

**BOARD FOR PROFESSIONAL ENGINEERS, LAND SURVEYORS, AND GEOLOGISTS**

2535 Capitol Oaks Drive, Suite 300, Sacramento, California, 95833-2944

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www.bpelsg.ca.gov

**LIVE SCAN INFORMATION**

California's Department of Justice (DOJ) provides statewide Live Scan, which is an electronic fingerprinting system with a subsequent automated background check and response. This system significantly expedites the fingerprint clearance process. Applicants residing outside of California may choose this option if visiting the state.

APPLICANTS WHO RESIDE IN CALIFORNIA MUST USE THE ELECTRONIC LIVE SCAN FINGERPRINTING PROCESS. ONLY LIVE SCAN CENTERS LOCATED IN CALIFORNIA ARE AUTHORIZED FOR THIS PROCESS.

The "Request for Live Scan Service" form (below) must be completed to have your fingerprints processed by Live Scan. Please ensure that all personal information (name, AKA's, date of birth, sex, height, weight, eye color, hair color, place of birth, Social Security Number, California driver's license number, home address, and signature) is completed. The last section of the form requires information from the fingerprint agency; please ensure this information is completed or the form will be considered void. **It is the responsibility of the applicant to ensure that the person scanning the fingerprints submits two (2) digital prints; one (1) for the DOJ and one (1) for the FBI.**

Applicants can access [DOJ's website](#) to find approved Live Scan locations. Information pertaining to the need for appointments, hours of availability, and rolling fees are also available. **After completing the Live Scan process, applicants must submit one (1) copy of the form with their initial application to the Board to document the scanning of their fingerprints and keep one (1) copy of the form for their records.** Traffic Engineer, Geotechnical Engineer, Structural Engineer, and all Geology applicants must submit a copy of their Live Scan form along with their paper application to the Board. EIT/LSIT, Professional Land Surveyor (PLS), and Professional Engineer (PE) applicants (Excluding: Traffic, Geotechnical, and Structural Engineer) must upload their Live Scan form as part of the online application process in BPELSG Connect. EIT/LSIT, PLS, and PE applicants (Excluding: Traffic, Geotechnical, and Structural applicants) **do not** need to mail a copy of the Live Scan form to the Board. The results of Live Scan fingerprints are processed electronically by DOJ and are typically received by the Board within two (2) to three (3) weeks.

APPLICANTS RESIDING OUTSIDE OF CALIFORNIA

If you do not reside in California, you have the option of traveling to California to visit a Live Scan location or completing the paper fingerprint cards. View the [Fingerprinting Frequently Asked Questions](#) for further information.

FOR MORE INFORMATION

For information about the fingerprint clearance process and timeframes, please go to [DOJ's website](#).

When the impressions are of such poor quality that they cannot be searched in the DOJ and FBI fingerprint data bases, the fingerprints (whether Live Scan or paper card) will be rejected and reprints will be necessary. Therefore, please advise the person processing your fingerprints that extra care needs to be given to ensure that clear impressions have been made.

FEES

If you use Live Scan, you will be charged \$49 in processing fees (\$32 DOJ, \$17 FBI) in addition to an administrative fee charged by the Live Scan location that scans the prints. **No additional fingerprinting fees are due to the Board.**

If you use paper fingerprint cards, you will be charged an administrative fee by the facility that provides the inked impressions. This is in addition to the \$49 fingerprint processing fee that must be paid to the Board with your application.

NOTE: The fees are not set by the Board and are subject to change without notice.

If you have any additional questions, visit the [Fingerprinting Frequently Asked Questions](#) on the Board's website.

FINGERPRINT CLEARANCES FROM BOTH THE DOJ AND THE FBI MUST BE RECEIVED PRIOR TO THE ISSUANCE OF A LICENSE OR CERTIFICATE IN CALIFORNIA.

If you have ever been convicted of a misdemeanor or felony,
the record of conviction will be reported to the Board as a result of your fingerprint inquiry.

Instructions for Live Scan Submission

1. Take the completed form to a Live Scan location.
2. The following fields are to be typed or clearly printed in black ink only by the applicant. All fields are required to be filled out unless otherwise specified. **It is your responsibility to ensure that all required fields are completely filled out.**
 - **Name** – Last name, First Name, Middle Name (if applicable)
 - **Alias** – Any other name ever used (if applicable, e.g. maiden name)
 - **Driver's License Number**
 - **Date of Birth** – MM/DD/YYYY
 - **Sex**
 - **Height** (in feet and inches)
 - **Weight** (in pounds)
 - **Eye color**
 - **Hair color**
 - **Place of Birth** (state or country)
 - **Social Security Number** – Your Social Security or ITIN Number
 - **Home Address**
 - **Signature and Date**

DO NOT COMPLETE ANY OTHER FIELDS. THEY ARE NOT REQUIRED. IF YOU COMPLETE THE EMPLOYER SECTION, A COPY OF THE RESULTS MAY BE SENT TO YOUR EMPLOYER AS WELL.

