



GUIDELINES FOR COMPLETING BCIA 8016CUS REQUEST FOR LIVE SCAN SERVICE (Custodian of Records)

Applicant Submission

CA0349400 1	CUSTDN RECORDS 11102.2 PC 2
ORI (Code assigned by DOJ)	Authorized Applicant Type
CUSTODIAN OF RECORDS 3	
Type of License/Certification/Permit <u>OR</u> Working Title (Maximum 30 characters - if assigned by DOJ, use exact title assigned)	
Contributing Agency Information:	
DEPARTMENT OF JUSTICE 4	15798 5
Agency Authorized to Receive Criminal Record Information	Mail Code (five-digit code assigned by DOJ)
P.O. Box 903417	6
Street Address or P.O. Box	Contact Name (mandatory for all school submissions)
SACRAMENTO CA 94203-4170	7
City State ZIP Code	Contact Telephone Number

Applicant Information:

8	
Last Name	First Name Middle Initial Suffix
Other Name (AKA or Alias) Last	First Suffix
Date of Birth Sex <input type="checkbox"/> Male <input type="checkbox"/> Female	Driver's License Number
Height Weight Eye Color Hair Color	Billing Number 10
Place of Birth (State or Country) Social Security Number	Misc. Number (Other Identification Number)
Home Address 9	City State ZIP Code

Your Number: 11	Level of Service: <input type="checkbox"/> DOJ <input type="checkbox"/> FBI 12
OCA Number (Agency Identifying Number)	

If re-submission, list original ATI number: (Must provide proof of rejection)	13 Original ATI Number
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Employer (Additional response for agencies specified by statute): 14	
Employer Name	Mail Code (five digit code assigned by DOJ)
Street Address or P.O. Box	
City State ZIP Code	Telephone Number (optional)

Live Scan Transaction Completed By:			
Name of Operator	Date		
Transmitting Agency	LSID	ATI Number	Amount Collected/Billed



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FIELD	INSTRUCTIONS
1) ORI (Originating Agency Identifier)	This is DOJ's number utilized for Custodian of Records submissions. DO NOT MODIFY
2) Authorized Applicant Type	The authorized application type is CUSTDN RECORDS 11102.2 PC. DO NOT MODIFY
3) Type of License/Certification/Permit OR Job Title	The authorized job title is CUSTODIAN OF RECORDS. DO NOT MODIFY
4) Contributing Agency Information	This is the DOJ's address information utilized for Custodian of Records submissions. DO NOT MODIFY
5) Mail Code	This is the DOJ's mail code number designated for Custodian of Records submissions. DO NOT MODIFY
6) Contact Name	This field is not utilized for Custodian of Records submissions and should be left blank. DO NOT MODIFY
7) Contact Telephone Number	This field is not utilized for Custodian of Records submissions and should be left blank. DO NOT MODIFY
8) Applicant Information	Enter the requested information ** A Misc. Number, accepted in lieu of a California Driver's License, is an out-of-state driver's license, passport, green card, or military ID.
9) Home Address	The applicant's home address is mandatory for applicants requiring a Child Abuse Central Index (CACI) check and where statute requires a notification to the applicant as well as the agency.
10) Billing Number (Agency Billing Number)	If the agency has been assigned a billing number by the DOJ, that number should be entered here. If the agency does not have a billing number, the applicant should be prepared to pay all fees associated with the transaction directly to the Live Scan Operator and the Live Scan Site's billing code must be entered.
11) Your Number (OCA or Agency Identifying Number)	Some agencies assign a unique number to each applicant. A field is provided for this number for the agency's convenience to help match the response to the correct applicant. (This can be helpful if you have applicants with similar names.)
12) Level of Service	The California and FBI level of service are required for Custodian of Records submissions. DO NOT MODIFY
13) Original ATI Number (Applicant Transaction Identifier)	FOR RE-SUBMISSIONS ONLY. The ATI is recorded on the last line of the Live Scan Request form by the Live Scan Operator when the transaction is completed. If the applicant's fingerprints were previously rejected and are being re-submitted, the ATI from the ORIGINAL Live Scan Request form must be included or the agency will be charged for the transaction. If the applicant's fingerprints are rejected a second time and the ATI is not included, the California name check will not be automatic.
14) Employer	This section is REQUIRED for Custodian of Records submissions. Enter your agency's name and current DOJ ORI in the Employer Name field. Enter your agency's address, city, state, zip code, and your contact telephone number in the remaining fields. In addition, if your agency has a mail code, please provide the five-digit code.