



INSTRUCTION SHEET REQUEST FOR LIVE SCAN SERVICE (VISA/Immigration)

California Penal Code section 11105(c)(9) allows the Department of Justice (DOJ) to furnish state summary criminal history information to any individual who is the subject of the record requested if needed in conjunction with an application to enter the United States or any foreign nation. We do not process applications for children under the age of 14.

The DOJ will only mail a response to the applicant. It is the applicant's responsibility to forward the information to their legal counsel or assistance agency.

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.

GUIDELINES FOR COMPLETING "REQUEST FOR LIVE SCAN SERVICE" FORM (BCIA 8016VISA)

CATEGORY	INSTRUCTIONS	COMMENTS
Type of License/Certification/Permit or Working Title	Write a brief explanation of why you need a copy of your criminal history record.	Examples of explanation: Work Visa, Student Visa, Immigration, Letter of Good Conduct, Police Certificate, or Citizenship.
Name of Applicant and Personal Descriptors	Enter your full name, any known alias, date of birth, sex, height, weight, eye and hair color, place of birth, social security number, and California driver's license number.	Name, date of birth, and sex are mandatory fields and must be provided. All others are optional.
Applicant Address	Enter your home address.	This is a mandatory field and must be completed.
Daytime Telephone Number	In the "Misc. Number" field, enter a telephone number where you can be reached between 8:00 a.m. to 5:00 p.m. Please include the area code.	A telephone number is useful in helping resolve problems which could result in a delay in the processing of your request.

The following link is a listing where Live Scan fingerprinting services are available to the public and includes the fee charged by the site for taking your fingerprints and the types of payment they accept:
<https://oag.ca.gov/fingerprints/locations>.

Go to the Live Scan Site you have selected and have your fingerprints taken. Your total costs will be \$32 plus the fingerprint rolling fee charged by the Live Scan Site.

If you have any questions regarding the completion of the BCIA 8016VISA form, contact the Applicant Program at (916) 210-4239.