

CALIFORNIA DEPARTMENT OF JUSTICE



Fingerprint Rolling Certification Program

Reference Handbook
(Penal Code Section 11102.1)

January 2009

TABLE OF CONTENTS

Fingerprint Rolling Certification Program – Introduction.....	1
Processing Procedures.....	2
Individual’s Responsibility - Prior to Certification.....	3
Individual’s Responsibility - After Certification.....	5
Individual’s Responsibility – Validate Identification	6
Individual’s Responsibility – Electronic Submission.....	8

Appendix:

Attachment 1: Disqualifying Offenses

Attachment 2: FRCP Process Flowchart

- Application for Certification form (BCIA 8372) - [Available on-line](#)
- Request for Live Scan Service form (BCII 8016) - [Available on-line](#)
- Program Regulations - [Available on-line](#)

Fingerprint Rolling Certification Program

California Penal Code section 11102.1 mandated the Department of Justice (DOJ) to establish, implement, and maintain a certification program to process fingerprint-based criminal offender record information (CORI) background checks on individuals who roll applicant fingerprint impressions for licensure, certification, or employment purposes, and requires those individuals to be certified. The DOJ will not accept fingerprint impressions unless they were rolled by an individual certified under the DOJ's Fingerprint Rolling Certification Program (FRCP). Law enforcement personnel and state employees who have received training pertaining to applicant fingerprint rolling and have undergone a Criminal Offender Record Information (CORI) background investigation are exempt from the requirements of this section while in the performance of their official duties.

Penal Code (PC) section 11102.1 seeks to protect California's criminal history information from fraud and unauthorized access by certifying individuals who roll applicant fingerprint impressions. Furthermore, PC section 11102.1 provides a safeguard against data corruption and protects the credibility of the state's criminal history database by requiring the certification of individuals who roll applicant fingerprint impressions.

Law enforcement personnel, state employees and employees of tribal gaming agencies are exempt from the requirements of this section while in the performance of their official duties.

Fingerprint Rolling Certification Program

Processing Procedures

Applicants for fingerprint roller certification must print out 3 copies of the Request for Live Scan Service form (BCII 8016) and take it to an authorized law enforcement or state agency for fingerprinting services.

Applicants must be at least 18 years of age and a legal resident of California at the time of certification.

Upon receipt of the Application for Certification form (BCIA 8372), together with a copy of a Request for Live Scan Service form (BCII 8016) indicating that the fingerprints were electronically sent to the DOJ, and appropriate processing fees, the Fingerprint Rolling Certification Program (FRCP) will begin processing the application. After successful completion of the application review process and criminal background check, the individual will receive an approval letter and certificate from the FRCP. The letter will contain a confidential certification number and will serve as confirmation that the individual has been certified by the FRCP to take fingerprint impressions of applicants for licensure, certification, and employment purposes. This is a one-time process and the certificate issued remains in effect until it is surrendered, revoked, or suspended for cause.

If an application is denied, the FRCP will provide the applicant with a written notice which will specify all causes on which the denial is based. The applicant will also be provided with instructions on how to appeal this decision if they believe a reconsideration of the denial is warranted.

The DOJ will retain the individual fingerprint images for subsequent arrest notification purposes pursuant to Penal Code section 11105.2. If the FRCP receives a subsequent arrest notification and a disqualifying event involving a certified fingerprint roller occurs, the certificate will be revoked.

Individual's Responsibility

Prior to Certification

Individual's requesting certification to take fingerprint impressions for criminal offender record information (CORI) clearances for licensure, certification, and employment purposes must comply with the following:

1. Review the pre-certification materials (Reference Handbook)
2. Print out 3 copies of the Request for Live Scan Service form (BCII 8016)
3. Complete the Application for Certification form (BCIA 8372). This application must be notarized, signed, and dated attesting to the fact that the applicant has read the pre-certification materials.
4. Submit fingerprints via Live Scan**

When transmitting fingerprints via Live Scan, fees must be paid directly to the law enforcement or state agency providing the fingerprinting services. The total processing fees for a Fingerprint Rolling Certification equals \$76. (\$32 for the California background check, \$19 for the Federal background check, and a certification fee of \$25). **Please Note: Fees are not refundable.**

** Submitting Fingerprints via Live Scan

For this type of Certification, you **MUST** get fingerprinted at an authorized local law enforcement agency or state agency's Live Scan site that provides fingerprinting services to the public. Failure to do so will result in your Application being rejected and the need to obtain a new background check with all associated fees payable by the applicant.

