



INSTRUCTIONS FOR COMPLETING REQUEST FOR LIVE SCAN SERVICE

STEP 1 – COMPLETE THE REQUEST FOR LIVE SCAN SERVICE FORM (BCIA 8016) AS FOLLOWS:

ORI (Code assigned by DOJ): Enter A0557.

Authorized Applicant Type: Enter the type of applicant, *License or Certification*.

Type of License, Certification or Permit or Working Title: Enter only **one** of the license or certification types listed below. If you are applying for more than one license or certification or any combination thereof, please submit a photocopy of your live scan request form with each additional application.

Apprentice Embalmer
Cemetery Broker
Cemetery Manager
Cemetery Salesperson
Certificate of Authority
Cremated Remains Disposer

Crematory
Crematory Manager
Embalmer
Funeral Director
Funeral Establishment
Hydrolysis Reduction

Name of Applicant: Enter your Last Name, First Name, and Middle Name. Do not use initials or name abbreviations.

Other Name (AKA or Alias): Enter all other names you have used, including your maiden name.

DOB: Enter your date of birth (month/day/year).

Sex: Select your gender (male, female, or nonbinary/unspecified).

Driver's License Number: Enter your Driver's License Number, including the State.

Height: Enter your height in feet and inches.

Weight: Enter your weigh in pounds.

Eye Color: Enter the color of your eyes.

Hair Color: Enter the color of your hair.

Place of Birth: Enter your place of birth (City and State, or County).

Social Security Number: Enter your Social Security Number.

Billing Number: *Applicant Must Pay.*

Misc. Number: *N/A.*

Home Address: Enter your residence address (Street, City, State, and Zip Code).

Applicant Signature: Confirm you have received and read the Privacy Notice, Privacy Act Statement, and Applicant's Privacy Rights by signing and dating the form.



STEP 2 – VISIT YOUR NEAREST LIVE SCAN SITE

Locate the nearest Live Scan site: <https://oag.ca.gov/fingerprints/locations>. You can also identify hours of operation, appointment requirements, and acceptable forms of payment.

Take three copies of the completed Live Scan Request Form to your nearest Live Scan site.

STEP 3 – PAY ALL REQUIRED FEES

Pay the required fingerprint processing fees as follows:

\$32.00 DOJ Fingerprint Processing Fee

\$17.00 FBI Fingerprint Processing Fee

Total: \$49.00 Processing Fee

In addition, you must pay a Live Scan service processing fee. Service fees vary by location and the Bureau does not set the price.

Verify with the Live Scan operator that your fingerprints were submitted for both Department of Justice (DOJ) and Federal Bureau of Investigation (FBI) processing.

STEP 4 – INFORM THE CEMETERY AND FUNERAL BUREAU

- 1) For electronic applications, include the Automated Transaction Identifier (ATI) number (provided by the Live Scan operator) where indicated in the online application.
- 2) For paper applications, submit a copy of the Request for Live Scan Service Form that includes the ATI number with your application.

REASONS FOR DELAYS AND HOW TO AVOID THEM

- 1) **Issue: Fingerprint results do not include FBI.** Avoid this by verifying with the Live Scan operator that fingerprints were submitted for BOTH DOJ and FBI processing.
- 2) **Issue: Personal information is entered incorrectly.** Avoid this by asking the Live Scan operator to verify that your name, Social Security Number, and date of birth are entered correctly.
- 3) **Issue: The Cemetery and Funeral Bureau (CFB) cannot send a follow-up request to DOJ.** Avoid this by ensuring Step 4 is complete.

CHECKING ON THE STATUS OF FINGERPRINT SUBMISSION

We cannot provide fingerprint processing status unless DOJ has communicated processing results to us. To check the status of fingerprint processing, call the DOJ's 24-hour automated phone service at (916) 227-4557. You will need to enter your date of birth and the 10-digit ATI number entered on the Request for Live Scan Service form after completion. The ATI number always appears in the following sequence: 1 LETTER; 3 NUMBERS; 3 LETTERS; and 3 NUMBERS.



CEMETERY AND FUNERAL BUREAU

1625 N. Market Blvd., Suite S-208, Sacramento, CA 95834
(916) 574-7870 | emailcfb@dca.ca.gov | www.cfb.ca.gov



NOTICE ON COLLECTION OF PERSONAL INFORMATION

Collection and Use of Personal Information

The Cemetery and Funeral Bureau of the Department of Consumer Affairs collects the personal information requested on this form as authorized by Business and Professions Code Sections 30, 144, 7617.1, 7618, 7619, 7620, 7628, 7642, 7643, 7661, 7662, 7665, 7667, 9650, 9650.2, 9650.3, 9700, 9701, 9702.1, 9704, 9715, 9715.1, 9716, 9723, 9723.1, 9741, 9745, 9746, 9781, 9787.3 and the Information Practices Act. The Cemetery and Funeral Bureau uses this information principally to identify and evaluate applicants for licensure, issue and renew licenses, and enforce licensing standards set by law and regulation.

Mandatory Submission

Submission of the requested information is mandatory unless otherwise noted on the form. The Cemetery and Funeral Bureau cannot consider your application for licensure or renewal unless you provide all of the requested information.

Access to Personal Information

You may review the records maintained by the Cemetery and Funeral Bureau that contain your personal information, as permitted by the Information Practices Act. See below for contact information.

Possible Disclosure of Personal Information

We make every effort to protect the personal information you provide us. The information you provide, however, may be disclosed in the following circumstances:

- In response to a Public Records Act request (Government Code Section 6250 and following), as allowed by the Information Practices Act (Civil Code Section 1798 and following);
- To another government agency as required by State or Federal law; or,
- In response to a court or administrative order, a subpoena, or a search warrant.

Contact Information

For questions about this notice or access to your records, you may contact the Custodian of Records, Cemetery and Funeral Bureau at 1625 North Market Boulevard, Suite S-208, Sacramento, CA 95834, by phone at (916) 574-7870, or by e-mail at emailcfb@dca.ca.gov. For questions about the Department's Privacy Policy, you may contact the Department of Consumer Affairs at 1625 North Market Boulevard, Sacramento, CA 95834, by phone at (800) 952-5210, or by e-mail at dca@dca.ca.gov.



REQUEST FOR LIVE SCAN SERVICE

Applicant Submission

ORI (Code assigned by DOJ)		License or Certification Authorized Applicant Type
Type of License/Certification/Permit <u>OR</u> Working Title (Maximum 30 characters - if assigned by DOJ, use exact title assigned)		
Contributing Agency Information:		
Cemetery and Funeral Bureau Agency Authorized to Receive Criminal Record Information		06538 Mail Code (five-digit code assigned by DOJ)
1625 N. Market Blvd., Suite S-208 Street Address or P.O. Box		Licensing Unit Contact Name (mandatory for all school submissions)
Sacramento City	CA State	95834 ZIP Code
		(916) 574-7870 Contact Telephone Number

Applicant Information:

Last Name		First Name	Middle Initial	Suffix
Other Name: (AKA or Alias)				
Last Name		First Name	Suffix	
Date of Birth	Sex <input type="checkbox"/> Male <input type="checkbox"/> Female <input type="checkbox"/> Nonbinary/Unspecified	Driver's License Number		
Height	Weight	Eye Color	Hair Color	Billing Number
Place of Birth (State or Country)		Social Security Number	(Agency Billing Number)	
Home Address		Misc. Number		
Street Address or P.O. Box		(Other Identification Number)		
		City	State	ZIP Code

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 type="checkbox"/> DOJ <input 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.)

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)