

Criminal History Clearance

Complete the Personal Information section of the "Request for Live Scan Service" as noted in the sample below. A Request for Live Scan Service can be download from the academy website. Submit the form to the Live Scan Service of your choice. Make sure that you request a copy of the Live Scan form which you will submit to the academy as proof and verification that you completed the process.

State of California		Department of Justice	
REQUEST FOR LIVE SCAN SERVICE BCI 8016 (3/07)			
Applicant Submission			
ORI: <u>CA0349400</u>	Type of Application: <u>TRAINING CERTIFICATION</u>		
Code assigned by DOJ			
Job Title or Type of License, Certification or Permit: <u>P.O.S.T. CERTIFICATION (Non-sponsored 13511.5 PC)</u>			
Agency Address Set Contributing Agency:			
<u>DOJ/FIREARMS DIVISION</u>		<u>00000</u>	
Agency authorized to receive criminal history information		Mail Code (five-digit code assigned by DOJ)	
<u>4949</u>	<u>BROADWAY</u>	Contact Name (Mandatory for all school submissions)	
Street No.	Street or PO Box		
<u>SACRAMENTO</u>	<u>CA</u>	<u>95820</u>	<u>(916) 227-3749</u>
City	State	Zip Code	Contact Telephone No.
Name of Applicant: (Please print) Last _____ First _____ MI _____			
Alias: Last _____ First _____		Driver's License No: _____	
Date of Birth: _____	Sex: <input type="checkbox"/> Male <input type="checkbox"/> Female	Misc. No. BIL - <u>Non-applicable</u>	Agency Billing Number
Height: _____	Weight: _____	Misc. Number: <u>Non-applicable</u>	
Eye Color: _____	Hair Color: _____	Home Address: _____	
Place of Birth: _____		Street No. _____ Street or PO Box _____	
Social Security Number: _____		City, State and Zip Code _____	
Your Number: _____ OCA No. (Agency Identifying No.) _____			
If resubmission, list Original ATI Number: _____		Level of Service: <input checked="" type="checkbox"/> DOJ <input type="checkbox"/> FBI	
Employer: (Additional response for agencies specified by statute)			
<u>DOJ/FIREARMS DIVISION</u>			
Employer Name			
<u>4949</u>	<u>BROADWAY</u>	<u>00000</u>	
Street No.	Street or PO Box	Mail Code (five digit code assigned by DOJ)	
<u>SACRAMENTO</u>	<u>CA</u>	<u>95820</u>	<u>(916) 227-3749</u>
City	State	Zip Code	Agency Telephone No. (optional)
Live Scan Transaction Completed By: _____ Name of Operator _____ Date _____			
Transmitting Agency _____		ATI No. _____ Amount Collected/Billed _____	

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ORIGINAL – Live Scan Operator; SECOND COPY – Applicant; THIRD COPY (if needed) – Requesting Agency

Below is a SAMPLE LETTER of the Department of Justice Clearance Letter you will receive 7-10 days after you complete the Live Scan Service process. You must submit your letter to the Police Academy Office as soon as you receive it.

EDMUND G. BROWN
Attorney General

State of California
DEPARTMENT OF JUSTICE



FIREARMS DIVISION

P.O. BOX 820200
SACRAMENTO, CA 94203-0200
Public: (916) 227-3703
Facsimile: (916) 227-3700
(916) 227-3744

June 09, 2008

John Doe
2010 Apple Lane
Chula Vista, CA 91910

RE: Approval of Application for Department of Justice to attend Peace Officer Standards and Training Certified Basic Course of Training.

Dear Mr. **John Doe**

In accordance with California Penal Code Section 13511.5, this is to certify that a search of your fingerprints in the Bureau of Criminal Identification files and a search of Department of Justice files revealed no Department of Justice record which would disqualify you from owning, possessing, or having under your control any firearm. Therefore, your request for certification to attend a basic course of training certified by the Commission on Peace Officer Standards and Training is approved.

If you have any questions, please contact the Employment & Sub-Arrest Clearance Unit at (916)227-1375.

