

LiveScan Instructions:

## INSTRUCTIONS FOR COMPLETING REQUEST FOR LIVE SCAN SERVICE

### STEP 1 – COMPLETE THE REQUEST FOR LIVE SCAN SERVICE FORM (BCII 8016) AS FOLLOWS:

**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.

### STEP 4 – SUBMIT PAPERWORK TO THE DISTRICT ABUSE PREVENTION COORDINATOR

Submit the second copy of the Request for Live Scan Service Form (BCII8016) received from the Live Scan site, signed by the Live Scan Operator, including the ATI number to:

Rotary District 5150 (DAPC)  
C/O Chief Dave Bertini  
701 Laurel Street  
Menlo Park, CA. 94025