

DSS Policy and Procedure Guide

Division 03: Child Welfare Chapter 15: Resource Family Approval, Updates & Due Process

Item 003: Live Scan Application Process

Suggested changes send to: [DSS PSOA](#) Mailbox

Issued: October 8, 2021

References: None

Revisions in red

Replaces: January 20, 2017

Preamble

Child Welfare Policy and Procedure Guides are meant to be used as tools to relay best practice and staff expectations. It is understood that specific case scenarios may not always align themselves with the stated practices and that at all times what is of paramount importance is the Safety and Well-being of the children we are charged to protect.

Policy

The Department of Social Services (DSS) Resource Family Approval (RFA) Live Scan Unit will capture and transmit fingerprint images along with accompanying personal data to the California Department of Justice (DOJ). This is done to obtain background records for resource families and help ensure that children are placed with adults who are safe to care for them. Confidential applicant records are maintained in one centralized location.

Purpose

To describe the application process, location and the centralization of information for Live Scan services provided by the DSS.

Procedure

Applicant(s) may be the person seeking to be an RFA careprovider, any other adults in the home, or those adults that frequent the home.

Applicant(s) that are Emergency Placement careproviders will be referred to Live Scan by the Social Worker (SW) who completed the emergency placement.

Applicant(s) that attend RFA Orientation will be provided Live Scan information at orientation. The applicant(s) will submit their completed application to an **Interviewer of the day** (“I”) RFA SW. The “I” RFA SW will assist the applicant(s) as needed in completing the Live Scan Process.

Information to be Provided to the Applicant(s)

The Live Scan service is located at the **Fulton Building, 1821 Fulton Street, (559) 600-2396**, in the reception area.

Live Scan services are available for scheduled appointments and Emergency Placement Request referrals. The regular hours of operation are:

- **Monday, Wednesday and Friday 8:30 AM – 11:30 AM and;**
- **Tuesday and Thursday 1:30 PM – 3:30 PM**

Emergency Placement applicant(s) must make an appointment(s) in advance with one of the Live Scan Operators (LSO) at (559) 600-2402.

Applicant(s) must arrive on time for their appointment. It is suggested that the applicant arrive 15 minutes early for their appointment to allow for parking downtown.

If the applicant(s) will be submitting their completed application packet(s) to an "I" RFA SW the day of the live scanning, it is recommended that the applicant(s) arrive at least 45 minutes prior to the Live Scan appointment. This is to allow time for the "I" RFA SW to review the application and assist with any corrections and/or amendments.

Every effort will be made to accommodate late arrivals. However, there is a possibility the applicant(s) will have to be rescheduled, resulting in a delay of the application.

Only applicants scheduled to have a Live Scan completed will be permitted into the Live Scan office.

Applicant(s) are required to bring a valid and current state validated Driver's License or Photo Identification Card, an identification card from a foreign consulate (including a Mexican Matriculation card), or a foreign passport.

Applicant(s) must be advised that the process should take approximately 15-30 minutes.

Applicant(s) must call the LSO 30 minutes prior to their scheduled appointment time at (559) 600-2402 if they are unable to keep their appointment or need to reschedule.

BCIA 8016 Form

The "Request for Live Scan Service" form [BCIA 8016](#) should be partially completed by the referring SW or "I" RFA SW receiving the application and then given to the applicant(s) to complete their section (See Attachment 1). The attachment indicates the areas the referring SW or "I" RFA SW, applicant(s) and LSO need to complete.

The SW or "I" RFA SW shall complete the following sections of the BCIA 8016 with the following information:

- Item 1. ORI: AO252

- Item 2. Type of Application: RESRCE FAM PER 16519.5 WI
- Item 3. Type of License, Certification or Permit: CHILD PLACEMENT
- Item 4. Agency authorized to receive criminal history information: DSS Child Welfare, 2135 Fresno Street, Fresno, CA 93721
- Item 5. Mail Code: 05162
- Item 6. Contact Name: SW to receive results (SW's full name and district number.)
- Item 7. Contact Telephone: Phone number of SW to receive results
- Item 8. Name of Applicant
- Item 9. Misc. No. BIL-: 120083
- Item 10. Home Address of Applicant
- Item 11. Your Number: 6-digit CASE NUMBER and SW district number
- Item 12. Level of Service: HAND WRITE "CACI" BOX, CHECK ALL THAT APPLY
- Item 13. If resubmission, list Original ATI No.: ORIGINAL ATI IF AVAILABLE.

The applicant(s) shall complete Item 8 and Item 10.

The LSO shall complete the final item, Item 14, at the time of the appointment.

The BCIA 8016 comes in triplicate. The LSO shall keep the original and route the second copy to the SW. The third copy of the form is returned to the applicant at that time.

The Department of Justice responds to Live Scan submissions by electronic mail, fax, and/or US mail. The Federal Bureau of Investigation (FBI), DOJ) and the Child Abuse Central Index (CACI) results may not arrive from the Department of Justice at the same time. As the Live Scan Unit receives results, they will be routed to the designated SW.

