

### Live Scan Fingerprinting Information

The CSU, Chico Police Department provides Live Scan Fingerprinting services for the campus community and the general public.

#### **Fees:**

The cost is \$52.00 total.

**Located:** Information Center on the corner of W. 2nd and Normal Streets, Chico California

**Drop-in Hours:** Monday through Friday. 9:00 a.m. - 4:00 p.m.

*Last drop-in will be taken at 3:45 p.m.*

More questions about Live Scan? Call the Information Center at 530-898-4002

**LIVE SCAN:** Live Scan technology allows digitally scanned fingerprints and related information to be submitted electronically to the Department of Justice within a matter of minutes and allows criminal background checks to be processed usually within 72 hours. For more information about Live Scan go to the California Department of Justice website:

<https://oag.ca.gov/fingerprints>

#### **What to bring:**

1. Photo identification, such as a driver's license or passport (copies or temporary licenses are not accepted)
2. Your completed Request for Live Scan Service form (BCII 8016 form). *We do not provide Live Scan forms. You must obtain this form from your employer. We cannot complete your Live Scan without your employer's ORI number and information.*
3. The required fee (credit card, check, or money order only)

#### **Accepted Forms of Payment:**

*(Cash is not accepted)*

- Check (payable to CSU, Chico)
- Money Order