

Fingerprinting Requirements and Instructions

All licensees interested in applying for the Personal Service Permit (PSP) must submit a full and complete set of their fingerprints for use in conducting a criminal background check through the California Department of Justice (DOJ) (California Code of Regulations § 965.2). Applicants may be denied a PSP on any applicable ground(s) set forth in Business and Professions Code § 475.

Fingerprints must be submitted to the DOJ via Live Scan. Live Scan is a system for the electronic submission of fingerprints and the subsequent automated background checks.

INSTRUCTIONS FOR COMPLETING THE “REQUEST FOR LIVE SCAN SERVICE” FORM:

STEP 1 – COMPLETE THE [REQUEST FOR LIVE SCAN SERVICE FORM \(BCIA 8016\)](#).

To ensure prompt and accurate processing, the Board recommends completing your Live Scan form electronically on a computer.

- For convenience, the Board already completed the following fields: ORI, Authorized Applicant Type, Type of License/Certification/Permit OR Working Title, Agency Authorized to Receive Criminal Record Information, Mail Code, Street Address, City, State, and Zip Code. Leave these fields as they are – do not change anything.
- Contact Name: Leave this field blank.
- Contact Telephone Number: Leave this field blank.
- Name of Applicant: Enter your Last Name, First Name, and Middle Name. Do not use initials or name abbreviations. *This must be identical to the name you will provide on the PSP application.*
- Other Name: Enter all other names you have used, including your maiden name. If none, leave this field blank.
- Driver’s License No. Enter your Driver’s License Number, including the State.
- Date of birth: Enter your date of birth (month/day/year). *This must be identical to the date of birth you will provide on the PSP application.*
- Sex: select Male or Female.
- Height: Enter your height in feet and inches.
- Weight: Enter your weight in pounds.
- Eye Color: Enter the color of your eyes.
- Hair Color: Enter the color of your hair.
- Billing Number: Leave this field blank.
- Place of Birth: Enter your place of birth (City and State, or Country).
- Social Security Number: Enter your Social Security Number. *This must be identical to the SSN you will provide on the PSP application.*
- Misc. Number: Leave this field blank.
- Home Address, City, State, and Zip Code: Enter your home address information into the applicable fields.
- Sign and date the form.

STEP 2 - LOCATE THE NEAREST LIVE SCAN SITE: You can locate the nearest Live Scan site by visiting the Attorney General's website at <https://oag.ca.gov/fingerprints/locations>. The site allows you to search by county and offers users the ability to view the Live Scan Operator site fee, accepted payment options, and contact information.

STEP 3 - GO TO THE NEAREST LIVE SCAN SITE: With your completed Live Scan form, visit a Live Scan site and pay all applicable fees. The applicant is responsible for paying for all Live Scan fees at the time of service. The Live Scan Operator will electronically submit your fingerprints to the DOJ then write an Automated Transaction Identifier (ATI) number in the space provided at the bottom of the form. Write down your ATI number for your records.

STEP 4 - SUBMIT YOUR PERSONAL SERVICE PERMIT APPLICATION TO THE BOARD: Once you have submitted your Live Scan request, you may submit your PSP application and fee online through the BreEZE online system at <https://www.breeze.ca.gov/>. The Board will review your application and verify your information with Live Scan.

Note: After completing the Live Scan, you can check on the status by visiting <https://applicantstatus.doj.ca.gov/>. Please note, to check on the status you must have your ATI number and your date of birth.