

INSTRUCTIONS FOR LIVE SCAN FORM

The "Request for Live Scan Service" form, page 2, is partially filled out with the San Luis Obispo County EMS Agency's and the State EMS Authority's required information. Do not change the information already entered. Fill in the "Applicant Information" sections, in the middle of the form, by typing or printing clearly. **Take the original and two copies of the form when you have your fingerprints taken. You may choose any Live Scan Agency for this requirement.** Be aware that they have different fees associated with this service. The Live Scan Agency will fill out the bottom of the form and return a copy to you for your records. This is the "DOJ/FBI Live Scan Receipt" that will need to be submitted with your "EMT Application for Certification" (Attachment A).

Applicant Information Required:

Name of Applicant: Indicate complete name. Last Name, First Name, Middle Initial, and Suffix.

AKA/Alias: Indicate other names used (i.e., nickname, maiden name and/or alias name{s}).

Date of Birth: Indicate month-day-year of birth.

Sex: Check either Male, Female, or Nonbinary/Unspecified.

Driver's License No.: Indicate your California Driver's License Number.

Height: Indicate your height in feet and inches.

Weight: Indicate your weight in pounds.

Eye Color: Indicate eye color.

Hair Color: Indicate hair color.

Place of Birth: Indicate the state or country of birth.

SSN: Indicate your Social Security Number.

Home Address: Indicate your current street address or P.O. BOX, City, State, and Zip Code.

SIGN and DATE the application.

Included in this packet is a Privacy Notice, Privacy Act Statement, and Applicant's Privacy Rights. Please read them before signing.

- **Do not fill in any other areas on the Request for Live Scan Applicant Submission Form.**
- **Verify that the Live Scan Operator has entered the correct information before transmitting. If results come back as "Name search" or "Name check", this is not a valid result and the Live Scan will have to be repeated.**
- **Verify that the Live Scan Operator has entered the ATI No. in the bottom portion of the Request for Live Scan Service Applicant Submission Form.**
- **Applicants' fingerprints will be retained by the CA DOJ and searched against other fingerprints on file, including latent fingerprints.**
- **Applicants have the right to obtain a copy of their criminal history record (if any), to challenge the accuracy and completeness of their record, and to obtain a determination as to the validity of their record before the agency makes a final determination concerning their eligibility for certification. If interested, please visit the CA DOJ website, *Criminal Records - Request your own*, and follow the directions to view and or challenge your criminal record.**



REQUEST FOR LIVE SCAN SERVICE

Applicant Submission

A0705

ORI (Code assigned by DOJ)

Emergency Medical Technician - License/Certification

Authorized Applicant Type

Emergency Medical Technician

Type of License/Certification/Permit OR Working Title (Maximum 30 characters - if assigned by DOJ, use exact title assigned)

Contributing Agency Information:

San Luis Obispo County EMS Agency

Agency Authorized to Receive Criminal Record Information

07046

Mail Code (five-digit code assigned by DOJ)

2995 McMillan Ave., Ste. #178

Street Address or P.O. Box

Administrative Assistant

Contact Name (mandatory for all school submissions)

San Luis Obispo

CA

93401

City

State

ZIP Code

(805) 788-2519

Contact Telephone Number

Applicant Information:

Last Name

First Name

Middle Initial

Suffix

Other Name: (AKA or Alias)

Last Name

First Name

Suffix

Date of Birth Sex ☐ Male ☐ Female ☐ Nonbinary/Unspecified

Driver's License Number

Height Weight Eye Color Hair Color

Billing

Number N/A

(Agency Billing Number)

Place of Birth (State or Country) Social Security Number

Misc.

Number N/A

(Other Identification Number)

Home

Address Street Address or P.O. Box

City

State

ZIP Code

I have received and read the included Privacy Notice, Privacy Act Statement, and Applicant's Privacy Rights.

Applicant Signature

Date

Your Number: N/A

OCA Number (Agency Identifying Number)

Level of Service: ☒ DOJ ☒ FBI

(If the Level of Service indicates FBI, the fingerprints will be used to check the criminal history record information of the FBI.)

