



## LIVE SCAN FINGERPRINT INFORMATION AND PROCEDURES

The Professional Fiduciaries Bureau (Bureau) requires applicants to submit to a criminal background check from the California Department of Justice (DOJ) and the Federal Bureau of Investigation (FBI) for processing. The Bureau evaluates criminal history to determine whether it would impact the practice of a professional fiduciary. The background check is accomplished through a fingerprinting process called live scan.

Live Scan is an automated service that the DOJ provides to agencies that require criminal history background checks from the DOJ and/or the FBI as a condition of employment, licensing, certification, foreign adoptions or VISA/Immigration clearances. Live Scan digital submissions provide the quickest way to submit and process background checks.

### **What is Live Scan fingerprinting?**

Live Scan is inkless electronic fingerprinting. The digitized fingerprints are electronically transmitted to central site computers at the DOJ and the FBI for completion of criminal record checks.

### **Where are the Live Scan sites located?**

There are more than 130 Live Scan sites throughout California. A complete listing of Live Scan sites is available on the DOJ's website at: <https://oag.ca.gov/fingerprints/locations>. (Link(s) will redirect to a website that does not belong to the Bureau and any information contained within that link is managed by the agency it belongs to.)

Business hours are noted for each Live Scan agency; however, you are encouraged to call the site first to determine if an appointment is necessary.

### **What is the fee for Live Scan fingerprinting?**

The fees for Live Scan include a \$49 processing fee (\$32 DOJ and \$17 FBI) plus a rolling fee. The rolling fee is determined by the local Live Scan agency and will range from about \$5 - \$25.

**You are required to pay the rolling fee and the processing fee at the Live Scan site.**

### **Live Scan Procedures:**

1. Complete the Bureau's "Request for Live Scan Service" form in triplicate.
2. Take the completed form (in triplicate) to the Live Scan site.
3. Pay the processing and rolling fees to the Live Scan Operator at the Live Scan site.
4. Submit the Second Copy of the form with your professional fiduciary licensing application.

***NOTE: Your licensing application will not be processed without the Second Copy of the form.***

If you have any questions, or need help with this process, please contact the Bureau at (916) 574-7340.