

# Live Scan Service Request (Company Officers, Directors, and Others)

LIC 051-CIU (Rev. 5/12)

## Attention – Live Scan Service Providers, Company Officers, Directors, and Others

- ▶ The California Department of Justice (DOJ) and Federal Bureau of Investigation's (FBI) processing fees are to be paid by the license applicant or the officer's/director's company. Be prepared to pay fees at the time your fingerprints are taken at the live scan service provider site or submitted to Accurate Biometrics.
- ▶ Please prepare three copies of this form and distribute as follows:
  - 1) **First Copy (Original)** to the Live Scan Provider;
  - 2) **Second Copy** to Requesting Agency;
  - 3) **Third Copy** to the Person being fingerprinted.
- ▶ \*If the applicant completes a **1033 Consent Waiver (18 U.S.C. §1033)**, that applicant is to make a **Fourth Copy** of this form and send it to the California Department of Insurance.

<b>Part 1</b>	<b>Personal Information</b> Please type information below		
Applicant Name (Last, First, and Middle)			
Former Name(s)/AKA's (Last, First)			
Date of Birth (MM/DD/YYYY)	Gender <input type="checkbox"/> Male <input type="checkbox"/> Female	Height	Weight
Eye Color	Hair Color	Place of Birth	
Social Security Number	Driver's License Number	Daytime Telephone Number (     )	
Residence Address (Street/PO Box, City, State, Zip Code)			

### Department and Live Scan Vendor Only

<b>Part 2</b>	<b>To be completed by Contributing Agency</b>		
Agency ORI Number  A0042	Agency Address  California Department of Insurance Curriculum and Officer Review Bureau Officer Background Section 320 Capitol Mall Sacramento, Ca 95814-4309	OCA Number:  2000	
Application Type (e.g. type of search)  License Certificate or Permit	Job Title:  Insurance	Mail Code, (five-digit code assigned by DOJ) :  04605	

### Level of Service: California Department of Justice and Federal Bureau of Investigation

<b>Part 3</b>	<b>To be completed by Live Scan Vendor</b>		
Live Scan Transaction Completed by: (Name of Operator)	Date Completed	Transmitting Agency	Terminal ID:
Amount Collected (for rolling fee)	Amount Collected (For DOJ/FBI Processing)	ATI Number	

<b>Part 4</b>	<b>To be completed by Live Scan for Fingerprint Resubmission</b>		
Original ATI Number	<b>Level of Service Requested for Resubmission</b> <input type="checkbox"/> California Department of Justice <input type="checkbox"/> Federal Bureau of Investigation		

Original – Live Scan Operator, Second Copy – Requesting Agency, Third copy – Applicant

**Instructions for Insurance Company Officers and Directors**

**Residents Submitting Live Scan Form**

**Step 1: Insurer/Company Fingerprint Requirement:** All company officers, directors, key managerial personnel, and individuals with a 10 percent or more beneficial ownership in the applicant and applicant's controlling parent will need to be fingerprinted. Fingerprints must be taken at either a live scan vendor or by a local law enforcement agency on a fingerprint card that is to be sent to Accurate Biometrics.

**Step 2: Completion of Live Scan Form:** The following information must be entered in Part 1 of the form by the applicant: Your printed name and former names (if any); Date of birth, gender, height, weight, eye color, hair color, place of birth, social security number (SSN), driver's license number, and residence address. The Contributing Agency will complete Part 2 of this form. The electronic fingerprint service provider will complete Part 3.

**Step 3: Fingerprint Services:**

**Live Scan Fingerprint Services available in California:** The California Department of Justice (DOJ) maintains a listing of Live Scan fingerprinting services available to the public. The DOJ list is broken down by county. Fees vary from location to location. Applicants are encouraged to contact the Live Scan provider in advance to verify their current operating hours, fees, etc. This list is available at the following website: <http://ag.ca.gov/fingerprints/publications/contact.php>

For your convenience, CDI's contracted vendor, Accurate Biometrics will have staff available at the CDI's examination site to complete the fingerprint impression requirement.

