





## FACT SHEET

### FINGERPRINTING INFORMATION FOR APPLICANTS AND REQUEST FOR LIVE SCAN FORM

Pursuant to Business and Professions Code §144, all applicants for an Optometrist license are required to furnish the State Board of Optometry (Board) a full set of fingerprints for purposes of conducting criminal history record checks. The Board may obtain and receive, at its discretion, criminal history information from the Department of Justice (DOJ) and the United States Federal Bureau of Investigation (FBI). Failure to submit a full set of fingerprints will make your license ineligible for renewal and may be grounds for discipline by the Board. Fingerprints completed for another agency / bureau are not accepted.

There are two methods available for completing the fingerprint requirement. The first method is Live Scan and must be used for residents of California. The second method for individuals not residing in California is the completion and submission of a fingerprint card (hard card). Instructions for obtaining and completing both methods are found below.

#### Method 1 - Live Scan Process (California residents only)

If you reside in California, you must use a Live Scan service. At the Live Scan site, your fingerprints will be electronically scanned and transmitted immediately to the DOJ and FBI for processing. Begin by following the instructions below.

1. Complete the "Request for Live Scan Service Form" (enclosed).
2. Complete all fields in Applicant Information section on the form and print three copies. Take all three copies of the form to the Live Scan site.

After your fingerprints are scanned:

- The 1st copy of the form is for the Live Scan operator's records.
- The 2nd copy of the form can be sent to the Board via USPS mail. Or, to avoid sending your private information electronically, you can email the ATI# found at the bottom of the form to [OptometryLicensing@dca.ca.gov](mailto:OptometryLicensing@dca.ca.gov).
- The 3rd copy of the form is for your records.

Visit <https://oag.ca.gov/fingerprints/locations> to locate a Live Scan site. Most local law enforcement agencies in California provide Live Scan service. Hours of operation and fees may vary so please contact the Live Scan site directly for information. The Board can only accept Live Scans completed in California.

#### Method 2 – Manual Fingerprint Cards (hard cards, non-California residents only)

For non-California residents who must submit manual fingerprint cards (hard cards), you may submit a request in writing for the 8" x 8" fingerprint cards (FD-258 or BID-7) to the Board at 2450 Del Paso Rd., Suite 105, Sacramento, CA 95834 or by email at [OptometryLicensing@dca.ca.gov](mailto:OptometryLicensing@dca.ca.gov). **You must use the Board's fingerprint cards.** For more information go to the Board's website <http://www.optometry.ca.gov/faqs/fingerprint.shtml>. Instructions for hard card submittal: **You will receive two cards. Please take both hard cards to a qualified fingerprint office, i.e., law enforcement, where they will roll your prints (a fee may be charged). Send both completed cards to the Board of Optometry,** Attn. Fingerprint Coordinator, 2450 Del Paso Rd., Suite 105, Sacramento, CA 95834. Include a check or money order for \$49.00 (Dept. of Justice and FBI fees) if not already paid in BreZE application. Please make checks/ money orders payable to the California State Board of Optometry.

#### Additional Information:

If you are unable to download this form, please contact the Board and request that this form be sent to you.

There is a one-time processing of your fingerprints in order to maintain a current and active California license. The current processing fee is \$49.00 (DOJ - \$32.00, FBI - \$17.00). In addition, a print "rolling" fee of \$5.00 to \$45.00 will be required at the fingerprint site. Since this fee varies widely among locations, you may want to review the cost before going to a Live Scan site. Be sure to check for any restrictions on method of payment, such as cash or money order only or if any appointment is required.

If a requesting agency does not have results within seven days and digital Live Scan fingerprints were submitted, you may use the DOJ's 24-hour automated telephone system to check on your fingerprint status. The phone number is (916) 227-4557. You will need the following information: Your date of birth and the 10-digit ATI (automated Transaction Identifier) number that appears at the bottom of the REQUEST FOR LIVE SCAN SERVICE FORM. The ATI number always appears in the following sequence: 1 letter; 3 numbers; 3 letters and 3 numbers.



## REQUEST FOR LIVE SCAN SERVICE

### 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 8700-87200, 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

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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 Pub. L. 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

### 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>.*

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<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)