



## California Resident and Non-Resident Fingerprinting Instructions

### Resident License Applicant Instructions

**Step 1: Fingerprint Submission - License applicants are not to submit fingerprint impressions until their license application is received at the California Department of Insurance.**

**Step 2: Complete Request for Live Scan Service, Form BCIA 8016.** After submitting the license application, applicants are to complete the "Applicant Information" portion of the California Department of Justice (California DOJ) Request for Live Scan Service form. The following information must be entered in the "Applicant Information" portion of the form by the applicant: print your legal name and former names (if any), date of birth, gender, driver's license number, height, weight, eye color, hair color, place of birth, social security number (SSN), residence address, and your signature.

The "Applicant Submission" and the "Contributing Agency Information" portions of this form are completed by the California Department of Insurance (Department).

**Important Note:** One set of classifiable electronic fingerprints is required for every California individual insurance license applicant unless the applicant is currently licensed or held a license issued by the Department, which expired within 12 months of the expiration date of the license.

**Step 3: Find a Location.** The California DOJ maintains a listing of authorized live scan vendor locations by County is available to the public at [www.oag.ca.gov/fingerprints/locations](http://www.oag.ca.gov/fingerprints/locations).

**Step 4: Fees.** Please be prepared to pay the Federal Bureau of Investigation (FBI) processing fee of \$17, California DOJ processing fee of \$32, and the fingerprint "rolling fee" charged by the live scan vendor.

The California DOJ list of authorized live scan vendors will state each of the vendors' rolling fees. The additional "rolling fee" will vary depending on the vendor. Please confirm the vendor's rolling fee at the time the fingerprinting appointment is being scheduled.

License applicants are encouraged to contact the live scan vendor in advance to verify their current operating hours, location, fees, and their acceptable method of payment (e.g., credit card, cash, ATM).

**Step 5: Live Scan Vendor Completes Form BCIA 8016.** The live scan vendor will complete the "Live Scan Transaction" portion on the Request for Live Scan Service form.

**Step 6: Applicant is to Keep Copy of Form BCIA 8016.** License applicants are to keep a copy of the Request for Live Scan Service, Form BCIA 8016, which was completed by the live scan vendor, for your records and use if your fingerprints need to be resubmitted due to DOJ or FBI rejection of the prints submitted. The applicant is not required to submit a copy of the completed Form BCIA 8016 to the Department.



## Non-Resident License Applicant Instructions

**Steps 1 and 2:** Follow the Resident License Applicant instructions for steps 1 and 2 on page 1.

**Step 3: Find a Location.** Find a fingerprint vendor location in an area convenient for the license applicant. Fingerprinting can be completed at a local police agency or any vendor who is authorized to complete fingerprint impressions on a Federal Bureau of Investigation (FBI) fingerprint card (FD-258). Please call ahead to obtain fee information.

**Step 4: Fees.** The license applicant is to mail the original copy of the completed Request for Live Scan Service, Form BCIA 8016, the applicant's fingerprint card, and Accurate Biometrics' credit card payment form or check in the amount of \$75\* (effective May 1, 2024) made payable to:

**Accurate Biometrics  
6080 Center Drive, Suite 600  
Los Angeles, CA 90045**

\*The cost of the Accurate Biometrics' live scan service is \$75 (effective May 1, 2024). This fee includes the FBI processing fee of \$17, California Department of Justice (DOJ) processing fee of \$32, and Accurate Biometrics' rolling fee of \$26 (effective May 1, 2024).

**Step 5: Live Scan Vendor Completes Form BCIA 8016.** The live scan vendor will complete the "Live Scan Transaction" portion on the Request for Live Scan Service form.

**Step 6: Applicant is to Keep Copy of Form BCIA 8016.** License applicants are to keep a copy of the Request for Live Scan Service, Form BCIA 8016, which was completed by the live scan vendor, for your records and use if your fingerprints need to be resubmitted due to California DOJ or FBI rejection of the prints submitted. The applicant is not required to submit a copy of the completed Form BCIA 8016 to the Department.

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

If the applicant is a **California resident**, the applicant is to follow **Steps 1 through 3 in the Resident Licensing Application Instructions**.

If the applicant is a **California non-resident**, the applicant is to follow **Steps 1 through 4 in the Non-Resident License Applicant Instructions**.

**Important Note:** The applicant is to keep a copy of the completed Request for Live Scan Service, Form BCIA 8016, for their records.



Credit Card Payment Form

Form with fields for RID, OF, OOB, RPE, IDFE, OO, OOB, BYF, ROB, R

PAYMENT INFORMATION section with fields for BI, BE, PB, R, phone number, and Applicant's email address

I understand and agree to the cardholder agreement and by doing so, give Accurate Biometrics the permission to charge the above credit card for the amount listed.

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