California Department of Justice **CALIFORNIA JUSTICE** INFORMATION SERVICES DIVISION



INFORMATION BULLETIN

Gary Cooper, Director Subject: 08-05-BCII Process for Requesting a Name Check for Persons Date: Unable to Submit Fingerprints 07-18-08

Contact for information: Applicant Information Section 916-227-3823

TO: ALL CALIFORNIA APPLICANT PROCESSING AGENCIES

California Penal Code section 11105.7 allows the Department of Justice (DOJ) to conduct a nonfingerprint based name check for employment, certification or licensing when DOJ determines the person is unable to provide legible fingerprints.

Under normal circumstances, a person's fingerprints must be rejected twice due to poor quality before DOJ will conduct a name check. There are many individuals however, such as amputees, who are physically incapable of providing any images (legible or not). For those individuals, DOJ has implemented a process to conduct a name check upon receipt of verification of the person's inability to provide fingerprints.

To standardize the process, the attached form BCII 9010 was developed. The BCII 9010 may be used only when the applicant cannot provide any fingerprint images at all. The form is available on the Attorney General's website at: http://ag.ca.gov/fingerprints/agencies.php in an Americans with Disabilities Act-compliant format that may be completed and printed.

After completing all the requested information on the form, the applicant must take the form to a law enforcement agency. The law enforcement official will verify that the individual cannot be fingerprinted. The form submitted to DOJ must have the original signature of the law enforcement official. Failure to have a law enforcement official verify the individual's inability to provide fingerprint images will result in the applicant agency being notified of DOJ's denial of the request.

Law Enforcement Agencies: The Department of Justice is asking that you please confirm the individual's identity, complete and sign the bottom portion of the form. Return the completed form to the applicant so that he or she can complete the process.

If you have any questions, please contact the Applicant Information Section at 916-227-3823.

Sincerely,

GARY COOPER, Director California Justice Information Services Division

For EDMUND G. BROWN JR. Attorney General

STATE OF CALIFORNIA DEPARTMENT OF JUSTICE

REQUEST FOR DOJ NAME CHECK

(Per Penal Code Section 11105.7)

BCII 9010 (orig. 6/08)

California Department of Justice
Bureau of Criminal Identification and Information
Applicant Processing Program
P.O. Box 903417
Sacramento, CA 94203-4170

This form is only to be used to request a name check if the applicant is unable to provide any fingerprint images at all. If the applicant can provide one or more fingerprint images, regardless of quality, he or she must do so.

INSTRUCTIONS: Please type or print clearly all information, then take to a law enforcement agency for verification, along with valid photo identification. Illegible or incomplete information may result in processing delays or denial of your request. Once verified and signed by law enforcement, mail this form, along with appropriate fees, to the above address. If this request is denied, the applicant agency will be notified.

| LAST FIRST MIDDLE APPLICANT'S ADDRESS: STREET CITY STATE ZIP CODE PERSONAL DESCRIPTORS: Aliases: Date of Birth (DOB): US Citizen (CTZ): (Yes/No) California Driver's License No. (CDL): Armed Forces No. (MNU): Social Security No. (SSN): Miscellaneous No. (MNU): Sex: Male Female | 3 7 | | | | |
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