



REQUEST FOR LIVE SCAN SERVICE

Applicant Submission

ORI (Code assigned by DOJ) A 9192 Authorized Applicant Type Volunteer / 11105.3 PC
Type of License/Certification/Permit Volunteer OR Working Title (Maximum 30 characters - if assigned by DOJ, use exact title assigned)

Contributing Agency Information:

Agency Authorized to Receive Criminal Record Information Ros Padres Council BSA Mail Code (five-digit code assigned by DOJ) 10902
Street Address or P.O. Box 4000 Modoc Road Contact Name (mandatory for all school submissions) Judie Stowe
City Santa Barbara State CA ZIP Code 93110 Contact Telephone Number (805) 967-0105

Applicant Information:

Last Name _____ First Name _____ Middle Initial _____ Suffix _____
Other Name: (AKA or Alias) _____
Last Name _____ First Name _____ Suffix _____
Sex ☐ Male ☐ Female
Date of Birth _____ Driver's License Number _____
Height _____ Weight _____ Eye Color _____ Hair Color _____ Billing Number _____
Place of Birth (State or Country) _____ Social Security Number _____ Misc. Number _____
Home Address _____ City _____ State _____ ZIP Code _____
Street Address or P.O. Box _____ (Agency Billing Number)
Misc. Number _____ (Other Identification Number)

I have received and read the included Privacy Notice, Privacy Act Statement, and Applicant's Privacy Rights.

Applicant Signature _____

Date _____

Your Number: _____

OCA Number (Agency Identifying Number)

Level of Service: ☐ DOJ ☐ FBI

(If the Level of Service indicates FBI, the fingerprints will be used to check the criminal history record information of the FBI.)

If re-submission, list original ATI number: _____

(Must provide proof of rejection)

Original ATI Number _____

Employer (Additional response for agencies specified by statute):

Employer Name _____

Street Address or P.O. Box _____

Telephone Number (optional) _____

City _____

State _____

ZIP Code _____

Mail Code (five digit code assigned by DOJ) _____

Live Scan Transaction Completed By: _____

Name of Operator _____

Date _____

Transmitting Agency _____

LSID _____

ATI Number _____

Amount Collected/Billed _____



REQUEST FOR LIVE SCAN SERVICE

Privacy Notice

As Required by Civil Code § 1798.17

Collection and Use of Personal Information. The California Justice Information Services (CJIS) Division in the Department of Justice (DOJ) collects the information requested on this form as authorized by Business and Professions Code sections 4600-4621, 7574-7574.16, 26050-26059, 11340-11346, and 22440-22449; Penal Code sections 11100-11112, and 11077.1; Health and Safety Code sections 1522, 1416.20-1416.50, 1569.10-1569.24, 1596.80-1596.879, 1725-1742, and 18050-18055; Family Code sections 8700-87200, 8800-8823, and 8900-8925; Financial Code sections 1300-1301, 22100-22112, 17200-17215, and 28122-28124; Education Code sections 44330-44355; Welfare and Institutions Code sections 9710-9719.5, 14043-14045, 4684-4689.8, and 16500-16523.1; and other various state statutes and regulations. The CJIS Division uses this information to process requests of authorized entities that want to obtain information as to the existence and content of a record of state or federal convictions to help determine suitability for employment, or volunteer work with children, elderly, or disabled; or for adoption or purposes of a license, certification, or permit. In addition, any personal information collected by state agencies is subject to the limitations in the Information Practices Act and state policy. The DOJ's general privacy policy is available at <http://oag.ca.gov/privacy-policy>.

Providing Personal Information. All the personal information requested in the form must be provided. Failure to provide all the necessary information will result in delays and/or the rejection of your request.

Access to Your Information. You may review the records maintained by the CJIS Division in the DOJ that contain your personal information, as permitted by the Information Practices Act. See below for contact information.

Possible Disclosure of Personal Information. In order to process applications pertaining to Live Scan service to help determine the suitability of a person applying for a license, employment, or a volunteer position working with children, the elderly, or the disabled, we may need to share the information you give us with authorized applicant agencies.

The information you provide may also be disclosed in the following circumstances:

- With other persons or agencies where necessary to perform their legal duties, and their use of your information is compatible and complies with state law, such as for investigations or for licensing, certification, or regulatory purposes.
- To another government agency as required by state or federal law.

