



**BUREAU OF CRIMINAL IDENTIFICATION AND INFORMATION**  
P.O. Box 903417  
SACRAMENTO, CA 94203-4170

**RECORD REVIEW**  
**(Live-Scan)**

California Penal Code Sections 11120 through 11127 afford persons an opportunity to obtain a copy of their record, if any, contained in the files of the California Bureau of Criminal Information and Analysis and refute any erroneous or inaccurate information contained therein.

Beginning with live scan transactions submitted after April 6, 2006, the Department of Justice will only mail responses to the applicant.

**You may use the information you receive to answer questions regarding past criminal history, or to complete an application or questionnaire. However, this process is not to be used to obtain a copy of your record to furnish to another person or agency for immigration, visa, employment, licensing, or certification purposes (refer to California Penal Code Section 11125).**

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

CATEGORY	INSTRUCTION	COMMENT
1) Type of Application	Place a check mark or "X" in the Record Review Box	<b>This is mandatory field and must be completed.</b>
2) Reason for Application:	Write a brief explanation of why you need a copy of your criminal history record.	Examples of explanation: Personal Use, Verify Accuracy of Record, Update FBI record, Prison visit, to Fill Out an Application
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.	<b>Name, date of birth, and sex are mandatory fields and must be provided.</b>  All others are optional
4) Applicant Address:	Enter your home address.	<b>This is mandatory field and must be completed.</b>
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 \$25 plus the fingerprint rolling fee charged by the Live-Scan agency. You may also 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 Request for Live Scan Service form (BCIA RR8016), contact the Record Review Unit at (916) 227-3835.

For inquiries regarding the status of your record review request, please contact us at (916) 227-3849.