Guidelines for Submitting
Applicant Live Scan Transactions

Prior to initiating a live scan transaction, a Live Scan Operator must ensure that the applicant (the person being fingerprinted) has all of the following: a valid form of photo identification, a completed "Request for Live Scan Service" form (BCIA 8016) and an acceptable method of payment.

I.   Valid Photo Identification

The Live Scan Operator is responsible for confirming the validity of an applicant's photo identification. Accepting forms of identification other than ones listed below places sole liability upon the Live Scan Agency. This document utilizes the suggested forms of primary and secondary identification as outlined in the 2014 publication of the National Crime Prevention and Privacy Compact Council's *Identity Verification Program Guide for Fingerprint Submitting Agencies & Contractors.* The California Department of Justice (DOJ) requires Live Scan Operators to accept only current, valid, and unexpired picture identification as the primary identification. The Live Scan Operator must examine the photo identification presented to ensure **all** of the following:

- The personal descriptor information (name, gender, date of birth, etc.) matches the information provided on the "Request for Live Scan Service" form (BCIA 8016)
- The expiration date has not elapsed
- The photograph reasonably resembles the applicant's physical appearance

Primary Forms of Identification

Acceptable **Primary** forms of photo identification include any of the following:

- State-issued driver's license*
- U.S. Passport or U. S Passport Card
- Federal Government Personal Identity Verification Card (PIV)
- Uniformed Services Identification Card
- Department of Defense Common Access Card
- Foreign Passport with Appropriate Immigration Document(s) (e.g., Form I-94)
- USCIS – Permanent Resident Card (I-551)
- USCIS – Employment Authorization Card (I-766)
- Federal, state, or local government agency ID card with photograph
- U.S. Coast Guard Merchant Mariner Card
- Canadian driver's license

* For those applicants without a license, a state identification card may be presented if the state identification card standards are the same as for the driver's license.

In the absence of a primary form of identification, an applicant shall provide at least two of the following forms of secondary identification AND at least two additional forms of the supporting documentation that follows:

- State Government Issued Certificate of Birth
- U.S. Tribal or Bureau of Indian Affairs Identification Card
- Native American tribal document
- Social Security Card
- Court Order for Name Change/Gender Change/Adoption/ Divorce
- Marriage Certificate (Government Certificate Issued)
- U.S. Government Issued Consular Report of Birth Abroad
- Draft record
- School ID with photograph (minimum age 7 years old, or transaction will be rejected by DOJ) *
- Certificate of Citizenship (N560)
- Replacement Certificate of Citizenship (N-561)
- Certificate of Naturalization (N550)
- Replacement Certificate of Naturalization (N-570)

* If parent or guardian is vouching for student, enter the form of ID shown by parent or guardian only on the live scan fingerprinting log your agency keeps. DO NOT enter the ID number into the student's live scan transaction.

Supporting Documentation for Secondary Forms of Identification

NOTE: When validating the authenticity of secondary forms of identification, the information must be supported by <u>at least two</u> of the following supplemental documents:

- Utility Bill (Address)
- Jurisdictional Voter Registration Card
- Vehicle Registration Card/Title
- Paycheck Stub with Name/Address*
- Jurisdictional Public Assistance Card
- Spouse/Parent Affidavit

* Financial information may be redacted by the individual

Additional Identification Data Support Methods

To further support the validation of the original identification documents, the Live Scan Operator may choose any or all of the following methods to validate the authenticity of the documents:

- Physically examine the applicant's photo on the identification form/card. Visually compare the photo with the applicant in person.