



## Employee LiveScan Instructions

Live Scan is a system for electronically submitting fingerprints used in background checks to the California Department of Justice (DOJ) and the Federal Bureau of Investigation (FBI). All Math and Science College Preparatory Schools (MSCPS) employees must pass a LiveScan check before beginning employment.

**Simply follow these steps:**

### STEP 1

Fill out the following information on the pre-printed Live Scan form (BCII 8016), which can be obtained either from MSCPS or downloaded from the MSCPS Web site at

<http://mscollegeprep.org>:

1. Name of Applicant: Enter your Last Name, First Name, and Middle Name.
2. Alias: Enter any aliases (including any maiden name).
3. Enter your Date of Birth, Sex, Height, Weight, Eye Color, Hair Color, & Place of Birth
4. Enter your Social Security number.
5. Driver's License No.: Enter your Driver's License number, including the state.
6. Home Address: Enter your home address.

### STEP 2

With the completed Live Scan Form, go to the nearest Live Scan site to have your fingerprints electronically submitted to the DOJ and the FBI.

NOTE: You can get a listing of all Live Scan sites at

<http://ag.ca.gov/fingerprints/publications/contact.php>

### STEP 3

Pay the Live Scan Operator:

\$32.00 DOJ Fingerprint Processing Fee

\$17.00 FBI Fingerprint Processing Fee

SUB-TOTAL \$49.00

**In addition, you must pay the Live Scan Operator the Live Scan site Processing Fee.**

The fee is set by each Live Scan Site and can vary. Neither MSCPS nor the DOJ set this fee.

### STEP 4

Submit a copy of the Live Scan Form (BCII 8016) received from the Live Scan site, signed by the Live Scan Operator, including the ATI number, to Eric Barlow, Managing Director of Operations.