

Volunteer Live Scan Procedure

Live Scan is an automated service that the California Department of Justice (DOJ) provides to the agency (CCC) that requires criminal history background checks from the DOJ and Federal Bureau of Investigation (FBI) as a condition of employment.

Live Scan	Requirement
Form	Complete REQUEST FOR LIVE SCAN SERVICE form BCIA 8016 (Rev. 03/2024) that is provided prefilled by the employing entity.
Location	To locate a Live Scan Service location in California by county, go to this website: https://oag.ca.gov/fingerprints/locations <i>Volunteer must pay the Live Scan operator at the time of service.</i>
Records	When Live Scan is completed, request a copy of the completed REQUEST FOR LIVE SCAN SERVICE from the technician and keep a copy for your records.
Reimbursement	<u>If pre-approved</u> by the local church/school/ministry, the entity <u>may</u> be reimbursed their volunteer.