**Step 4: Fees:** The following fees must be paid by the applicant:

**Processing and Service Fee:** The cost of the Accurate Biometrics' live scan service is \$59.00. The \$59.00 processing fee covers the following services: Federal Bureau of Investigation fingerprint check is \$17, State of California Department of Justice fingerprint check is \$32, and Accurate Biometrics' rolling fee is \$10.00. The applicant may pay with all major credit cards — VISA, MasterCard, American Express and Discover Card. In addition, a money order, cashier's check, company check or personal check in the amount of \$59.00 made payable to "Accurate Biometrics" will also be accepted.

**Step 5: Submission of Fingerprint Form:** Make three copies of the form. Please take the **original** completed Live Scan form to the live scan provider for processing. The **second copy** is to be mailed to the California Department of Insurance, Curriculum and Officer Review Bureau, Officer Background Section, 320 Capitol Mall, Sacramento, CA 95814-4309. The **third copy** is to be maintained for your records.

**Non-residents Submitting Manual Fingerprint Card(s)**

**Step 1: Insurer/Company Fingerprint Requirement:** All company officers, directors, key managerial personnel, and individuals with a 10 percent or more beneficial ownership, of the applicant and applicant's controlling parent will need to be fingerprinted. Fingerprints must be taken at either a live scan vendor or by a local law enforcement agency on a fingerprint card that is to be sent to Accurate Biometrics.

**Step 2: Mail Fingerprint Card, Live Scan Form & Fees Directly to Accurate Biometrics:** Keep a copy of the Live Scan form for your records. Mail original copy of the completed Live Scan form along with your fingerprint card submission and check for **\$59.00** made payable to Accurate Biometrics to the following address:

Accurate Biometrics, 12777 W Jefferson Blvd - Building D, Suite 3111, Los Angeles, CA 90066.

**Step 3: Fees:** The following fees must be paid by the non-resident applicant:

**Processing Fee:** The cost of the Accurate Biometrics' live scan service is **\$59.00**. The **\$59.00** processing fee covers the following services: Federal Bureau of Investigation fingerprint check is \$17, State of California Department of Justice fingerprint check is \$32, and Accurate Biometrics rolling fee is **\$10.00**. The applicant may pay by credit card using Accurate Biometrics' credit card payment form or by check or money order made payable to Accurate Biometrics.

**Service Fee:** A separate fee will be charged for the service of taking the fingerprint impressions by a fingerprint technician or live scan fingerprints by the live scan provider. That fee may vary depending on the fingerprint vendor or live scan provider you choose.

**1033 Consent Waiver (18 U.S.C. §1033) Applicants**

- **Step 1: Completion of Live Scan Form:** Follow same instructions as indicated above for resident license applicants.
- **Step 2: Fingerprint Services:** Follow same instructions as indicated above for resident license applicants.
- **Step 3: Submission of Fingerprints:** Follow same instructions as indicated above for resident license applicants, however, a **third copy** of the Live Scan Form must be mailed to the California Department of Insurance, Curriculum and Officer Review Bureau, Officer Background Section, 320 Capitol Mall, Sacramento, CA 95814-4309. The **second copy** is to be maintained by the applicant for your records.
- **Step 4: Fees:** Follow same instructions as indicated above for resident license applicants.



### Credit Card Payment Form

\* Denotes Required Fields

**Applicant Name**

\* Name:   
(as it appears on credit card)

Company Name (if applicable):

\* Billing Address:

Billing Address 2:

\* City:

\* State/Province:

\* Postal (ZIP) Code:

\* Country:

\* **Credit Card #:**

\* Expiration Date (MM/YYYY):

\* CVC Code:

\* Total Amount To Be Billed To Credit Card: \$59.00

\* Card Holder Signature \_\_\_\_\_