



Example

REQUEST FOR LIVE SCAN SERVICE

Applicant Submission

CA0349400 POST Training Cert - 13511.5
ORI (Code assigned by DOJ) Authorized Applicant Type

POST Training Cert - 13511.5
Type of License/Certification/Permit OR Working Title (Maximum 30 characters - if assigned by DOJ, use exact title assigned)

Contributing Agency Information:

DOJ/Firearms Division
Agency Authorized to Receive Criminal Record Information
4949 Broadway
Street Address or P.O. Box
Sacramento CA 95820
City State ZIP Code
Mail Code (five-digit code assigned by DOJ)
Contact Name (mandatory for all school submissions)
(916) 227-1375
Contact Telephone Number

Applicant Information:

Smith Last Name
Sam First Name Middle Initial Suffix

Other Name: (AKA or Alias)

Last Name First Name Suffix

02/01/2002 Sex Male Female
Date of Birth

6'02" 205 Brn Brn
Height Weight Eye Color Hair Color
A1234567
Driver's License Number

California 123-45-6789
Place of Birth (State or Country) Social Security Number
Billing Number (Agency Billing Number)

1234 Elm Street Home Address
El Centro CA 92243
City State ZIP Code
Misc. Number (Other Identification Number)

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

Applicant Signature Date

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: Original ATI Number
(Must provide proof of rejection)

Employer (Additional response for agencies specified by statute):

DOJ/Firearms Division
Employer Name
4949 Broadway
Street Address or P.O. Box
Sacramento CA 95820
City State ZIP Code
+1 (916) 227-1375
Telephone Number (optional)
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

Below is a location search where Live Scan fingerprinting services are available to the public. This search is updated as additional information is received. However, applicants are encouraged to contact the Live Scan providers in advance to verify their current operating hours, fees, etc.

IMPORTANT PLEASE READ

- Government fees are required for the State (DOJ) and Federal (FBI) level criminal history record checks. Additional fees may also be required (e.g., license or certification fees). For a list of current fee charges, please go to [Applicant Fingerprint Processing Fee, pdf](#)
- Locations identified by **BNR** (Billing Number Required) provide live scan services only to applicants with agency billing numbers identified on their Live Scan forms. These sites may collect rolling fees only they do not collect any other fees.
- Rolling fees vary from location to location and cover only the operator's cost for rolling the fingerprint images.
- Applicants must present valid photo identification to the Live Scan Operator. Expired identification cards will not be accepted.

Location

[Calexico Police Dept.](#)

420 East 5th Street
Calexico, CA 92231
(760) 768-2140, x19

[Imperial County Sheriff's Office](#)

328 Applestill Road
El Centro, CA 92243
(442) 265-2125

[Imperial Valley Regional Occupational Program](#)

687 State Street
El Centro, CA 92243
(760) 482-2600
info@ivrop.org
<https://www.ApplicantServices.com/CA-Social-Distancing>

[One Stop Registration Services](#)

1450 W. Commercial Avenue
Suite #B
El Centro, CA 92243
(760) 562-8008
onestopfingerprints@gmail.com
Mobile services are available
<https://www.ApplicantServices.com/CA-Social-Distancing>

[Southwest Protective Services, Inc. dba Southwest Security](#)

404 West Heil Avenue
El Centro, CA 92243
(760) 970-4500
livescan@southwestsecurity.net
Mobile services are available