

**NOTICE OF FORM CHANGE NO. 04-270**

DATE

09/17/2004

**TO:**  
County Welfare Director  
Supply Clerk / Forms Coordinator

**FROM:**  
Forms Management Unit  
(916) 657-1907

Community Care Licensing District Offices  
 Private and Public Adoption Agencies

District Attorney  
 Other

Listed below is information regarding a form change. Only applicable information is shown.

This notice updates your Department of Social Services County Forms Catalog.

FORM NUMBER AND TITLE LIC 9194 (9/04) - Live Scan Instructions For State Licensed Facilities

ORDER UNIT <b>MASTER ONLY</b>	<input checked="" type="checkbox"/> Free <input type="checkbox"/> Sold	ESTIMATED PRICE	INITIAL SUPPLY SENT <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
<input type="checkbox"/> New <input checked="" type="checkbox"/> Revised	DATE OF FORM 9/04	REPLACES 3/01	<input type="checkbox"/> Obsolete
REQUIRED FORM- <input checked="" type="checkbox"/> No Change Permitted	REQUIRED FORM- <input type="checkbox"/> Substitute Permitted With Prior DSS Approval	<input type="checkbox"/> Recommended Form	
UNLESS OTHERWISE SPECIFIED STOCK MAINTAINED AT: <b>Department of Social Services Warehouse P.O. Box 980788 West Sacramento, CA 95798-0788</b>		<input type="checkbox"/> Other:	

**FORMS DISPOSITION AND SPECIAL INSTRUCTIONS**

DISPOSITION OF OLD SUPPLY

Use until exhausted  Destroy

USE NEW FORM

When supply available in DSS Warehouse  Use new form effective 9/04

USE FORM IN ACCORDANCE WITH

All County Letter No.  
 Other (specify)

ADDITIONAL INFORMATION REGARDING FORM CHANGE

Attached is a Reproducible Copy

This form is now a one-page document.

Check on the internet to see if forms are available at [www.dss.cahwnet.gov](http://www.dss.cahwnet.gov)

For camera-ready copies of English and Spanish forms, please call the Forms Management Unit (FMU) at (916) 657-1907, or by electronic mail at: [fmudss@dss.ca.gov](mailto:fmudss@dss.ca.gov). Contact Language Services for other languages at (916) 445-6778 or by electronic mail at [LTS@dss.ca.gov](mailto:LTS@dss.ca.gov).

## LIVE SCAN INSTRUCTIONS FOR STATE LICENSED FACILITIES

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### LIVE SCAN FINGER IMAGING:

The rolling of fingerprints using ink and a fingerprint card has been replaced by Live Scan technology. Live Scan electronically transfers images of your fingerprints and personal information to the Department of Justice (DOJ). Live Scan sites located in Community Care Licensing (CCL) regional offices automatically generate a DOJ, an FBI and (if needed), a Child Abuse Central Index (CACI) check.

Live Scan finger imaging terminals, operated by independent Live Scan vendors, are located in all Community Care Licensing regional offices. DOJ Live Scan sites, conveniently located throughout California, may also be used. Visit the DOJ Live Scan web site at <http://caag.state.ca.us/app/livescan.htm> for Live Scan locations. Live Scan vendors located at a CCL regional office charge a transmission fee which may be different than Live Scan vendors in other locations. Organizations interested in setting up a billing account with a Live Scan vendor located in a CCL regional office may call 1-800-315-4507. Organizations interested in setting up an account with DOJ may call (916) 277-3834.

### HOW TO SCHEDULE:

- Complete the Live Scan form (LIC 9163) that was included in the packet with your application letter. You may also obtain a Live Scan form on our web site at <http://www.dss.cahwnet.gov/pdf/LIC9163.PDF>
- Call the Live Scan vendor at 1-800-315-4507 to schedule an appointment. When you call, the scheduler will ask for the information on the Live Scan form. An appointment will be made for you at your local licensing regional office. **An appointment must be made with the Live Scan vendor before you arrive at the regional office.**

### THE LIVE SCAN PROCESS:

- When you arrive for your scheduled appointment, the operator will already have the information you provided the scheduler entered in the computer. The operator will then scan your fingerprints.
- The Live Scan operator will collect the Department of Justice, FBI and, if applicable, CACI processing fee as well as the scanning fee. A current fee schedule can be found on our website at [http://cclid.ca.gov/res/pdf/live\\_scan\\_fees.pdf](http://cclid.ca.gov/res/pdf/live_scan_fees.pdf)
- After successfully recording the images, your fingerprints and your information will be electronically transmitted to the Department of Justice for processing.
- Department of Justice will electronically send the results of the fingerprint check to CCL.