

Fingerprint FAQs

1. What form do I use for Live Scan fingerprinting?

You will need to use the Request for Live Scan Service form that is on the Board of Behavioral Sciences' (BBS) website. You can obtain a copy of the Request for Live Scan Service form from the following link: <https://www.bbs.ca.gov/pdf/forms/livescan.pdf>

2. Where do I go to get fingerprinted?

The California Department of Justice's website has a list of authorized Live Scan locations. Please go to the following link for the nearest Live Scan locations:
<https://oag.ca.gov/fingerprints/locations>

3. If I had my Live Scan completed for my employer or an agency other than the BBS, will I need to have a Live Scan done again?

You will need to have a Live Scan done again as the results cannot be shared between agencies.

4. Am I still required to complete Live Scan if I reside outside of California?

Live Scan fingerprinting is only available in California. Applicants residing outside of California are required to submit fingerprints using fingerprint hard cards. To request hard cards and instructions, send an email to BBS.Fingerprint@dca.ca.gov with "Fingerprint Hard Cards" in the subject line and include your name and mailing address in your email. Please be advised that the processing time for hard card fingerprints is approximately 6 to 8 weeks. In order to avoid processing delays and additional costs that result from invalid fingerprint cards, fingerprints should be taken at a law enforcement agency in the state of residence.

5. If I reside outside of California, can I submit fingerprints via Live Scan by coming to California?

If you are out-of-state and would prefer to submit fingerprints via the Live Scan method, you may come to California and do so.

6. How long does it take for the BBS to receive my Live Scan fingerprint results from the California Department of Justice?

In most cases, we receive the fingerprint results within 1 to 3 days. If the applicant has a conviction history, or if the fingerprints are rejected, it can take longer.

7. How can I find out if my Live Scan fingerprint results have been received by the BBS?

You can view the status of a fingerprint background check by going to the California Department of Justice's Applicant Background Status Check database. The link to the database is: <https://applicantstatus.doj.ca.gov/>. You will need to enter your ATI Number (located in Section 4 of the Request for Live Scan Service form) and your date of birth.

8. What does it mean if my fingerprint results are delayed or rejected?

When there is a "Delay" on fingerprints, this means that we have not received an actual result from the California Department of Justice, such as "Cleared" or "Rap Sheet." Delays can sometimes take several weeks before we receive a result due to factors that are outside of the Board's control. Sometimes fingerprints are "Rejected," which could be due to various reasons, such as low-quality prints, by either the Department of Justice or Federal Bureau of Investigation. When this occurs, you will be sent a rejection notice, and will need to have your fingerprints redone.

9. If I'm applying for more than one registration or license type, do I have to fingerprint for each registration or license type?

You do not need to pay or be fingerprinted for each individual BBS registration or license type. Your fingerprint results will be put towards ALL registrations and licenses you hold.

10. If I have more questions about fingerprinting, who do I contact?

You can email your questions to: BBS.Fingerprint@dca.ca.gov