3. Go to an agency [that is licensed or certified to roll prints](#). The technician **must** complete and sign the last box on the Live Scan form.
Please note: You must present valid government issued photo identification when being fingerprinted. Expired identification information will not be accepted.
4. The Live Scan location will charge you the \$49 processing fee (\$32 DOJ and \$17 FBI), as well as the Live Scan “rolling” fee. The rolling fees vary as each Live Scan location sets its own fee. The listing of [Live Scan Locations](#) includes information indicating the rolling fee for each location.
NOTE: The fees are not set by the Board and are subject to change without notice.
5. The Live Scan form will be distributed as follows:
 - The Live Scan technician will keep the original copy and provide the applicant with two (2) copies.
 - Applicants must submit one (1) copy of the form with their initial application to the Board to document the scanning of their fingerprints and keep one (1) copy of the form for their records. Traffic Engineer, Geotechnical Engineer, Structural Engineer, and all Geology applicants must submit a copy of their Live Scan form along with their application to the Board. EIT/LSIT, Professional Land Surveyor (PLS), and Professional Engineer (PE) applicants (Excluding: Traffic, Geotechnical, and Structural Engineer) must upload their Live Scan form as part of the online application process in BPELSG Connect. EIT/LSIT, PLS, and PE applicants (Excluding: Traffic, Geotechnical, and Structural applicants) **do not** need to mail a copy of the Live Scan form to the Board.



REQUEST FOR LIVE SCAN SERVICE

Applicant Submission

A1594 ORI (Code assigned by DOJ)	Eng/Lnd Svy Authorized Applicant Type
Engineer/Surveyor/Geo CBPC 144 Type of License/Certification/Permit <u>OR</u> Working Title (Maximum 30 characters - if assigned by DOJ, use exact title assigned)	

Contributing Agency Information:

CASPROF ENGRS/Land Survy Agency Authorized to Receive Criminal Record Information 2535 Capitol Oaks Drive, Suite 300 Street Address or P.O. Box Sacramento CA 95833 City State ZIP Code	19032 Mail Code (five-digit code assigned by DOJ) Maria Rodriguez Contact Name (mandatory for all school submissions) (916) 999-3631 Contact Telephone Number
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Applicant Information:

Last Name Other Name: (AKA or Alias) Last Name Sex <input type="checkbox"/> Male <input type="checkbox"/> Female Date of Birth Height Weight Eye Color Hair Color Place of Birth (State or Country) Social Security Number Home Address Street Address or P.O. Box	First Name Middle Initial Suffix First Name Suffix Driver's License Number Billing Number Applicant will pay (Agency Billing Number) Misc. Number (Other Identification Number) City State ZIP Code
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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: <input checked="" type="checkbox"/> DOJ <input checked="" type="checkbox"/> FBI (If the Level of Service indicates FBI, the fingerprints will be used to check the criminal history record information of the FBI.)
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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 _____

Street Address or P.O. Box _____ Telephone Number (optional) _____

City _____ State _____ ZIP Code _____ 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 _____



REQUEST FOR LIVE SCAN SERVICE

Privacy Notice

As Required by Civil Code § 1798.17

Collection and Use of Personal Information. The California Justice Information Services (CJIS) Division in the Department of Justice (DOJ) collects the information requested on this form as authorized by Business and Professions Code sections 4600-4621, 7574-7574.16, 26050-26059, 11340-11346, and 22440-22449; Penal Code sections 11100-11112, and 11077.1; Health and Safety Code sections 1522, 1416.20-1416.50, 1569.10-1569.24, 1596.80-1596.879, 1725-1742, and 18050-18055; Family Code sections 8700-87200, 8800-8823, and 8900-8925; Financial Code sections 1300-1301, 22100-22112, 17200-17215, and 28122-28124; Education Code sections 44330-44355; Welfare and Institutions Code sections 9710-9719.5, 14043-14045, 4684-4689.8, and 16500-16523.1; and other various state statutes and regulations. The CJIS Division uses this information to process requests of authorized entities that want to obtain information as to the existence and content of a record of state or federal convictions to help determine suitability for employment, or volunteer work with children, elderly, or disabled; or for adoption or purposes of a license, certification, or permit. In addition, any personal information collected by state agencies is subject to the limitations in the Information Practices Act and state policy. The DOJ's general privacy policy is available at <http://oag.ca.gov/privacy-policy>.

Providing Personal Information. All the personal information requested in the form must be provided. Failure to provide all the necessary information will result in delays and/or the rejection of your request.

Access to Your Information. You may review the records maintained by the CJIS Division in the DOJ that contain your personal information, as permitted by the Information Practices Act. See below for contact information.

Possible Disclosure of Personal Information. In order to process applications pertaining to Live Scan service to help determine the suitability of a person applying for a license, employment, or a volunteer position working with children, the elderly, or the disabled, we may need to share the information you give us with authorized applicant agencies.

