


Thank you for your interest in Capital Live Scan’s fingerprint card conversion service. We offer a convenient and affordable alternative that can save you both time and travel costs if you are located outside of California but need to have a California Department of Justice (CA DOJ) and/or Federal Bureau of Investigation (FBI) background check completed for employment, licensing or certification.

Our service uses high-quality scanning technology to convert standard ink fingerprint cards (FD-258) into electronic Live Scan transactions. This means your fingerprints can be submitted electronically—just as if you had come in for a Live Scan—allowing your application to be processed just as quickly.

You’ll find the attached instructions for sending your ink fingerprint cards to Capital Live Scan. We’ll handle the conversion and submit your fingerprints to the CA DOJ and, if needed, the FBI.

**Completion of Forms:**

- Ink Fingerprint Cards (FD-258) can be obtained at most fingerprint provider locations or from a Police or Sheriff Department’s, where you can also be fingerprinted.
- Please include two (2) unique and distinct fingerprint cards (FD-258) for submission, in case one card is not readable. ***Please note: Applicant fingerprints must be rolled onto each card. Copies of the same card will not be accepted.*** Do not submit copies of the same card or your package will not be processed.
- **A copy of a valid government-issued photo identification (front and back) MUST be included. *Packets will not be processed without this.***
- If fingerprints are submitted on a copy of the FD-258 card instead of the official card stock FD-258, applicants must ensure that the paper is **not** folded, as this will degrade the quality of the fingerprint images and may result in the fingerprints being rejected by the CA DOJ and/or FBI.
- The Applicant Information section of the ink card **must** be completed: Date of Birth, Name, Social Security Number and signature.
- The Request for Live Scan Service Form (BCIA 8016) complete with the agency information at the top: ORI, Agency Name/Address, Mail Code and Contact Person, as well as the level of service (DOJ or DOJ and FBI), and the Applicant Information section **must** be completed.
- The Declaration of Official Taking Fingerprints form **must** be included.
- You will need to obtain a Request for Live Scan Service form (BCIA 8016) from the California agency you are applying with. **You must obtain this form.** It should be complete with the agency information at the top: ORI, Agency Name/Address, Mail Code and Contact Person, as well as the level of service (DOJ, or DOJ and FBI). You must complete the applicant information section.

	5706 Broadway Sacramento CA 95820	PHONE EMAIL WEBSITE	(916) 456-5260 contactus@capitallivescan.com capitallivescan.com
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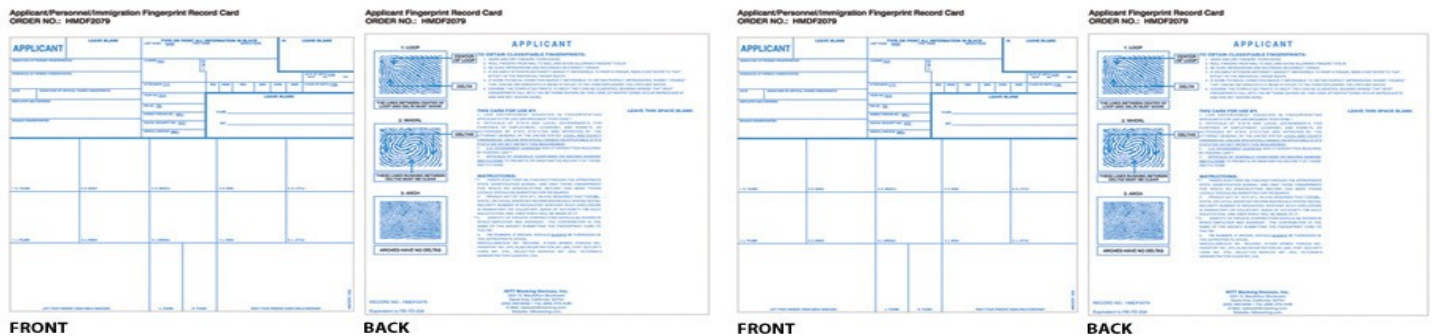
Once we receive your two (2) distinct fingerprint cards and other required documentation, we will scan and electronically submit your fingerprints to the California DOJ, and if applicable, FBI.

