

REQUEST FOR LIVE SCAN SERVICE
Applicant Submission

ORI: <u>A0083</u> Code assigned by DOJ	Type of Application: <u>Bank License Per H J FC</u>
Job Title or Type of License, Certification or Permit: <u>Bank Officer / Director</u>	

Agency Address Set Contributing Agency: Financial Institutions - Business Oversight		<u>04899</u> Mail Code (five digit code assigned by DOJ)
Agency authorized to receive criminal history information		
<u>45 Fremont Street, Suite 1700</u> Street No. Street or P.O. Box		<u>Colin Grant Moser</u> Contact Name (Mandatory for all school submissions)
<u>San Francisco</u> City	<u>CA</u> State	<u>94105-2219</u> Zip Code
		<u>415-263-8561</u> Contact Telephone No.

Name of Applicant: (please print) Last First MI		
Alias: Last First		Driver's License No. _____
Date of Birth: _____	Sex: <input type="checkbox"/> Male <input type="checkbox"/> Female	Misc. No. BIL- <u>N/A</u> Agency Billing Number (if applicable)
Height: _____	Weight: _____	Misc. No: <u>N/A</u>
Eye Color: _____	Hair Color: _____	Home Address: _____ Street or P.O. Box
Place of Birth: _____	City, State and Zip Code	
SOC: _____		

Your Number: _____	Level of Service <input checked="" type="checkbox"/> DOJ <input checked="" type="checkbox"/> FBI/A
If resubmission, list Original ATI No. _____	

Employer: (Additional response for agencies specified by statute)		
<u>N/A</u>		
Employer Name		
<u>N/A</u>		<u>N/A</u>
Street No.	Street or P.O. Box	Mail Code (five digit code assigned by DOJ)
<u>N/A</u>		<u>() N/A</u>
City	State	Zip Code
		Agency Telephone No. (optional)

Live Scan Transaction Completed By: _____ Name of Operator	Date: _____	
Transmitting Agency	ATI No.	Amount Collected/Billed

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<u>N/A</u>	
Employer Name _____	
<u>N/A</u>	
Street No. _____	Street or P.O. Box _____
Street No.	Street or P.O. Box
<u>N/A</u>	
City _____	State _____ Zip Code _____
City	State Zip Code
<u>N/A</u>	
() _____	
Agency Telephone No. (optional)	

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DEPARTMENT OF BUSINESS OVERSIGHT*Ensuring a fair and secure financial services marketplace for all Californians***LIVE SCAN PROCESS INSTRUCTION FORM**

Bank licensees/applicants must submit fingerprints using Live Scan, rather than fingerprint cards, if they're located in California. Live Scan is a system for the electronic submission of fingerprints and automated background checks.

STEP 1

Enter the following information on the Request for Live Scan Service Form. You only need to fill in the data on the first page of the Adobe Acrobat form and the information will automatically fill-in on the other pages.

1. Name of Applicant: Enter Last Name, First Name and Middle Name
2. Alias: Enter any aliases (including any maiden name)
3. Date of Birth
4. Sex
5. Height
6. Weight
7. Eye color
8. Hair color
9. Place of Birth
10. SOC: Enter Social Security Number
11. Driver's Licenses No. (Include the state if not California)
12. Home Address
13. Your Number: Please enter the name of the bank/licensee
14. Level of Services: Do nothing. DOJ and FBI are already checked
15. If resubmission, list Original ATI No.: List the original ATI No. supplied by the Live Scan operator when you originally submitted. Leave blank or write N/A if this is your original submission.

STEP 2

With three copies of the completed Live Scan Form, go to the nearest Live Scan site to have your fingerprints electronically submitted to the Department of Justice (DOJ).

You can get a listing of all Live Scan sites at <http://www.ag.ca.gov/fingerprints>

In the column on the right click on Public Live Scan Sites.

STEP 3

You must pay the Live Scan Operator a \$32 DOJ Processing Fee and a \$17 FBI processing Fee. In addition, you must pay the Live Scan Operator the Live Scan site Processing Fee. This fee, known as the rolling fee, is set by each Live Scan site.

STEP 4

Submit the second copy of the Live Scan Form received from the Live Scan site, signed by the Live Scan Operator and including the ATI number, to the Department of Business Oversight.

1515 K Street, Suite 200
Sacramento, CA 95814-4052
(916) 445-7205

One Sansome Street, Suite 600
San Francisco, CA 94104-4428
(415) 972-8565

320 West 4th Street, Suite 750
Los Angeles, CA 90013-2344
(213) 576-7500

1350 Front Street, Room 2034
San Diego, CA 92101-3697
(619) 525-4233

45 Fremont Street, Suite 1700
San Francisco, CA 94105
(415) 263-8500

300 S. Spring Street, Suite 15513
Los Angeles, CA 90013
(213) 897-2085

7575 Metropolitan Drive, Suite 108
San Diego, CA 92108
(619) 682-7227

DBO's Privacy Notice on Collection

DBO Collects and Uses Personal Information: The DBO collects the information requested on this form as authorized by California Financial Code section 379 and Chapter 1 of Title 10 of the California Code of Regulations. The DBO uses this information to process applications related to entities authorized to engage in business under the Financial Institutions Law. Use of the personal information DBO collects is subject to limitations contained in the Information Practices Act of 1977 and other applicable state and federal laws.

Providing Personal Information Is Mandatory: When providing information or documents, please do not include unrequested personal information such as a Social Security number, driver's license number, or financial information.

DBO May Disclose Your Personal Information: We may share your personal information with other federal and state financial institution regulators, the California Department of Justice, the Federal Bureau of Investigation, or any other law enforcement agency. Your personal information may also be disclosed:

- In response to a Public Records Act request, as allowed by the Information Practices Act.
- To another governmental agency as required by state or federal law.
- In response to a court order or administrative order, a subpoena or a search warrant.

Your Access to Your Personal Information: You may review the records maintained by DBO that contain your personal information. To request access, contact: DBO Privacy Officer, 1515 K Street, Sacramento, CA 95814.