

Everything You Need to Know About Live Scan



Providing foundation for ministry

If your organization is like most, you have more than a few questions about how to comply with AB 506! The following information will guide you as you dive into the Live Scan requirements imposed by AB 506.

Read on! And if our team at Church HR Network can be of further assistance, don't hesitate to contact us at 888-807-2476 or support@churchHRnetwork.com.

Setting Up For Live Scan – 4 Steps

STEP 1 – Determine Authorization

The Department of Justice (DOJ) will only approve an organization for Live Scan criminal record checks if it is authorized to do so by statute; in this case, that statute is California AB 506, which is codified in CA Business and Professions code §18975.

We know “youth service organizations” (which includes churches and other religious organizations that serve minors) are now required to conduct these criminal record checks by AB 506. So now, proceed with step two – the application process.

STEP 2 - Apply

You must apply with the Department of Justice (DOJ) to become an authorized applicant agency and receive an Originating Case Identifier (ORI) number. Find the application for youth organizations here: <https://oag.ca.gov/system/files/media/crimrec-packet.pdf>

The application itself will answer most of your questions about the process. It contains a good deal of information in addition to the actual application. In particular, the table of contents notes in **red letters** those portions of the app which must be submitted and in what order.

Here are some helpful tips for common questions on the application:

- The last question on page 4 says: “Please describe the services your organization provides and the reason criminal record background checks will be conducted...” An example of a response for your ministry is: *“Pursuant to AB 506/Business and Professions Code section 18975, our [church/ministry/camp] is considered a youth service organization due to the Sunday school classes, youth group events, programs, etc. we offer to minors. Our employees and volunteers supervise and interact with minors, and we are responsible for determining their fitness to do so. To comply, we must submit our employees and regular volunteers to a Live Scan criminal record check.”*
- At the top of page 6, check the boxes to request both an ORI and electronic response mail code. Towards the bottom, check the box to indicate “We request that all responses be sent electronically to the same secure mailbox.”

- You complete only the top portion of page 8. It will be sent back to you with your assigned information filled in the rest of the page.
- Complete page 11 so your organization can be billed for the Live Scan fee instead of the applicants you send paying for the Live Scan service themselves. At the top, check the box to indicate you are a non-profit organization.
- Page 21 is a Live Scan request for the person who will serve as your custodian of records. Don't turn this in with your application; rather, AFTER your application is approved by the DOJ, your custodian of records will take this with them to be Live Scanned.
- Complete page 23, which is a request to receive subsequent arrest notifications for those individuals you have Live Scanned. On the line requesting your ORI, put *"application submitted, not received yet."* See Step 3 below for more info.
- Mail your completed application **and** proof of non-profit status as stated on page 4 to California Department of Justice, Applicant Information and Certification Program, P.O. Box 903387, Sacramento, CA 94203-3870.

For more details, go to <https://oag.ca.gov/fingerprints/agencies> and scroll down to the section entitled GETTING AUTHORIZED.

STEP 3 - Subsequent Arrests

Applicant agencies (like your organization) may apply to receive subsequent arrest notifications for your organization's employees and volunteers. Good news - the associated fee is waived for non-profit organizations! If someone you have Live Scanned is arrested in the state of California after you had them Live Scanned, you will receive notification of their arrest from the DOJ. If you do not receive subsequent arrest notifications, which is best practice, you should re-Live Scan your people at least annually.

Note: if your organization is already approved for Live Scan but you have not applied for subsequent arrest notification, you may submit that application separately here:

<https://oag.ca.gov/sites/all/files/agweb/pdfs/fingerprints/forms/subarr.pdf>

STEP 4 - Wait

This is the easy part... sort of. You can't send anyone for Live Scanning until you get your approval. Wait for a written response from the DOJ issuing your ORI. Ordinarily the process takes 4-6 weeks, but the sudden influx of applications due to AB 506 has drastically slowed response time. We recommend following up on your app by emailing appagencyquestions@doj.ca.gov if you haven't received a response after 12 weeks.

Fingerprinting – 3 Steps

Once you have been approved and receive your ORI, you may begin sending applicants, employees, and volunteers to be fingerprinted.

STEP 1 - Send an individual to get Live Scanned

A list of local Live Scan operators can be found at <https://oag.ca.gov/fingerprints/locations>. Send them with a completed Form BCIA 8016, which can be found at <https://oag.ca.gov/system/files/media/BCIA-8016.pdf>. You fill out most of the form; the individual only fills out the middle section called "Applicant Information."

STEP 2 – Retrieve the results

Once the applicant's fingerprints are received and processed, the DOJ will respond to you either electronically via a secure mail server or via U.S. mail. While most applicant agencies **should** receive results electronically from the California DOJ, some must receive reports by U.S. mail in a process that can take a minimum of seven days. As such, please allow a minimum of seven days before making a status inquiry, which may be made by email at appagencyquestions@doj.ca.gov.

STEP 3 - Remit the appropriate fees

California and federal criminal record checks are processed for a fee. Some agencies pay the processing fees and others require the applicant to pay at the time they are fingerprinted. If your agency pays these processing fees, you have the option of (1) paying the fees directly to the Live Scan operator, or (2) establishing a billing account at the time of your initial authorization application (see above; step 2 in first section "Setting Up For Live Scan"), in which case the DOJ will invoice your agency for the processing fees.

For more information on electronic payments, visit <https://oag.ca.gov/fingerprints/agencies> and scroll down to the section titled "Remit the appropriate fees."

Have questions? Need help?

Contact us at Church HR Network at 888.807.CHRN (2476) or support@churchHRnetwork.com.

For further assistance in compliance with AB 506, we can work with you to develop a custom comprehensive child protection program that is tailored to your ministry. For information on this service and more, visit our website at www.churchHRnetwork.com.



Providing foundation for ministry