Contact Information. For questions about this notice or access to your records, you may contact the Associate Governmental Program Analyst at the DOJ's Keeper of Records at (916) 210-3310, by email at keeperofrecords@doj.ca.gov, or by mail at:

Department of Justice
Bureau of Criminal Information & Analysis
Keeper of Records
P.O. Box 903417
Sacramento, CA 94203-4170



REQUEST FOR LIVE SCAN SERVICE

Privacy Act Statement

Authority. The FBI's acquisition, preservation, and exchange of fingerprints and associated information is generally authorized under 28 U.S.C. 534. Depending on the nature of your application, supplemental authorities include Federal statutes, State statutes pursuant to Pub. L. 92-544, Presidential Executive Orders, and federal regulations. Providing your fingerprints and associated information is voluntary; however, failure to do so may affect completion or approval of your application.

Principal Purpose. Certain determinations, such as employment, licensing, and security clearances, may be predicated on fingerprint-based background checks. Your fingerprints and associated information/biometrics may be provided to the employing, investigating, or otherwise responsible agency, and/or the FBI for the purpose of comparing your fingerprints to other fingerprints in the FBI's Next Generation Identification (NGI) system or its successor systems (including civil, criminal, and latent fingerprint repositories) or other available records of the employing, investigating, or otherwise responsible agency. The FBI may retain your fingerprints and associated information/biometrics in NGI after the completion of this application and, while retained, your fingerprints may continue to be compared against other fingerprints submitted to or retained by NGI.

Routine Uses. During the processing of this application and for as long thereafter as your fingerprints and associated information/biometrics are retained in NGI, your information may be disclosed pursuant to your consent, and may be disclosed without your consent as permitted by the Privacy Act of 1974 and all applicable Routine Uses as may be published at any time in the Federal Register, including the Routine Uses for the NGI system and the FBI's Blanket Routine Uses. Routine uses include, but are not limited to, disclosures to: employing, governmental, or authorized non-governmental agencies responsible for employment, contracting, licensing, security clearances, and other suitability determinations; local, state, tribal, or federal law enforcement agencies; criminal justice agencies; and agencies responsible for national security or public safety.



REQUEST FOR LIVE SCAN SERVICE

Noncriminal Justice Applicant's Privacy Rights

As an applicant who is the subject of a national fingerprint-based criminal history record check for a noncriminal justice purpose (such as an application for employment or a license, an immigration or naturalization matter, security clearance, or adoption), you have certain rights which are discussed below.

- You must be provided written notification¹ that your fingerprints will be used to check the criminal history records of the FBI.
- You must be provided, and acknowledge receipt of, an adequate Privacy Act Statement when you submit your fingerprints and associated personal information. This Privacy Act Statement should explain the authority for collecting your information and how your information will be used, retained, and shared.²
- If you have a criminal history record, the officials making a determination of your suitability for the employment, license, or other benefit must provide you the opportunity to complete or challenge the accuracy of the information in the record.
- The officials must advise you that the procedures for obtaining a change, correction, or update of your criminal history record are set forth at Title 28, Code of Federal Regulations (CFR), Section 16.34.
- If you have a criminal history record, you should be afforded a reasonable amount of time to correct or complete the record (or decline to do so) before the officials deny you the employment, license, or other benefit based on information in the criminal history record.³

You have the right to expect that officials receiving the results of the criminal history record check will use it only for authorized purposes and will not retain or disseminate it in violation of federal statute, regulation or executive order, or rule, procedure or standard established by the National Crime Prevention and Privacy Compact Council.⁴

If agency policy permits, the officials may provide you with a copy of your FBI criminal history record for review and possible challenge. If agency policy does not permit it to provide you a copy of the record, you may obtain a copy of the record by submitting fingerprints and a fee to the FBI. Information regarding this process may be obtained at <https://www.fbi.gov/services/cjis/identity-history-summary-checks>.