If re-submission, list original ATI number:

Original ATI Number

(Must provide proof of rejection)

Employer (Additional response for agencies specified by statute):

State Emergency Medical Services Authority

Employer Name

11120 International Drive, Ste. 200

Street Address or P.O. Box

+1 (911) 632-2433

Telephone Number (optional)

Rancho Cordova

CA

95670

02531

City

State

ZIP Code

Mail Code (five digit code assigned by DOJ)

Live Scan Transaction Completed By:

Name of Operator

Date

Transmitting Agency

LSID

ATI Number

Amount Collected/Billed



REQUEST FOR LIVE SCAN SERVICE

Privacy Notice

As Required by Civil Code § 1798.17

Collection and Use of Personal Information. The California Justice Information Services (CJIS) Division in the Department of Justice (DOJ) collects the information requested on this form as authorized by Business and Professions Code sections 4600-4621, 7574-7574.16, 26050-26059, 11340-11346, and 22440-22449; Penal Code sections 11100-11112, and 11077.1; Health and Safety Code sections 1522, 1416.20-1416.50, 1569.10-1569.24, 1596.80-1596.879, 1725-1742, and 18050-18055; Family Code sections 8700-87200, 8800-8823, and 8900-8925; Financial Code sections 1300-1301, 22100-22112, 17200-17215, and 28122-28124; Education Code sections 44330-44355; Welfare and Institutions Code sections 9710-9719.5, 14043-14045, 4684-4689.8, and 16500-16523.1; and other various state statutes and regulations. The CJIS Division uses this information to process requests of authorized entities that want to obtain information as to the existence and content of a record of state or federal convictions to help determine suitability for employment, or volunteer work with children, elderly, or disabled; or for adoption or purposes of a license, certification, or permit. In addition, any personal information collected by state agencies is subject to the limitations in the Information Practices Act and state policy. The DOJ's general privacy policy is available at <http://oag.ca.gov/privacy-policy>.

Providing Personal Information. All the personal information requested in the form must be provided. Failure to provide all the necessary information will result in delays and/or the rejection of your request.

Access to Your Information. You may review the records maintained by the CJIS Division in the DOJ that contain your personal information, as permitted by the Information Practices Act. See below for contact information.

Possible Disclosure of Personal Information. In order to process applications pertaining to Live Scan service to help determine the suitability of a person applying for a license, employment, or a volunteer position working with children, the elderly, or the disabled, we may need to share the information you give us with authorized applicant agencies.

The information you provide may also be disclosed in the following circumstances:

- With other persons or agencies where necessary to perform their legal duties, and their use of your information is compatible and complies with state law, such as for investigations or for licensing, certification, or regulatory purposes.
- To another government agency as required by state or federal law.

Contact Information. 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



REQUEST FOR LIVE SCAN SERVICE

Privacy Act Statement

Authority. The FBI's acquisition, preservation, and exchange of fingerprints and associated information is generally authorized under 28 U.S.C. 534. Depending on the nature of your application, supplemental authorities include Federal statutes, State statutes pursuant to Pub. L. 92-544, Presidential Executive Orders, and federal regulations. Providing your fingerprints and associated information is voluntary; however, failure to do so may affect completion or approval of your application.

Principal Purpose. Certain determinations, such as employment, licensing, and security clearances, may be predicated on fingerprint-based background checks. Your fingerprints and associated information/biometrics may be provided to the employing, investigating, or otherwise responsible agency, and/or the FBI for the purpose of comparing your fingerprints to other fingerprints in the FBI's Next Generation Identification (NGI) system or its successor systems (including civil, criminal, and latent fingerprint repositories) or other available records of the employing, investigating, or otherwise responsible agency. The FBI may retain your fingerprints and associated information/biometrics in NGI after the completion of this application and, while retained, your fingerprints may continue to be compared against other fingerprints submitted to or retained by NGI.

Routine Uses. During the processing of this application and for as long thereafter as your fingerprints and associated information/biometrics are retained in NGI, your information may be disclosed pursuant to your consent, and may be disclosed without your consent as permitted by the Privacy Act of 1974 and all applicable Routine Uses as may be published at any time in the Federal Register, including the Routine Uses for the NGI system and the FBI's Blanket Routine Uses. Routine uses include, but are not limited to, disclosures to: employing, governmental, or authorized non-governmental agencies responsible for employment, contracting, licensing, security clearances, and other suitability determinations; local, state, tribal, or federal law enforcement agencies; criminal justice agencies; and agencies responsible for national security or public safety.



REQUEST FOR LIVE SCAN SERVICE

Noncriminal Justice Applicant's Privacy Rights

As an applicant who is the subject of a national fingerprint-based criminal history record check for a noncriminal justice purpose (such as an application for employment or a license, an immigration or naturalization matter, security clearance, or adoption), you have certain rights which are discussed below.

