



## VETERINARY ASSISTANT CONTROLLED SUBSTANCES PERMIT FINGERPRINTING REQUIREMENTS AND INSTRUCTIONS

***These Instructions and Application are for a Live Scan request for fingerprints for the Veterinary Assistant Controlled Substances Permit only. Any other license type request requires a separate Request for Live Scan Service form.***

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/](http://www.ag.ca.gov/fingerprints/) and download the BCII 9004 - Request for Exemption from Mandatory Electronic Fingerprint Submission Requirement form.

**Issuance of a Permit is subject to denial pursuant to Business and Professions Code Sections 475 – 499 contingent upon review of your background information.**

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 completed Live Scan Request Form to your nearest Live Scan site. **Live Scan personnel will enter all your personal information into their system. After your information has been entered into their system REVIEW AND VERIFY all your personal information to ensure it has been entered correctly-ANY INACCURACY in your personal information WILL DELAY THE ACCEPTANCE of your fingerprints and licensure**

To obtain information on Live Scan locations and service fees, please visit the Attorney General's Office web site at: [www.ag.ca.gov/fingerprints/publications/contact.php](http://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 A COPY OF THE COMPLETED REQUEST FOR LIVE SCAN SERVICE FORM TO THE VETERINARY MEDICAL BOARD**