To find an authorized Live Scan site nearest you, hours of operation and fees for fingerprinting services, please click on this link [List of Applicant Live Scan Sites](#). Authorized sites are identified on this page by an asterisk (*) listed next to the Live Scan site number (Example LSID 949*). If you are still unsure if either a law enforcement or state agency's Live Scan site qualifies as an authorized site, contact the Fingerprint Rolling Certification Program via e-mail to fpcert@doj.ca.gov.

The Request for Live Scan Service form (BCII 8016) must be submitted to the agency providing the live scan service. The Fingerprint Rolling Certification processing fee of \$76 is to be paid to the law enforcement or state agency

where the live scan services are obtained. Applicants are encouraged to contact the agency to determine if an appointment for fingerprinting is required, what **additional** fees may be charged for the fingerprint rolling services, and the acceptable method of payment.

5. After the live scan services are performed, the applicant will receive a copy of the Request for Live Scan Service form (BCII 8016). Submit the notarized Application for Certification form (BCIA 8372) and the copy of the Request for Live Scan Service form (BCII 8016) to the FRCP at the address designated on the Certification form for final processing.

Individual's Responsibility

After Certification

Upon receipt of the required documents, and after the successful completion of the application review and background check, the individual will receive the following materials via mail:

- Letter of Approval
- Certificate (to be displayed at place of business)
- Copy of the Department of Motor Vehicles pamphlet "Is It Valid?"
- Live Scan Fingerprinting Techniques and Fingerprint Patterns

The letter of approval will contain the individual's confidential certification number and will serve as confirmation that the individual has been certified to take fingerprint impressions for licensure, certification, and employment purposes. The certification number is **confidential** and should be stored in a secure location.

The certification number should not be shared with any other individual. The certificate issued by the FRCP should be displayed in plain view at the place of business, indicating to individuals who need fingerprinting services that a person certified to roll fingerprint impressions can be found at that business location.

(Note: A certified fingerprint roller may not, however, provide fingerprinting services for individuals applying to become certified fingerprint rollers.)

If, for any reason, your certification letter containing your confidential certification number or your certificate is lost, stolen, or damaged, you may contact the FRCP via e-mail at fpcert@doj.ca.gov to find out the necessary procedures to request a duplicate. The cost for a duplicate letter of approval and certification is \$5.00.

Individual's Responsibility

Validate Identification

Prior to rolling fingerprint impressions, it is imperative that the identity of the applicant be established. It is the responsibility of the certified fingerprint roller to check the identification of individuals being fingerprinted. A valid photographic identification must be presented by the applicant and checked closely by the certified fingerprint roller taking the fingerprint impressions. This ensures that the applicant's identity is validated against proper identification which results in accurate information submitted to the DOJ.

Please refer to the copy of the pamphlet "Is It Valid?" by the Department of Motor Vehicles included with the approved certification materials.

Also, please note that recently, the National Crime Prevention and Privacy Compact Council, a 15-member body of local, state, and federal governmental officials issued a guide for use in determining what a Valid ID constitutes outlined in primary & secondary forms of identification. The DOJ requires certified fingerprint rollers accept only current, valid, and unexpired picture identification documents as a primary valid identification. As such, a certified fingerprint roller must examine the photo identification presented to ensure all of the following:

- The personal descriptor information (name, gender, date of birth, etc.) matches the information provided on the "Request for Live Scan Service" form (BCII 8016);
- The expiration date has not elapsed; and,
- The photograph reasonably resembles the Applicant's physical appearance.

