



August 26, 2010

TO: All Interested Parties

FR: Laura Preston, Legislative Advocate

RE: **FBI Fingerprint Requirements**

As you are all aware by now, AB 346 (Conway) requires a Department of Justice (DOJ) and Federal Bureau of Investigation (FBI) background check for classified school employees or volunteers who are working alone with students in a student activity sponsored by a school district.

A recurring concern has been whether an individual can receive just an FBI fingerprint or is a DOJ fingerprint required in order to have the FBI print completed. Because all classified employees are already DOJ printed and many volunteers are as well, having to be re-fingerprinted by DOJ in order to get the FBI print would be expensive to school districts and individuals.

ACSA contacted DOJ with the concerns expressed by all of you. In order to help mitigate the costs for school districts associated with conducting another DOJ and FBI background check, the DOJ will be offering a **one-time only** opportunity where school districts can obtain a **FBI ONLY** background check for these employees or volunteers in order to comply with the provisions of AB 346.

**The timeframe to be able to take advantage of this offer is September 1 – December 31, 2010.** The cost associated with the FBI background check is \$19 for classified employees and \$15 for volunteers plus the fingerprint rolling fee charged by the live scan site.

Attached are the "Request for Live Scan Service" forms (BCII 8016) created specifically for this purpose. One form is for employees and the other form for volunteers (click on the appropriate link below to review and/or download the form). DOJ has highlighted the information which the school district will need to provide so that the DOJ response is sent to the correct school district. The Contributing Agency Information towards the top of the document and School District toward the bottom are mandatory fields to ensure accuracy. School districts should fill out the mandatory information prior to giving the form to the applicant. The rest of the information pertains to the individual applicant.

The 5 digit mail code is not a mandatory field. However, school districts are usually assigned a mail code in order for the DOJ response to be sent electronically. As such, they should enter their mail code in this field. If you do not put your code in this field, the DOJ response will be sent via US Mail. This document can be used by county offices of education who fingerprint on behalf of school districts as well.

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The DOJ has given ACSA permission to send the forms to you in this email but have requested we do not post them on our web site. If you need to obtain additional forms, you can do so by contacting the DOJ's Applicant Processing Program at 916-227-3836.

A special thank you goes to DOJ for developing the forms and providing a mechanism for FBI only fingerprinting. I know it will be of tremendous assistance to school districts and others who are in the process of complying with AB 346. Remember, this is a one-time, four-month opportunity. **This form will not be recognized after January 1, 2011.**

[Click here](#) for Request for Live Scan Service form – for Employees

[Click here](#) for Request for Live Scan Service form – for Volunteers

As always, should you have any questions, please feel free to contact me at [lpreston@acsa.org](mailto:lpreston@acsa.org).