Sincerely,

A handwritten signature in black ink that reads "Day Wright".

PROGRAM MANAGER
Employment & Sub-Arrest Clearance Unit

For EDMUND G. BROWN
Attorney General

Applicant Live Scan - Fingerprint Services

For a list in San Diego County/other counties <https://oag.ca.gov/fingerprints/locations> scrolled down to the bottom of the website and select a county to find a live scan service location near you.

This list is updated as additional information is received. However, applicants are encouraged to contact the Live Scan providers in advance to verify their current operating hours, fees, etc.

An applicant for the Requalification Course who is not sponsored by, or employed as a peace officer by a local or state agency, department or district must submit a written criminal history clearance from the Department of Justice to the training presenter

If your DOJ Clearance is not received or it is delayed, contact the Department of Justice:

For questions about this notice or access to your records, you may contact the Associate Governmental Program Analyst at the DOJ's Keeper of Records at (916) 210-3310, by email at keeperofrecords@doj.ca.gov or by mail at:

Department of Justice
Bureau of Criminal Information & Analysis
Keeper of Records
P.O. Box 903417
Sacramento, CA 94203-4170

State of California Department of Justice



XAVIER BECERRA

Attorney General

Criminal Records - Request Your Own

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Access to criminal history summary records maintained by the DOJ is restricted by law to legitimate law enforcement purposes and authorized applicant agencies. However, individuals have the right to request a copy of their own criminal history record from the Department to review for accuracy and completeness. Requests from third parties are not authorized and will not be processed.

Note: Criminal history records requested for an individual's own review cannot be used for Visa/Immigration or any foreign nation transactions. If you are seeking a background check for Visa/Immigration or any foreign nation transactions, see Visa/Immigration.

To receive a copy of **YOUR** criminal history record, individuals must submit fingerprint images, pay a \$25 processing fee to the DOJ, and follow the instructions below. You may be eligible to apply for a fee waiver to cover the DOJ processing fees. See [Apply for a Fee Waiver](#).

CALIFORNIA RESIDENTS

All California Applicants must submit Live Scan fingerprints.

Instructions, pdf | En Español, pdf.

- Use the Live Scan Form (Form BCIA 8016RR, pdf), (BCIA 8016RR Spanish, pdf).
- Check "Record Review" as the "Type of Application".
- Enter "Record Review" on the "Reason for Application" line.
- Fill out all your personal information.
- Take the completed form to any Live Scan site for fingerprinting services.

Fingerprinting services are available at most local police departments, sheriff's offices or any public applicant Live Scan site. To find the sites nearest to you, their fingerprint rolling fees, and acceptable methods of payment, see Public Live Scan Sites.

OUT OF STATE RESIDENTS:

Applicants Living Outside California/United States must submit manual fingerprint cards (Form FD258).

Print out the Application to Obtain copy of State Summary Criminal History Record (Form BCIA 8705, pdf) and follow the instructions on the form. A Spanish version of this form is also available (Form BCIA 8705S, pdf). Please contact your local law enforcement agency for fingerprinting services. PLEASE NOTE: Your fingerprint card must contain your full name, date of birth, sex and return mailing address. If you are having difficulty in obtaining a blank fingerprint card, please contact the Record Review Unit at (916) 227-3849.

Manual submissions must be accompanied by either personal check drawn on a U.S. bank, money order or certified check. The check or money order must be made payable to the "California Department of Justice." Mail your application, fingerprint card and processing fee to:

California Department of Justice
Bureau of Criminal Identification and Analysis
Record Review & Challenge Section
PO BOX 160207
Sacramento, CA 95816-0207

Once you have received your Record Review response, if you want to challenge the contents of your criminal record, you must complete the "Claim of Alleged Inaccuracy or Incompleteness" (form BCIA 8706), which will be included with your Record Review response if there is criminal information on your record. Mail the completed form, along with a copy of your criminal history record, to the address indicated on the form. Your challenge must specifically state the basis for the claim of inaccuracy or incompleteness and include any available proof or corroboration to substantiate your claim.

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