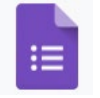


# **HOW TO REQUEST A COPY OF YOUR CRIMINAL RECORD (DEPARTMENT OF JUSTICE RAP SHEET) VIA LIVESCAN**

## **SELF-HELP FORM PACKET**

SHC-CRIM-10 (Rev. 08/24/2026)

# Instructions on How to Get Your CA Department of Justice (DOJ) RAP Sheet and Fingerprint Live Scan



## Step 1: Forms

Fill out the “Request for Live Scan Service” Form BCIA 8016RR (Request for Live Scan Service) and make 2 copies.

You can download a copy at: <https://oag.ca.gov/system/files/media/BCIA-8016RR.pdf>.

This form is also available in Spanish at: <https://oag.ca.gov/system/files/media/bcia-8016rr-spa.pdf>.

## Step 2: Fees

The DOJ charges \$25.00 for a copy of your RAP Sheet. You must also pay a separate fee for Live Scan fingerprinting.



- You may qualify for a fee waiver for the \$25.00 DOJ filing fee, if you receive public assistance or have very low income (separate fingerprinting costs will still be collected). To apply for a fee waiver, fill out this form: <https://oag.ca.gov/fingerprints/record-review/fee-waiver>, print it out and bring it to the Live Scan fingerprinting location that you chose with a valid photo identification.

## Step 3: Fingerprints

Bring your completed “Request for Live Scan Service” form, a valid photo identification and \$25.00 fee (or fee waiver) to any of the approved Live Scan operators listed on the following website:

<https://oag.ca.gov/fingerprints/locations?county=Orange>. Each operator charges their own separate fingerprinting fee.



You may receive your RAP sheet in the mail within a week if there are no matching fingerprints in the DOJ database; however, if there is a match, the RAP sheet must be manually reviewed by a technician, which can take an indeterminate amount of time.

\* If you are living outside of CA, you must submit manual fingerprint cards (Form FD-258). Print out the Application to Obtain Copy of State Summary Criminal History Record at: <https://oag.ca.gov/system/files/media/BCIA-8705.pdf> (also available in Spanish at: <https://oag.ca.gov/system/files/media/BCIA-8705S.pdf>). Please contact your local law enforcement agency for fingerprinting services. Your fingerprint card must contain your full name, date of birth, gender and return mailing address. If you are having difficulty in obtaining a blank fingerprint card, please contact the Record Review Unit of the DOJ at (916) 227-3849.

\*\* If you have a criminal record outside of CA, you will need to request an Identity History Summary from the Federal Bureau of Investigation (FBI). For more information, please visit <https://www.fbi.gov/services/cjis/identity-history-summary-checks>.



## REQUEST FOR LIVE SCAN SERVICE (Record Review or Foreign Adoption)

### Applicant Submission

**CA0349435** Type of Application (Check One Only) ☐ Record Review ☐ Foreign Adoption  
ORI (Code assigned by DOJ)

Reason for Application

### Contributing Agency Information:

**DEPARTMENT OF JUSTICE**

Agency Authorized to Receive Criminal Record Information

**P.O. BOX 160207**

Street Address or P.O. Box

**SACRAMENTO**

City

**CA 95816-0207**

State ZIP Code

**07041**

Mail Code (five-digit code assigned by DOJ)

**RECORD REVIEW UNIT**

Contact Name (mandatory for all school submissions)

**(916) 227-3835**

Contact Telephone Number

### Applicant Information:

Last Name

Other Name

(AKA or Alias)

Last

First Name

Middle Initial

Suffix

First

Suffix

Date of Birth Sex ☐ Male ☐ Female ☐ Nonbinary/Unspecified

Driver's License Number

Height Weight Eye Color Hair Color

Misc. Number (Other Identification Number)

Place of Birth (State or Country) Social Security Number

Telephone Number

Street Address or P.O. Box

City State ZIP Code

I have received and read the included Privacy Notice, Privacy Act Statement, and Applicant's Privacy Rights.

