

## **INSTRUCTIONS FOR COMPLETING REQUEST FOR LIVE SCAN SERVICE**

**STEP 1** – Complete the request for live scan service form (BCIA 8016 with Rotary data pre-populated):

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

**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.

**Home Address:** Enter your residence address.

**Your Number:** Enter the name of the Rotary Club to which you are associated.

### **STEP 2** – VISIT YOUR NEAREST LIVE SCAN SITE

Take three copies of the completed Live Scan Request Form to your nearest Live Scan site. You can get a listing

of Live Scan Sites at: <https://oag.ca.gov/fingerprints/locations> . Check the listing for hours of operation,

appointment requirements, and acceptable forms of payment.

**STEP 3** – PAY ALL REQUIRED FEES You must pay a Live Scan service processing fee. Service fees vary by location.