

Veterinary Medical Board

2005 Evergreen Street, Suite 2250, Sacramento, CA 95815
Telephone: 916-263-2610 Fax: 916-263-2621 | www.vmb.ca.gov



FINGERPRINTING REQUIREMENTS

Live Scan is a system for the electronic submission of fingerprints for background checks. Pursuant to Penal Code Section 11077.1 fingerprints must be submitted electronically via Live Scan. The Department of Justice has limited statutory authority to issue an exemption to this mandate if an electronic transmission site is regionally unavailable. For more information on how to request an exemption, visit the Attorney General's Office web site at: www.ag.ca.gov/fingerprints/ and download the BCII 9004 - Request for Exemption from Mandatory Electronic Fingerprint Submission Requirement form.

Live Scan requirements are different for veterinarian and RVT applicants:

1. Veterinarians - Live Scan is not required for approval for an examination or to obtain a temporary license, but the results from Live Scan must be received and reviewed prior to full licensure.
2. RVTs – Live Scan reports must be received and reviewed prior to approval to take the examination.

Licensure and/or registration are subject to denial pursuant to Business and Professions Code Sections 475 – 499 contingent upon review of your background information.

Enclosed with your application package is a "Request for Live Scan Service" form (BCII 8016). This form can also be requested from the VMB or RVTC, or obtained from our web site at: www.vmb.ca.gov.

Instructions for completing "Request for LIVE SCAN Service" form

STEP 1 – COMPLETE THE REQUEST FOR LIVE SCAN SERVICE FORM (BCII 8016) AS FOLLOWS:

Name of Applicant: Enter your Last Name, First Name, and Middle Name. Do not use initials or name abbreviations.

NOTE: Missing or inaccurate information can delay processing.

Alias: Enter all other names you have used, including your maiden name.

Driver's License No. Enter your Driver's License Number, including the State.

DOB: Enter your date of birth (month/day/year).

Sex: Enter your gender (male or female).

HT: Enter your height in feet and inches.

WT: Enter your weight in pounds.

Eye Color: Enter the color of your eyes.

Hair Color: Enter the color of your hair.

Place of Birth: Enter your place of birth (City and State, or Country).

SOC: Enter your Social Security Number.

If Resubmission, list Original ATI No.: Enter Original ATI number if you are being re-fingerprinted.

STEP 2 – VISIT YOUR NEAREST LIVE SCAN SITE

Take the three part completed Live Scan Request Form to your nearest Live Scan site.

To obtain information on Live Scan locations and service fees visit the Attorney General's Office web site at: www.ag.ca.gov/fingerprints/publications/contact.php. Check the listing of sites by county for hours of operation, appointment requirements, service fee, and acceptable forms of payment.

STEP 3 – PAY ALL REQUIRED FEES

Fingerprint processing fees paid directly to the Live Scan site include a processing fee for Department of Justice and Federal Bureau of Investigation, in addition to a service fee which is set by the vendor and varies by location.

STEP 4 – SUBMIT COMPLETED REQUEST FOR LIVE SCAN SERVICE FORM TO THE VETERINARY MEDICAL BOARD OR REGISTERED VETERINARY TECHNICIAN COMMITTEE

Once the Live Scan Operator has completed your form in full (including the ATI number), send the second copy to the Board or Committee and keep the third copy for your records, the operator will keep the first copy.