- You must be provided written notification¹ that your fingerprints will be used to check the criminal history records of the FBI.
- You must be provided, and acknowledge receipt of, an adequate Privacy Act Statement when you submit your fingerprints and associated personal information. This Privacy Act Statement should explain the authority for collecting your information and how your information will be used, retained, and shared.²
- If you have a criminal history record, the officials making a determination of your suitability for the employment, license, or other benefit must provide you the opportunity to complete or challenge the accuracy of the information in the record.
- The officials must advise you that the procedures for obtaining a change, correction, or update of your criminal history record are set forth at Title 28, Code of Federal Regulations (CFR), Section 16.34.
- If you have a criminal history record, you should be afforded a reasonable amount of time to correct or complete the record (or decline to do so) before the officials deny you the employment, license, or other benefit based on information in the criminal history record.³

You have the right to expect that officials receiving the results of the criminal history record check will use it only for authorized purposes and will not retain or disseminate it in violation of federal statute, regulation or executive order, or rule, procedure or standard established by the National Crime Prevention and Privacy Compact Council.⁴

If agency policy permits, the officials may provide you with a copy of your FBI criminal history record for review and possible challenge. If agency policy does not permit it to provide you a copy of the record, you may obtain a copy of the record by submitting fingerprints and a fee to the FBI. Information regarding this process may be obtained at <https://www.fbi.gov/services/cjis/identity-history-summary-checks>.

If you decide to challenge the accuracy or completeness of your FBI criminal history record, you should send your challenge to the agency that contributed the questioned information to the FBI. Alternatively, you may send your challenge directly to the FBI. The FBI will then forward your challenge to the agency that contributed the questioned information and request the agency to verify or correct the challenged entry. Upon receipt of an official communication from that agency, the FBI will make any necessary changes/corrections to your record in accordance with the information supplied by that agency. (See 28 CFR 16.30 through 16.34.) You can find additional information on the FBI website at <https://www.fbi.gov/about-us/cjis/background-checks>.

¹ Written notification includes electronic notification, but excludes oral notification

² <https://www.fbi.gov/services/cjis/compact-council/privacy-act-statement>

³ See 28 CFR 50.12(b)

⁴ See U.S.C. 552a(b); 28 U.S.C. 534(b); 34 U.S.C. § 40316 (formerly cited as 42 U.S.C. § 14616), Article IV(c)



Fact Sheet

FBI Fingerprint Rejections and Name Check Activities

When an applicant's fingerprints are rejected due to poor quality, the applicant should fingerprint as a resubmission. There are no fingerprint fees charged for a resubmission. The live scan vendor might charge a fingerprint rolling fee.

Instructions for Agency receiving rejection notice:

1. Provide the applicant a copy of the rejection notice. Some live scan sites require proof of the rejection to re-fingerprint the applicant.
2. Advise the applicant that all information (data) on the resubmission must match the original submission; including the same ATI from the previous transaction. The rejection notice has instructions for resubmission.

Resubmission Instructions for the Applicant/ Live Scan operator:

1. Ensure the Live Scan operator enters the second transaction as a resubmission, utilizing the ATI in the OATI field, and all original identifying information (DOB, App Type, etc.) from the previously rejected transaction. (**Note:** There is generally no charge for a resubmission.)
2. The applicant must review all identifying information (ATI, DOB, App Type, etc.) in the resubmission to ensure it is the same as in the initial transaction.
3. If the resubmission (above) is rejected for poor quality and the identifying information was consistent, a "Name Check" may be performed by the FBI.

Please Note: A resubmission cannot be used to correct erroneous information on background check results.

Second Rejection (after resubmission, above)

If fingerprints are rejected for poor quality after resubmission, and the FBI provides results titled "FBI Name Check", they cannot be accepted for the following reasons

1. An FBI name check does not fulfil the CORI background check requirements for EMT, AEMT or Paramedic.
2. An FBI name check does not rely on biometric linked (fingerprint) results for verification.

After a second rejection and/or reception of "Name Check" results, it is recommended the applicant follow the instructions for completing a hard copy fingerprint card and mail it directly to the DOJ for processing.

If you receive a rejection and are unsure of the reason, visit <https://oag.ca.gov/fingerprints/agencies> for contact information to submit an inquiry.