Acceptable **Primary** forms of photo identification include any of the following:

- California Driver's License
- Department of Motor Vehicles Identification Card
- Out-of-State Driver's License

However, in the absence of a primary form of identification, a certified fingerprint roller may accept one or more of the following as **Secondary** forms of Identification, **but only with two of the supplemental documents noted on the next page:**

- State Government Issued Certificate of Birth
- U.S. Active Duty/Retiree/Reservist Military Identification Card (000 10-2)

- U.S. Passport
- Federal Government Personal Identity Verification Card (PIV)
- Department of Defense Common Access Card
- U.S. Tribal or Bureau of Indian Affairs Identification Card
- Social Security Card
- Court Order for Name Change/Gender Change/Adoption/ Divorce
- Marriage Certificate (Government Certificate Issued)
- U.S. Government Issued Consular Report of Birth Abroad 3
- Foreign Passport with Appropriate Immigration Document(s)\
- Certificate of Citizenship (N560)
- Certificate of Naturalization (N550)
- INS I-551 Resident Alien Card Issued Since 1997
- INS 1-688 Temporary Resident Identification Card
- INS I-688B, I-766 Employment Authorization Card

Please note: When validating the authenticity of secondary identification documents and forms, the data and information need to be supported by at least two of the following
Supplemental documents:

- Utility Bill (Address)
- Jurisdictional Voter Registration Card
- Vehicle Registration Card/Title
- Paycheck Stub with Name/Address
- Jurisdictional Public Assistance Card
- Spouse/Parent Affidavit
- Cancelled Check or Bank Statement
- Mortgage Documents

When supplemental documentation does not support the validation of the original identification documents, the certified fingerprint roller should not accept the form of identification as valid and not fingerprint the applicant.

Individual's Responsibility

Electronic Submission (Live Scan Device)

When rolling fingerprint impressions via live scan, the certified fingerprint roller is required to enter his/her unique certification number into the Live Scan device.

Live Scan devices allow the electronic submission of applicant fingerprint images and related information to the DOJ. Live Scan technology replaces the process of recording an individual's fingerprint pattern manually through a rolling process using ink and a hard fingerprint card. Fingerprint images are digitized through an electronic process enabling the electronic transfer of the fingerprint image data, in combination with personal descriptor information, to central computers at the DOJ. This electronic transfer of information drastically reduces the submission timeframes. Previously, days were needed to send hard fingerprint cards via the United States Postal Service.

Live Scan devices are designed so fingerprint techniques and procedures are very similar to inked fingerprinting. A major advantage of electronic fingerprinting is that a scanned fingerprint image can be reviewed and re-scanned if the captured image is unsatisfactory. Live scan devices have other system capabilities which further enhance its performance. For information on the requirements for establishing a live scan connection to the DOJ, please contact the Client Services Program at (916) 227-3332.

Attachment 1

Fingerprint Rolling Certification Program

Disqualifying Offenses

Any felony conviction will be grounds for denial of issuance or revocation of a fingerprint roller certificate. [Authority: Penal Code Section §11102.1 (f)].

and/or

Any other state or federal convictions involving dishonesty or "moral turpitude" [*People v. Castro* (1985) 38 Cal. 3d 301], provided that the crimes are substantially related to qualifications, functions, or duties of a person engaged in the business of rolling fingerprint impressions may be grounds for denial of issuance or revocation of a fingerprint roller certificate.

Possible Disqualifying Offenses

Including but not limited to:

- Bribery (Penal Code §§ 67, 67.5(b), 68)
- Embezzlement (Penal Code §501)
- Engaging in a money transmittal business without a license (Financial Code § 1823)
- Extortion (Penal Code § 518)
- Grand theft crimes (Penal Code §§ 487a, 487b, 487c, 487d, 487e, 487g, 487h)
- Insurance fraud (Insurance Code §§ 548, 549, 550)
- Medi-Cal fraud (Welfare & Institutions Code § 14107)
- Receiving stolen property (Penal Code § 496)
- Welfare fraud (Welfare & Institutions Code § 11483)
- Theft or forgery of an access card (Penal Code §§ 484e, 484f)
- Use of an access card unlawfully obtained or false representation of card ownership (Penal Code § 484g)
- Furnishing by a retailer of cash, goods, services or other things of value upon presentation of a card the retailer knows to be false (Penal Code § 484h)
- Unlawful possession of incomplete access card (Penal Code § 484i)
- Publication of access card, number or code with intent to defraud another (Penal § 484j)

Fingerprint Rolling Certification Program (FRCP) Application Process

Statutory Authority – Mandatory - Penal Code section 11102.1