Applicant Signature

Date

Level of Service: ☒ DOJ Only

If re-submission, list original ATI number (Must provide proof of rejection):

Original ATI Number

☐ Foreign Government Embassy: (Mandatory for Foreign Adoption requests pursuant to Penal Code section 11105(c)(12))

☐ Designee -- Do not include Employer: (Optional for individual designated by applicant pursuant to Penal Code section 11124)

Designee or Embassy Name

Street Address or P.O. Box

City State Country ZIP Code Telephone Number

### Live Scan Transaction Completed By:

Name of Operator

Date

Transmitting Agency

LSID

ATI Number

Amount Collected/Billed



## REQUEST FOR LIVE SCAN SERVICE (Record Review or Foreign Adoption)

### Privacy Notice

As Required by Civil Code § 1798.17

**Collection and Use of Personal Information.** The California Justice Information Services (CJIS) Division in the Department of Justice (DOJ) collects the information requested on this form as authorized by Business and Professions Code sections 4600-4621, 7574-7574.16, 26050-26059, 11340-11346, and 22440-22449; Penal Code sections 11100-11112, and 11077.1; Health and Safety Code sections 1522, 1416.20-1416.50, 1569.10-1569.24, 1596.80-1596.879, 1725-1742, and 18050-18055; Family Code sections 8700-8720, 8800-8823, and 8900-8925; Financial Code sections 1300-1301, 22100-22112, 17200-17215, and 28122-28124; Education Code sections 44330-44355; Welfare and Institutions Code sections 9710-9719.5, 14043-14045, 4684-4689.8, and 16500-16523.1; and other various state statutes and regulations. The CJIS Division uses this information to process requests of authorized entities that want to obtain information as to the existence and content of a record of state or federal convictions to help determine suitability for employment, or volunteer work with children, elderly, or disabled; or for adoption or purposes of a license, certification, or permit. In addition, any personal information collected by state agencies is subject to the limitations in the Information Practices Act and state policy. The DOJ's general privacy policy is available at <http://oag.ca.gov/privacy-policy>.

**Providing Personal Information.** All the personal information requested in the form must be provided. Failure to provide all the necessary information will result in delays and/or the rejection of your request.

**Access to Your Information.** You may review the records maintained by the CJIS Division in the DOJ that contain your personal information, as permitted by the Information Practices Act. See below for contact information.

**Possible Disclosure of Personal Information.** In order to process applications pertaining to Live Scan service to help determine the suitability of a person applying for a license, employment, or a volunteer position working with children, the elderly, or the disabled, we may need to share the information you give us with authorized applicant agencies.

The information you provide may also be disclosed in the following circumstances:

- With other persons or agencies where necessary to perform their legal duties, and their use of your information is compatible and complies with state law, such as for investigations or for licensing, certification, or regulatory purposes.
- To another government agency as required by state or federal law.

**Contact Information.** For questions about this notice or access to your records, you may contact the Associate Governmental Program Analyst at the DOJ's Keeper of Records at (916) 210-3310, by email at [keeperofrecords@doj.ca.gov](mailto:keeperofrecords@doj.ca.gov), or by mail at:

Department of Justice  
Bureau of Criminal Information & Analysis  
Keeper of Records  
P.O. Box 903417  
Sacramento, CA 94203-4170



## REQUEST FOR LIVE SCAN SERVICE (Record Review or Foreign Adoption)

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### Privacy Act Statement

**Authority.** The FBI's acquisition, preservation, and exchange of fingerprints and associated information is generally authorized under 28 U.S.C. 534. Depending on the nature of your application, supplemental authorities include Federal statutes, State statutes pursuant to Public Law 92-544, Presidential Executive Orders, and federal regulations. Providing your fingerprints and associated information is voluntary; however, failure to do so may affect completion or approval of your application.

