
SUPERIOR COURT OF CALIFORNIA
COUNTY OF ORANGE

Self-Help Services
www.occourts.org/self-help

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

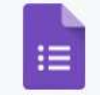
SELF-HELP FORM PACKET



SHC-CRIM-10 (Rev. 08/06/2021)

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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/sites/all/files/agweb/pdfs/fingerprints/forms/bcia_8016RR.pdf. This form is also available in Spanish at: <https://oag.ca.gov/sites/all/files/agweb/pdfs/fingerprints/forms/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.



- a. 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. The fee waiver application is also available in Spanish at: <https://oag.ca.gov/sites/all/files/agweb/pdfs/fingerprints/forms/bcia-8016rr-spa.pdf>.

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/sites/all/files/agweb/pdfs/fingerprints/forms/BCIA_8705.pdf (also available in Spanish at: https://oag.ca.gov/sites/all/files/agweb/pdfs/fingerprints/forms/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

07041 _____
Mail Code (five-digit code assigned by DOJ)

P.O. BOX 903417 _____
Street Address or P.O. Box

RECORD REVIEW UNIT _____
Contact Name (mandatory for all school submissions)

SACRAMENTO _____ **CA** **94203-4170** _____
City State ZIP Code

(916) 227-3835 _____
Contact Telephone Number

Applicant Information:

Last Name _____

First Name _____ Middle Initial _____ Suffix _____

Other Name (AKA or Alias) _____
Last

First _____ Suffix _____

Date of Birth _____ Sex Male Female

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 _____

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 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

Collection and Use of Personal Information. The Record Review Unit in the Department of Justice collects the information requested on this form as authorized by Penal Codes 11121 and 11105(C)(12). The Record Review Unit uses this information to process applications pertaining to Live Scan service for record review or foreign adoption. In addition, any personal information collected by state agencies is subject to the limitations in the Information Practices Act and state policy. The Department of Justice'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.

Access to Your Information. You may review the records maintained by the Record Review Unit in the Department of Justice 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 for record review or foreign adoption, we may need to share the information you give us with other government agencies.

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

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

Contact Information. For questions about this notice or access to your records, you may contact the Record Review Unit via telephone at (916) 227-3835 or by mail at:

Department of Justice
Bureau of Criminal Information & Analysis
Record Review Unit
P.O. Box 903417
Sacramento, CA 94203-4170