

INSTRUCTIONS FOR COMPLETING REQUEST FOR LIVE SCAN SERVICE

Step 1 – Complete the request for live scan service form (BCII8016) as follows:

- Name of Applicant:** Enter your Last Name, First Name, and Middle Name. Do not use initials or name abbreviations.
- Alias:** Enter all other names you have used, including your maiden name.
- Driver's License No.:** Enter your Driver's License Number, including the State.
- DOB:** Enter your date of birth (month/day/year).
- Sex:** Enter your gender (male or female).
- HT:** Enter your height in feet and inches.
- WT:** Enter your weight 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 Country).
- SOC:** Enter your Social Security Number.
- Home Address:** Enter your residence address.

Step 2 – Visit your Nearest Live Scan Site

Take three copies of the completed Live Scan Request Form to your nearest Live Scan site. You can get a listing of Live Scan Sites at: (<http://ag.ca.gov/fingerprints/publications/contact.htm> or see attached list of sites in the counties of District 5220. Check the listing for hours of operation, appointment requirements, and acceptable forms of payment.

Step 3 – Pay all required fees

You must pay a Live Scan service-processing fee. Service fees vary by location.

Step 4 – Submit paperwork to the District Abuse Prevention Coordinator

The second copy of the Request for Live Scan Service Form (BCII8016) received from the Live Scan site, signed by the Live Scan Operator, including the ATI number must be sent to Chief Charles Halford using one of the following:

Mail: Chief Charles Halford
1034 Cherry Ct.
Manteca, CA 95337

For Questions:
cell phone: (209)-456-7300
Fax: (209)-823-1449

E-mail scanned copy to: chalford1019@comcast.net