If you decide to challenge the accuracy or completeness of your FBI criminal history record, you should send your challenge to the agency that contributed the questioned information to the FBI. Alternatively, you may send your challenge directly to the FBI. The FBI will then forward your challenge to the agency that contributed the questioned information and request the agency to verify or correct the challenged entry. Upon receipt of an official communication from that agency, the FBI will make any necessary changes/corrections to your record in accordance with the information supplied by that agency. (See 28 CFR 16.30 through 16.34.) *You can find additional information on the FBI website at <https://www.fbi.gov/about-us/cjis/background-checks>.*

¹ Written notification includes electronic notification, but excludes oral notification

² <https://www.fbi.gov/services/cjis/compact-council/privacy-act-statement>

³ See 28 CFR 50.12(b)

⁴ See U.S.C. 552a(b); 28 U.S.C. 534(b); 34 U.S.C. § 40316 (formerly cited as 42 U.S.C. § 14616), Article IV(c)

California AB 506 Scouting FAQs

Los Padres Council, BSA

Visit www.CaliforniaScouting.org/faq/ for the latest information

Who does this new law apply to?

AB 506 requires all employees and regular volunteers who are 18 years of age or older and who have direct contact with, or supervision of, children for more than 16 hours a month or 32 hours per year to complete a Live Scan background check and take California's online mandated reporter training.

What is the first step? Do I need to take the course or Live Scan background check first?

You can complete the steps in any order, but both training and Live Scan must be completed for compliance.

Do I still need to take the BSA's Youth Protection Course in addition to the State of California training?

You must take the BSA Youth Protection Training in addition to the California mandated reporter training because it provides Scouting-specific information.

I am in different positions in Scouting (i.e. Cub Scouts and Scouts BSA), do I need a background check for each registration?

You only need to complete the Live Scan and training with your Council one time.

I am registered in more than one Scout Council, do I need to complete Live Scan for both Councils?

If you register in more than one Council, then you will need to complete a Live Scan background check for each Council.

I have done a Live Scan background check for my job or with another youth organization, do I have to do another with BSA?

Yes. California law requires each organization to independently maintain background information on its volunteers and employees.

What is the Minimum Age requirement?

Any Staff member or regular volunteer who is 18 years of age or older must meet the AB 506 requirements. A regular volunteer is defined as someone who has direct contact with, or supervision of, children for more than 16 hours per month or 32 hours per year.

Where do I need to do the Live Scan background check?

<https://www.certifixlivescan.com/>

Do I have to pay for the training and Live Scan check?

Yes. The costs vary by location. Most locations charge \$20-40 for the fingerprinting

plus \$17 for the FBI Background check. State Department of Justice charges have been waived at this time for non-profit organizations.

Does AB 506 apply to parents and other adults involved with their children in Scouting but not serving as a volunteer leader?

- Lion/Tiger Cub Adult Partners – Clearances are NOT required for Tiger Cub Adult Partners as they are participating in the BSA program with their children as parents and are not in a leadership capacity, such as den leader.
- Clearances ARE required for Lion/Tiger Cub Den Leaders because they are serving in a leadership capacity.
- Merit Badge Counselors – Clearances ARE REQUIRED for Merit Badge Counselors (with or without parents present).
- Eagle Boards of Review – Clearances are NOT required for community volunteers serving on Eagle Boards of Review but there must be two registered leaders present.
- Parents helping with fundraisers (Popcorn sales and/or store front sales) – if the parent volunteers for more than 16 hours in a month or 32 hours in a year and has direct contact with, or supervises youth then clearances ARE REQUIRED.
- Adults who stay occasionally at a meeting to help out – clearances are NOT required unless the parent volunteers for more than 16 hours in a month or 32 hours in a year and has direct contact with, or supervises youth, then clearances ARE REQUIRED.
- At Cub Scout Pack meetings, Troop courts of honor or day events where parents are attending with their children – clearances are NOT required of parents because they are not volunteers.
- At events where every Scout must participate with their parent(s) – clearances are NOT required of parents of participants.
- Venturers or Explorers – Clearances are NOT required for 18-20-year-old Venturers or Explorers, as they are program participants and not volunteers.
- Special Needs Scouts – Clearances are NOT required for special needs Scouts (age 18+) as they are program participants.

How often do I have to do a Live Scan background check?

California law currently requires you to do this once for each organization for which you volunteer. However, if you leave Scouting and then come back later, you will need to redo the Live Scan background check.

I am a volunteer who does not work directly with children, do I need to do this?

California law only requires those volunteers who are 18 years of age or older and who have direct contact with, or supervision of, children for more than 16 hours in a month or 32 hours in a year to complete the Live Scan background check and online training.