

REQUEST FOR LIVE SCAN SERVICE
Applicant Submission

ORI: <u>A0522</u> <small>Code assigned by DOJ</small>	Type of Application: <u>Training Instructor Baton</u>
Job Title or Type of License, Certification or Permit: <u>TIB Training Instructor Baton</u>	

Agency Address Set Contributing Agency: Bureau of Security & Investigative Services		<u>06078</u> <small>Mail Code (five digit code assigned by DOJ)</small>
Agency authorized to receive criminal history information		
P.O. BOX 989002		Licensing
<small>Street No. Street or P.O. Box</small>		<small>Contact Name (Mandatory for all school submissions)</small>
West Sacramento	CA	(916) 322-4000
<small>City</small>	<small>State</small>	<small>Contact Telephone No.</small>
95798-9002		
<small>Zip Code</small>		

Name of Applicant: _____ <small>(please print) Last First MI</small>		
Alias: _____ <small>Last First</small>	Driver's License No. _____	
Date of Birth: _____ Sex: <input type="checkbox"/> Male <input type="checkbox"/> Female	Misc. No. BIL- <u>N/A</u> <small>Agency Billing Number (if applicable)</small>	
Height: _____ Weight: _____	Misc. No: _____	
Eye Color: _____ Hair Color: _____	Home Address: _____ <small>Street or P.O. Box</small>	
Place of Birth: _____	_____ <small>City, State and Zip Code</small>	
SOC: _____		

Your Number: _____ <small>OCA No. (Agency Identifying No.)</small>	Level of Service <input checked="" type="checkbox"/> DOJ <input checked="" type="checkbox"/> FBI
If resubmission, list Original ATI No. _____	

Employer: (Additional response for agencies specified by statute)		
Employer Name _____		
Street No. _____	Street or P.O. Box _____	Mail Code (five digit code assigned by DOJ) _____
City _____	State _____	Zip Code _____
		() _____ <small>Agency Telephone No. (optional)</small>

Live Scan Transaction Completed By: _____ <small>Name of Operator</small>		Date: _____
Transmitting Agency _____	ATI No. _____	Amount Collected/Billed _____

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Street No. Street or P.O. Box Contact Name (Mandatory for all school submissions)

West Sacramento CA 95798-9002 (916) 322-4000
City State Zip Code Contact Telephone No.

Name of Applicant: _____
(please print) Last First MI

Alias: _____ Driver's License No. _____
Last First

Date of Birth: _____ Sex: Male Female Misc. No. **BIL-** N/A
Agency Billing Number (if applicable)

Height: _____ Weight: _____ Misc. No: _____

Eye Color: _____ Hair Color: _____ Home Address: _____
Street or P.O. Box

Place of Birth: _____
City, State and Zip Code

SOC: _____

Your Number: _____ Level of Service DOJ FBI
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Name of Applicant: _____
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Alias: _____ Driver's License No. _____
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Date of Birth: _____ Sex: Male Female Misc. No. **BIL-** N/A
Agency Billing Number (if applicable)

Height: _____ Weight: _____ Misc. No: _____

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BUREAU OF SECURITY AND INVESTIGATIVE SERVICES
P.O. Box 989002
West Sacramento, CA 95798-9002
(916) 322-4000
www.bsis.ca.gov

TRAINING INSTRUCTOR BATON (TIB)
LIVE SCAN PROCESS INSTRUCTION FORM

Live Scan is a system for electronically submitting fingerprints used in background checks to the California Department of Justice and the FBI.

Simply follow these steps:

STEP 1

Fill out the following information on the pre-printed Live Scan form (BCII 8016), which can be obtained either from the Bureau or downloaded from the Bureau Web site at http://www.dca.ca.gov/bsis/live_scan_fingerp.htm:

- | | |
|---------------------------|---|
| 1. Name of Applicant: | Enter the Last Name, First Name, and Middle Name. |
| 2. Alias: | Enter any aliases (including any maiden name) of the applicant. |
| 3. Date of Birth: | Enter the date of birth of the applicant. |
| 4. Sex: | Enter the sex of the applicant. |
| 5. Height: | Enter the height of the applicant. |
| 6. Weight: | Enter the weight of the applicant. |
| 7. Eye Color: | Enter the eye color of the applicant. |
| 8. Hair Color: | Enter the hair color of the applicant. |
| 9. Place of Birth: | Enter the place of birth of the applicant. |
| 10. SOC: | Enter the applicant's Social Security number. |
| 11. Driver's License No.: | Enter the applicant's Driver's License number, including the state. |
| 12. Home Address: | Enter the applicant's home address. |

STEP 2

With three copies of the completed Live Scan Form, go to the nearest Live Scan site to have your fingerprints electronically submitted to the Department of Justice (DOJ) and the Federal Bureau of Investigation (FBI).

NOTE: You can get a listing of all Live Scan sites at [//www.bsis.ca.gov/forms_pubs/livescan/index.shtml](http://www.bsis.ca.gov/forms_pubs/livescan/index.shtml) or by contacting the Bureau at (916) 322-4000.

STEP 3

Pay the Live Scan Operator:	\$32.00 DOJ Fingerprint Processing Fee
	\$19.00 FBI Fingerprint Processing Fee
TOTAL	\$51.00

In addition, you must pay the Live Scan Operator the Live Scan site Processing Fee. The fee is set by each Live Scan site and can vary. The Bureau of Security and Investigative Services does not set the fee.

STEP 4

Submit the following to the Bureau:

- | | |
|--|--|
| 1. The completed Training Instructor Baton application forms. | |
| 2. The second copy of the Live Scan Form (BCII 8016) received from the Live Scan site, signed by the Live Scan Operator, including the ATI number. | |
| 3. A check/money order for : | \$250.00 Training Instructor Baton Certificate Application Fee |
| TOTAL | \$250.00 |