

State of California—Health and Human Services Agency  
Department of Health Services



ARNOLD  
SCHWARZENEGGER  
Governor



June 21, 2005

AFL 05-21

TO

Skilled Nursing Facilities (SNF)  
Skilled Nursing In-House Training Programs  
Nurse Assistant Training Schools  
Home Health Agencies  
Home Health Aide Training Programs  
Intermediate Care Facilities for the Developmentally Disabled,  
Developmentally Disabled-Habilitative and  
Developmentally Disabled-Nursing (ICF-DD/DDH/DDN)  
Adult Day Health Care (ADHC)

SUBJECT:

**Department of Justice (DOJ) Live Scan Only Requirement  
Effective JULY 1, 2005.**

**DOJ LIVE  
SCAN ONLY  
REQUIREMENT**

**This is a reminder that commencing July 1, 2005, DOJ will  
accept only electronically transmitted (Live Scan) fingerprints.**

**All training programs MUST make sure that all initial  
applications forwarded to the Department of Health Services  
in JUNE with fingerprints are taken by the Live Scan method.**

This will eliminate the need for DHS to return those taken by the fingerprint card method that may not be able to reach DOJ by June 30, 2005 because of processing delays within DHS. The DHS application fee is still only \$15 for Live Scan.

A Request for Live Scan Service form (BCII 8016 **SAMPLE**) is enclosed. It is essential that these forms be completed exactly as the sample shows for submission to DHS as part of the application package. After getting the fingerprints by Live Scan, the second copy of this completed form, an application (HS 283B form) and a \$15 fee must be forwarded to DHS together for processing.

All training programs can obtain a supply of the DOJ NCR form BCII 8016 by calling DOJ at (916) 227-3849, option 7.

AFL 05-21  
Page 2  
June 21, 2005

The DOJ-listed Live Scan service sites can be located on the Internet at [www.ag.ca.gov/fingerprints/publications/contact.htm](http://www.ag.ca.gov/fingerprints/publications/contact.htm). (These are updated monthly).

Other Live Scan sites through Identix Identification Services are located on the internet at [www.identix.com/iis/](http://www.identix.com/iis/). To schedule an appointment for fingerprint services call 1-800-315-4507.

**QUESTIONS:** If there are any questions about this notice, please contact the Aide and Technician Certification Section by email at [CNA@dhs.ca.gov](mailto:CNA@dhs.ca.gov), or fax to (916) 552-8785.

Sincerely,

**Original Signed by  
Brenda G. Klutz**

Brenda G. Klutz  
Deputy Director

Enclosure: Request for Live Scan Service form (BCII 8016 **SAMPLE**)

cc: Chancellors Office of the CA Community Colleges, Sacramento  
Saddleback College, NATAP Test Site, Mission Viejo  
American River College, NATAP Test Site, Sacramento  
Santa Barbara City College, NATAP Test Site, Santa Barbara  
American Red Cross, LA Chapter  
Clay Mitchell, Department of Education, Sacramento