#)
- [Training Instructor Firearm Permit](#)

Other Firearm & Weapon Live Scan Form

- [Entertainment Firearms Permit Application & Live Scan Form](#)
- [Military Assault Weapon Permit Application](#)
- [Dangerous Weapons License/Permit\(s\) Application](#)

Dental Board of California Dental License Live Scan Form

- [Licensed Dentist Live Scan Form \(DDS\)](#)
- [Dental Licensure by Credential Live Scan Form \(LBC\)](#)
- [Dental Licensure by Residency Live Scan Form \(LBR\)](#)
- [Western Regional Examining Board Form \(WREB\)](#)
- [Registered Dental Assistant Live Scan Form BCII 8016 \(RDA\)](#)
- [Registered Dental Assistant in Extended Functions Live Scan Form \(RDAEF\)](#)
- [Registered Dental Hygienists Live Scan Form \(RDH\)](#)
- [Live Scan Form for Orthodontic Assistant \(OA\)](#)
- [Live Scan Fingerprinting Form for Dental Sedation Assistant \(DSA\)](#)
- [An Oral and Maxillofacial Surgery Permit Fingerprint Application](#)
- [Live Scan Application Form for Dental License Renewal](#)

Department of Motor Vehicles (DMV)

- [All-Terrain Vehicle Safety Training](#)
- [Autonomous Vehicle Tester Program](#)
- [Autonomous Vehicle Deployment Permit – Coming Soon](#)
- [Car Dealer – Auto Commercial License](#)
- [Vehicle Dismantler License](#)
- [Vehicle Distributor License](#)
- [Driving School Licenses](#)
 - [Driving School Owner's License](#)
 - [Driving School Operator License](#)
 - [Driving School Instructor License](#)
 - [Independent Driving Instructor License](#)
- [Employer Testing Program](#)
- [Ignition Interlock Device Program](#)
- [Vehicle Lessor Retailer License](#)
- [Vehicle Manufacturer License](#)
- [Mature Driver Program](#)
- [Registration Service](#)
- [Remanufacturer](#)
- [Vehicle Representative License](#)
- [Vehicle Salesperson License](#)
- [Traffic Violator School](#)
 - [Traffic Violator School Owner](#)
 - [Traffic Violator School Operator](#)
 - [Traffic Violator School Instructor](#)
- [Vehicle Transporter License](#)
- [Vehicle Verifier License](#)
- [Vessel Agent License](#)

Criminal Record Review / Foreign Adoption

- [Criminal Record Review \(Personal Use\)](#)
- [Foreign Adoption](#)

Contractors State License Board

- [Contractors State License Board Information](#)

Department of Real Estate (DRE)

- [Real Estate License Live Scan Form – RE 237](#)

Department of Social Services

- [Trust Line Live Scan Form – A1157](#)
- [CA Dept of Social Services – LIC 9163](#)

Education

- [Applicant for Teacher Credential](#)

Financial

- [Check Cashers Permit](#)
- [Deferred Deposit Transaction Law License](#)
- [Department of Corporations](#)
- [Department of Corporations Finance Lender License](#)
- [Escrow Agents License](#)
- [Mortgage Banker License](#)

Gambling

- [Gambling Card Room Key](#)
- [Gambling Card Room Owner](#)
- [Gambling Card Room Work Permit](#)
- [Gambling Third Party](#)
- [Tribal Gaming Key Employee](#)
- [Tribal Gaming Vendor](#)

Healthcare / Medical / Psychological

- [Acupuncture Board](#)
- [Board of Behavioral Sciences:](#)
- [Board of Optometry](#)
- [Chiropractic](#)
- [Doctor of Podiatric Medicine](#)
- [Naturopathic Doctor](#)
- [Registered Nurse Live Scan Form – Endorsement \(DOJ + FBI\)](#)
- [Registered Nurse Live Scan Form – Examination \(DOJ + FBI\)](#)
- [Vocational Nurse](#)
- [Psychiatric Technician](#)
- [Pharmacists](#)
- [Pharmacy Intern](#)
- [Pharmacy Technician](#)
- [Pharmacy Wholesaler](#)
- [Physical Therapist or Physical Therapist Assistant Psychology](#)
- [Respiratory Care Practitioner](#)
- [Speech-Language Pathology and Audiology Board](#)

VISA / IMMIGRATION

- [Visa/Immigration/Work Visa/Student Visa/Letter of Good Conduct/Police Certificate/Citizenship](#)
- [Secretary of State Immigration Consultant](#)

GAMBLING RELATED

- [Gambling card room owner](#)
- [Gambling card room key](#)
- [Gambling card room work permit](#)
- [Gambling third party](#)
- [Tribal gaming key employee](#)
- [Tribal gaming vendor](#)

Legal Industry

- [California State Bar Determination of Moral Character](#)
- [Identity Theft Live Scan Request form](#)
- [Notary Public Live Scan Form – SOS](#)

Pest Control

- [DCA / Structural Pest Control Board](#)
- [Miscellaneous](#)
- [Board of Occupational Therapy, DCA](#)
- [Cemetery and Funeral Bureau](#)
- [Electronic Recording Delivery System \(ERDS Program\)](#)
- [Emergency Medical Agency EMT-I Certification – Santa Barbara](#)
- [Emergency Medical Agency EMT-I Certification – LA County](#)
- [Emergency Medical Agency EMT-I Certification – Orange County](#)
- [Professional Fiduciaries Bureau](#)
- [Victim of Identity Theft](#)
- [Identity Theft Live Scan Request form](#)

More Forms Below

- [California DMV Services](#)
- [CA Dept of Social Services](#)
- [Trust Line Live Scan Form](#)
- [CA Commission on Teaching Credentialing](#)
- [Check Cashers Permit – Live Scan form](#)
- [Certified Nurse Assistant \(CNA\) & Home Health Aide \(HHA\)](#)
- [DMV-8016 – Live Scan request form](#)
- [Entertainment Firearms Permit Application & Live Scan Form](#)
- [Identity Theft Live Scan Request form](#)
- [Pharmacists Live Scan Form \(Pages 15 thru 17\)](#)
- [Pharmacy Wholesaler Live Scan form](#)
- [Home Improvement Salesperson \(HIS\) Application](#)