**Principal Purpose.** Certain determinations, such as employment, licensing, and security clearances, may be predicated on fingerprint-based background checks. Your fingerprints and associated information/biometrics may be provided to the employing, investigating, or otherwise responsible agency, and/or the FBI for the purpose of comparing your fingerprints to other fingerprints in the FBI's Next Generation Identification (NGI) system or its successor systems (including civil, criminal, and latent fingerprint repositories) or other available records of the employing, investigating, or otherwise responsible agency. The FBI may retain your fingerprints and associated information/biometrics in NGI after the completion of this application and, while retained, your fingerprints may continue to be compared against other fingerprints submitted to or retained by NGI.

**Routine Uses.** During the processing of this application and for as long thereafter as your fingerprints and associated information/biometrics are retained in NGI, your information may be disclosed pursuant to your consent, and may be disclosed without your consent as permitted by the Privacy Act of 1974 and all applicable Routine Uses as may be published at any time in the Federal Register, including the Routine Uses for the NGI system and the FBI's Blanket Routine Uses. Routine Uses include, but are not limited to, disclosures to: employing, governmental, or authorized non-governmental agencies responsible for employment, contracting, licensing, security clearances, and other suitability determinations; local, state, tribal, or federal law enforcement agencies; criminal justice agencies; and agencies responsible for national security or public safety.



## REQUEST FOR LIVE SCAN SERVICE (Record Review or Foreign Adoption)

### Noncriminal Justice Applicant's Privacy Rights

As an applicant who is the subject of a national fingerprint-based criminal history record check for a noncriminal justice purpose (such as an application for employment or a license, an immigration or naturalization matter, security clearance, or adoption), you have certain rights which are discussed below.

- You must be provided written notification<sup>1</sup> that your fingerprints will be used to check the criminal history records of the FBI.
- You must be provided, and acknowledge receipt of, an adequate Privacy Act Statement when you submit your fingerprints and associated personal information. This Privacy Act Statement should explain the authority for collecting your information and how your information will be used, retained, and shared.<sup>2</sup>
- If you have a criminal history record, the officials making a determination of your suitability for the employment, license, or other benefit must provide you the opportunity to complete or challenge the accuracy of the information in the record.
- The officials must advise you that the procedures for obtaining a change, correction, or update of your criminal history record are set forth at Title 28, Code of Federal Regulations (CFR), Section 16.34.
- If you have a criminal history record, you should be afforded a reasonable amount of time to correct or complete the record (or decline to do so) before the officials deny you the employment, license, or other benefit based on information in the criminal history record.<sup>3</sup>

You have the right to expect that officials receiving the results of the criminal history record check will use it only for authorized purposes and will not retain or disseminate it in violation of federal statute, regulation, or executive order, or rule, procedure, or standard established by the National Crime Prevention and Privacy Compact Council.<sup>4</sup>

If agency policy permits, the officials may provide you with a copy of your FBI criminal history record for review and possible challenge. If agency policy does not permit it to provide you a copy of the record, you may obtain a copy of the record by submitting fingerprints and a fee to the FBI. Information regarding this process may be obtained at <https://www.fbi.gov/services/cjis/identity-history-summary-checks>.

If you decide to challenge the accuracy or completeness of your FBI criminal history record, you should send your challenge to the agency that contributed the questioned information to the FBI. Alternatively, you may send your challenge directly to the FBI. The FBI will then forward your challenge to the agency that contributed the questioned information and request the agency to verify or correct the challenged entry. Upon receipt of an official communication from that agency, the FBI will make any necessary changes/corrections to your record in accordance with the information supplied by that agency. (See 28 CFR 16.30 through 16.34.) *You can find additional information on the FBI website at <https://www.fbi.gov/about-us/cjis/background-checks>.*

<sup>1</sup> Written notification includes electronic notification, but excludes oral notification

<sup>2</sup> <https://www.fbi.gov/services/cjis/compact-council/privacy-act-statement>

<sup>3</sup> See 28 CFR 50.12(b)

<sup>4</sup> See U.S.C. 552a(b); 28 U.S.C. 534(b); 34 U.S.C. § 40316 (formerly cited as 42 U.S.C. § 14616), Article IV(c)