

REQUEST FOR LIVE SCAN SERVICE

ORI: CA0349435

Type of Application: (check one) Record Review

DOJ Visa/Immigration Clearance Letter

(Visa/Immigration, Letter of Good Conduct, Police Clearance Letter, Foreign Adoption)

(Job Title) Reason for Application: _____

Agency Address Set Contributing Agency:

California Department of Justice
Record Review Unit
P.O. Box 903417
Sacramento, CA 94203-4170

Mail Code: 07041

Contact Name: Record Review Unit
Contact Telephone No. (916) 227-3832

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

AKA's: _____
Last First

Date of Birth: _____ SEX: Male Female Billing No. N/A

HT: _____ WT: _____ Applicant's Address:

EYE Color: _____ HAIR Color: _____
Street or P.O. Box

Place of Birth: _____
(State or Foreign Country) City, State and Zip Code

Social Security Number: _____

California Driver's License No. _____
Daytime Telephone Number

Level of Service DOJ Only If Resubmission, list Original ATI No. _____

MAILING ADDRESS

(Employer Address)

Please list you mailing address from above, or if you wish this record forwarded to someone other than yourself, or if you wish this record mailed to an address different from the one listed above, complete the following:

Name: _____ Title

Address: _____
Number Street Apt or Suite No.

City State Zip Code

Live Scan Transaction Completed by: _____ Date: _____
Name of Operator

Transmitting Agency: _____ Terminal ID: _____ Amount Collected: _____

ATI Number: _____



VISA/IMMIGRATION CLEARANCE
(Live-Scan)

California Penal Code Section 11105(c)(8) enables an individual to request a record clearance from the Department of Justice for visa/immigration and foreign adoption purposes. The following items are necessary to insure the processing of your request. Failure to follow these procedures may result in a delay or the rejection of your application for a clearance letter. We do not provide clearances for children under the age of 14.

Beginning April 6, 2006, the Department of Justice will only mail responses to the applicant concerning Visa/Immigration clearances. It is the applicant's responsibility to forward the information to their legal counsel or assistance agency.

GUIDELINES FOR COMPLETING
"REQUEST FOR LIVE SCAN SERVICE" FORM (BCII RR8016)

| CATEGORY | INSTRUCTION | COMMENT |
|--|--|---|
| 1) Type of Application | Place a check mark or "X" in the DOJ Visa/Immigration Clearance Letter box | |
| 2) Reason for Application: | Write a brief explanation of why you need a copy of your criminal history record. | Examples of explanation: Work Visa, Student Visa, Immigration, Citizenship, Foreign Adoption |
| 3) Name of Applicant & Personal Descriptors: | Enter your full name, any known alias, date of birth, sex, height, weight, eye & hair color, place of birth, social security number, California driver's license number. | Name, date of birth, and sex are mandatory fields and must be provided. All others are optional |
| 4) Applicant Address: | Enter your home address. | This is mandatory field and must be completed. |
| 5) Daytime Telephone Number | Enter telephone number you can be reached at from 8:00am to 5:00pm. Please include the area code. | A telephone number is useful in helping to resolve problems which could result in a delay in the processing of your request |

Contact your local Police Department or Sheriff's Office regarding the availability of "Live-Scan" fingerprinting service, the fee charged by the agency for the taking of your fingerprints, and the types of payment they accept. A current listing of Live Scan sites offering electronic fingerprint services is available on the Attorney General's website at: <http://ag.ca.gov/fingerprints/publications/contact.htm>

Go to the agency you have selected and have your fingerprints taken. Your total costs will be \$32 plus the fingerprint rolling fee charged by the Live-Scan agency. You may use the services of a private fingerprint service as long as the live-scan fingerprint technician is certified by the California Department of Justice.

If you have any further questions regarding the completion of the BCII RR8016 form, contact the Record Review Unit at (916) 227-3835.

For inquiries regarding the status of your fingerprint submission, please contact us at (916) 227-3849