We will return two (2) copies of your Request for Live Scan form to you if a prepaid FedEx label is provided. One is for your records and the other copy should be sent to the requesting agency (the agency you are applying with). The CA DOJ and the FBI will complete your criminal background check and forward the results directly to the requesting agency.


Capital Live Scan will retain the two physical fingerprint cards for 90 days; in case the fingerprints are rejected and need to be resubmitted. After that, one of the fingerprint cards, along with the Request for Live Scan Service form will be retained digitally for 12 months, per California DOJ requirements. After the retention period has lapsed, all fingerprint cards and documentation will be confidentially shredded.

### WHAT YOU WILL NEED

1. **FD-258 FINGERPRINT CARDS**, two (2) distinct fingerprint cards for submission ensuring that each card contains unique prints (not a copy), complete with applicant information and fingerprint images. Make sure the technician rolling your fingerprints **COMPLETED AND RETURNS TO YOU THE DECLARATION OF OFFICIAL TAKING FINGERPRINTS: PAGE 4**.



2. **3 COPIES OF THE REQUEST FOR LIVE SCAN FORM** from the requesting agency with **ALL** requesting agency information and applicant information sections completed.


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3. Copy of your **VALID, GOVERNMENT ISSUED, PHOTO IDENTIFICATION** (Front and Back).
4. Completed **CONTACT INFORMATION - PAGE 5**
5. **CHECK or CASHIERS CHECK made out to Capital Live Scan in the amount of \$150.00. If you prefer to pay with a credit card, return the completed CREDIT CARD AUTHORIZATION form included in the instruction packet. If you choose to pay with a CREDIT CARD, a 3% surcharge will apply. (\$150.00 includes any applicable Government fees.)**
6. **INCLUDE A PREPAID, SELF ADDRESSED, FedEx RETURN Label** so we can return copies of your Request for Live Scan Service form to you once your fingerprints are converted and transmitted.
7. **SEND ALL DOCUMENTS via FedEx to:**

Capital Live Scan  
5706 Broadway  
Sacramento CA 95820  
ATTN: Fingerprint Card Conversion

To ensure quality assurance for our customers we recommend using **FedEx** for shipping. Our business has guaranteed drop-off/pick-up times with **FedEx** daily. Whereas with other mail carriers, you may find there is a lapse in the transferring timeframe of documents; this assures us that you will receive your forms within the correct number of days.

If sending USPS, please ensure that a signature is required upon delivery.

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## Declaration of Official Taking Fingerprints

### Instructions for Agency performing service:

Please complete and sign. Once you have done so, please return the signed declaration to the Applicant.

**Applicant Name (printed):** \_\_\_\_\_

### Before taking the Applicant's Fingerprints:

- I verified the Applicants' identity by a valid government-issued photo ID.


**I DECLARE UNDER PENALTY OF PERJURY THAT THE FOREGOING IS TRUE AND CORRECT.**

Agency/Business Performing Service: \_\_\_\_\_

Official's Name (printed): \_\_\_\_\_

Official's Signature: \_\_\_\_\_

Date Fingerprinted: \_\_\_\_\_

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## Please Provide Us with Your Contact Information:

Name: \_\_\_\_\_  
Last First Middle

E-Mail: \_\_\_\_\_

Address: \_\_\_\_\_  
Street Apt # City


Country State/Prov. Zip/Postal Code

Phone Number: \_\_\_\_\_

### **Important Reminder:**

**Please make sure your information is written and legible, otherwise, the processing of your fingerprint card conversion may be delayed.**

**Thank you!**

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## ✓ Check List


Items required to be sent to Capital Live Scan.

- Two (2) Unique and Distinct FD-258 Fingerprint Cards – with fingerprint images
- Declaration of Official Taking Fingerprints Form Completed
- 3 Filled out Copies of the Request for Live Scan Service Form (BCIA 8016)
- Copy of Valid Identification - Front and Back
- Contact Information Form Completed
- \$150.00 payment made out to **Capital Live Scan**. Check, Money Order, or Credit Card Authorization (see page 7 for Credit Card Authorization Form)
- Prepaid FedEx Label (required only if copies of the completed Live Scan form are being requested)
- Check List

### **IMPORTANT REMINDER:**

**Your fingerprint card conversion packet will NOT be processed if all the required documents are not included. After 90 days, the packet will be purged for security purposes, and a new packet will need to be sent.**

**Thank you!**

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