The information you provide may also be disclosed in the following circumstances:

- With other persons or agencies where necessary to perform their legal duties, and their use of your information is compatible and complies with state law, such as for investigations or for licensing, certification, or regulatory purposes.
- To another government agency as required by state or federal law.

Contact Information. For questions about this notice or access to your records, you may contact the Associate Governmental Program Analyst at the DOJ's Keeper of Records at (916) 210-3310, by email at keeperofrecords@doj.ca.gov, or by mail at:

Department of Justice
Bureau of Criminal Information & Analysis
Keeper of Records
P.O. Box 903417
Sacramento, CA 94203-4170



REQUEST FOR LIVE SCAN SERVICE

Privacy Act Statement

Authority. The FBI's acquisition, preservation, and exchange of fingerprints and associated information is generally authorized under 28 U.S.C. 534. Depending on the nature of your application, supplemental authorities include Federal statutes, State statutes pursuant to Pub. L. 92-544, Presidential Executive Orders, and federal regulations. Providing your fingerprints and associated information is voluntary; however, failure to do so may affect completion or approval of your application.

Principal Purpose. Certain determinations, such as employment, licensing, and security clearances, may be predicated on fingerprint-based background checks. Your fingerprints and associated information/biometrics may be provided to the employing, investigating, or otherwise responsible agency, and/or the FBI for the purpose of comparing your fingerprints to other fingerprints in the FBI's Next Generation Identification (NGI) system or its successor systems (including civil, criminal, and latent fingerprint repositories) or other available records of the employing, investigating, or otherwise responsible agency. The FBI may retain your fingerprints and associated information/biometrics in NGI after the completion of this application and, while retained, your fingerprints may continue to be compared against other fingerprints submitted to or retained by NGI.

Routine Uses. During the processing of this application and for as long thereafter as your fingerprints and associated information/biometrics are retained in NGI, your information may be disclosed pursuant to your consent, and may be disclosed without your consent as permitted by the Privacy Act of 1974 and all applicable Routine Uses as may be published at any time in the Federal Register, including the Routine Uses for the NGI system and the FBI's Blanket Routine Uses. Routine uses include, but are not limited to, disclosures to: employing, governmental, or authorized non-governmental agencies responsible for employment, contracting, licensing, security clearances, and other suitability determinations; local, state, tribal, or federal law enforcement agencies; criminal justice agencies; and agencies responsible for national security or public safety.



REQUEST FOR LIVE SCAN SERVICE

Noncriminal Justice Applicant's Privacy Rights

As an applicant who is the subject of a national fingerprint-based criminal history record check for a noncriminal justice purpose (such as an application for employment or a license, an immigration or naturalization matter, security clearance, or adoption), you have certain rights which are discussed below.

- You must be provided written notification¹ that your fingerprints will be used to check the criminal history records of the FBI.
- You must be provided, and acknowledge receipt of, an adequate Privacy Act Statement when you submit your fingerprints and associated personal information. This Privacy Act Statement should explain the authority for collecting your information and how your information will be used, retained, and shared.²
- If you have a criminal history record, the officials making a determination of your suitability for the employment, license, or other benefit must provide you the opportunity to complete or challenge the accuracy of the information in the record.
- The officials must advise you that the procedures for obtaining a change, correction, or update of your criminal history record are set forth at Title 28, Code of Federal Regulations (CFR), Section 16.34.
- If you have a criminal history record, you should be afforded a reasonable amount of time to correct or complete the record (or decline to do so) before the officials deny you the employment, license, or other benefit based on information in the criminal history record.³

You have the right to expect that officials receiving the results of the criminal history record check will use it only for authorized purposes and will not retain or disseminate it in violation of federal statute, regulation or executive order, or rule, procedure or standard established by the National Crime Prevention and Privacy Compact Council.⁴

If agency policy permits, the officials may provide you with a copy of your FBI criminal history record for review and possible challenge. If agency policy does not permit it to provide you a copy of the record, you may obtain a copy of the record by submitting fingerprints and a fee to the FBI. Information regarding this process may be obtained at <https://www.fbi.gov/services/cjis/identity-history-summary-checks>.

If you decide to challenge the accuracy or completeness of your FBI criminal history record, you should send your challenge to the agency that contributed the questioned information to the FBI. Alternatively, you may send your challenge directly to the FBI. The FBI will then forward your challenge to the agency that contributed the questioned information and request the agency to verify or correct the challenged entry. Upon receipt of an official communication from that agency, the FBI will make any necessary changes/corrections to your record in accordance with the information supplied by that agency. (See 28 CFR 16.30 through 16.34.) *You can find additional information on the FBI website at <https://www.fbi.gov/about-us/cjis/background-checks>.*

¹ Written notification includes electronic notification, but excludes oral notification

² <https://www.fbi.gov/services/cjis/compact-council/privacy-act-statement>

³ See 28 CFR 50.12(b)

⁴ See U.S.C. 552a(b); 28 U.S.C. 534(b); 34 U.S.C. § 40316 (formerly cited as 42 U.S.C. § 14616), Article IV(c)