

California Department of Justice

Bureau of Criminal Identification and Investigative Services

Guidelines for Submitting Applicant Live Scan Transactions (rev.07212017)

Prior to initiating a live scan transaction, a Live Scan Operator must ensure that the applicant (the person being fingerprinted) has all of the following: a valid form of photo identification, a completed "Request for Live Scan Service" form (BCIA 8016). The Live Scan Operator is responsible for confirming the validity of an applicant's photo identification. Accepting forms of identification other than ones listed below places sole liability upon the Live Scan Agency. This document utilizes the suggested forms of primary and secondary identification as outlined in the 2014 publication of the National Crime Prevention and Privacy Compact Council's Identity Verification Program Guide for Fingerprint Submitting Agencies & Contractors. The California Department of Justice (DOJ) requires Live Scan Operators to accept only current, valid, and unexpired picture identification as the primary identification. The Live Scan Operator must examine the photo identification presented to ensure all of the following: (1) The personal descriptor information (name, gender, date of birth, etc.) matches the information provided on the "Request for Live Scan Service" form (BCIA 8016); (2) The expiration date has not elapsed; (3) The photograph reasonably resembles the applicant's physical appearance.

Valid Photo Identification

Primary Forms of Identification - Acceptable Primary forms of photo identification include any of the following:

- State-issued driver's license *(For those applicants without a license, a state identification card may be presented if the state identification card standards are the same as for the driver's license.)*
- U.S. Passport or U. S Passport Card
- Federal Government Personal Identity Verification Card (PIV)
- Uniformed Services Identification Card
- Department of Defense Common Access Card
- Foreign Passport with Appropriate Immigration Document(s) (e.g., Form I-94)
- USCIS – Permanent Resident Card (I-551)
- USCIS – Employment Authorization Card (I-766)
- Federal, state, or local government agency ID card with photograph
- U.S. Coast Guard Merchant Mariner Card
- Canadian driver's license

Secondary Forms of Identification - In the absence of a primary form of identification, an applicant shall provide at least two of the following forms of secondary identification AND at least two additional forms of the supporting documentation that follows:

- State Government Issued Certificate of Birth
- U.S. Tribal or Bureau of Indian Affairs Identification Card
- Native American tribal document
- Social Security Card
- Court Order for Name Change/Gender Change/Adoption/ Divorce
- Marriage Certificate (Government Certificate Issued)
- U.S. Government Issued Consular Report of Birth Abroad
- Draft record
- School ID with photograph *(minimum age 7 years old, or transaction will be rejected by DOJ. If parent or guardian is vouching for student, the form of ID shown by parent of guardian will be entered on the fingerprinting log and not into the student's live scan transaction.)*
- Certificate of Citizenship (N560)
- Replacement Certificate of Citizenship (N-561)
- Certificate of Naturalization (N550)
- Replacement Certificate of Naturalization (N-570)

Supporting Documentation for Secondary Forms of Identification must supported by at least two of the following supplemental documents:

- Utility Bill (Address)
- Jurisdictional Voter Registration Card
- Vehicle Registration Card/Title
- Paycheck Stub with Name/Address (Financial information may be redacted by the individual)
- Jurisdictional Public Assistance Card
- Spouse/Parent Affidavit

For Child Placement Purposes ONLY:

SB 1064 chaptered on 9/30/12 amended Welfare and Institutions Code 361.4(b)(2) and 309(d)(1) to allow an identification card from a foreign consulate or foreign passport be considered a valid form of identification for conducting a criminal records check and fingerprint clearance check for relatives and nonrelative extended family members for purposes of child placement. Examples of these documents can be found on the internet or at the Mexican Embassy.