



California Live Scan Guide

For *FIRST*® Coaches, Mentors, and Event Volunteers

Ensuring the safety of our youth participants is paramount. As part of this commitment, all California volunteers must complete a Live Scan background check as required by [CA Law AB506](#). This process involves electronic fingerprinting conducted by the California Department of Justice (DOJ).

Steps to Complete Your Live Scan Background Check:

Option A: Complete your Live Scan with Biometrics4All

We have partnered with Biometrics4All to offer Live Scan services at a pre-negotiated rate. With this partnership, you can complete all required paperwork and payment online. You'll then receive a QR code to take to your local provider. To register with Biometrics4All:

1. Visit <https://applicantsservices.com/firstca>
2. Select whether you want to get fingerprinted at a location near you (\$27) or participating *FIRST* event (\$32).
3. Click Next
4. Enter your information. Your legal name, any aliases, address, contact information, and other required fields.
5. Select a location and appointment time. Many locations offer walk-in service, and it is recommended to call to confirm.
6. Review your Request for Live Scan form for accuracy.
7. Complete payment.
8. Print the QR code form or save it to your mobile device. You should also receive it in an email confirmation.
9. Go to the selected service provider at your appointment time and present the QR code. **The provider should not charge any additional fees.** If you or the provider has any questions about this, contact Biometrics4All support at (714) 568-9888, Option 2.

Option B: Complete your Live Scan with any other Provider

You can complete your Live Scan at any authorized Live Scan provider in the state.

You will need to complete and print a paper Request for Live Scan form and pay your provider directly (fees vary, typically \$20-\$40).

1. Obtain the Live Scan Form (BCIA 8016):

Acquire the pre-filled *FIRST* "[Request for Live Scan Service](#)" form, known as BCIA 8016. This form is essential for your fingerprinting appointment. The ORI number for *FIRST* is **AZ768**.

2. Complete the Applicant Information Section:

Accurately fill out your personal details in the "Applicant Information" section of the form. This includes your full name, any aliases, date of birth, sex, height, weight, eye color, hair color, place of birth, Social Security Number, and home address. Ensure all information is current and matches your identification documents.

3. Locate a Live Scan Service Provider:

Identify a nearby Live Scan facility. Many local police departments, sheriff's offices, and certified private providers offer Live Scan services. For a comprehensive list of locations, visit the California Attorney General's [website](#). It's advisable to contact the chosen site in advance to confirm operating hours, fees, and appointment requirements.

4. Attend Your Live Scan Appointment:

Bring the completed BCIA 8016 form and a valid photo ID (such as a driver's license, passport, or state ID) to your appointment. The Live Scan operator will process your fingerprints electronically. After completion, you will receive a copy of the form with the "Live Scan Transaction Completed By" section filled out. Retain this copy for your records.

5. Await Clearance Confirmation:

The DOJ will process your background check and forward the results to our organization. Processing times can vary, so please allow sufficient time before following up.

Important Considerations

1. Fees:

DOJ fees are waived for processing volunteer fingerprint submissions. However, Live Scan service providers charge a "rolling" fee for capturing your fingerprints, which varies depending on location. If you complete your Live Scan with Biometrics4All, the fee will be \$27, and otherwise, fees typically range from \$20 to \$40.

2. Identification:

Ensure you bring a valid photo ID to your appointment. Acceptable forms include a driver's license, state ID, military ID, or passport.

3. Accuracy:

Double-check all information on the BCIA 8016 form for accuracy to prevent processing delays. Incomplete or incorrect forms may result in the need to repeat the Live Scan process.

By following these steps diligently, you will help ensure a smooth and efficient background check process, allowing you to begin your volunteer work promptly. Thank you for your commitment to maintaining a safe environment for our youth participants.

A Special Thank You:

We want to express our deep gratitude for your commitment to volunteering and making a difference in the lives of children. Your willingness to comply with these requirements ensures that we provide a safe and nurturing environment for the youth in our care in compliance with California law. Thank you for your dedication, time, and efforts in supporting our mission.