



## Step-by-Step Instructions: Completing the BCIA 8016 Form

### For FIRST® Volunteers

The BCIA 8016 form, also known as the Request for Live Scan Service, is a California Department of Justice form used for electronic fingerprinting and background checks. It is required by authorized entities to obtain criminal history information for various purposes like employment, volunteer work, or licensing.

We have pre-filled the **“Applicant Submission”** section of the form to make this easier. You will just fill in your **Applicant Information**.

<b>Applicant Submission</b>			
AZ768		VOLUNTEER - YOUTH SERVING ORGANIZATION	
ORI (Code assigned by DOJ)		Authorized Applicant Type	
VOLUNTEER			
Type of License/Certification/Permit OR Working Title (Maximum 30 characters - if assigned by DOJ, use exact title assigned)			
<b>Contributing Agency Information:</b>			
FIRST		33471	
Agency Authorized to Receive Criminal Record Information		Mail Code (five-digit code assigned by DOJ)	
200 BEDFORD ST			
Street Address or P.O. Box		Contact Name (mandatory for all school submissions)	
MANCHESTER	NH	03101	6032062050
City	State	ZIP Code	Contact Telephone Number
<b>Applicant Information:</b>			
Last Name		First Name	Middle Initial
Other Name: (AKA or Alias)		Suffix	
Last Name		First Name	Suffix
Date of Birth	Sex <input type="checkbox"/> Male <input type="checkbox"/> Female <input type="checkbox"/> Nonbinary/Unspecified	Driver's License Number	
Height	Weight	Eye Color	Hair Color
Place of Birth (State or Country)		Social Security Number	
Home Address		Billing Number	
Street Address or P.O. Box		N/A	
		(Agency Billing Number)	
		Misc. Number	
		(Other Identification Number)	
City		State	ZIP Code
I have received and read the included Privacy Notice, Privacy Act Statement, and Applicant's Privacy Rights.			
Applicant Signature		Date	

## Step 1: Download the Pre-Filled BCIA 8016 Form

The “Applicant Submission” section (top portion of the form) has already pre-filled with:

ORI Code: AZ768

Mail Code: 33471

Agency Name: FIRST

Applicant Type: Volunteer - Youth Serving Organization

Working Title: Volunteer

Level of Service: DOJ (do not check FBI)

Do not change this part.

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## Step 2: Fill Out the “Applicant Information” Section

This section collects your personal identification info. Here’s how to complete it:

1. **Last Name, First Name, Middle Name** - Write your full legal name, exactly as it appears on your government-issued ID.
2. **AKA’s** (Other Names) - List any maiden names, nicknames, or other names you’ve used legally. If none, write “N/A”.
3. **Date of Birth** - Use the MM/DD/YYYY format.
4. **Sex** - Mark either M (Male) or F (Female) as it appears on your ID.
5. **Height / Weight** - Height: Enter in feet and inches (e.g., 5’08”) / Weight: Use pounds (e.g., 160)
6. **Eye Color / Hair Color** - Use official abbreviations:  
Eye Color: BLK (Black), BLU (Blue), BRO (Brown), GRN (Green), HAZ (Hazel), etc.  
Hair Color: BLK (Black), BLN (Blonde), BRO (Brown), GRY (Gray), RED (Red), WHI (White)
7. **Place of Birth** - Enter your state or country of birth (e.g., California, USA).
8. **Social Security Number** - Optional – BUT encouraged to help avoid delays or mismatches.
9. **Driver’s License Number** - Enter the number exactly as it appears on your California Driver’s License or state-issued ID.
10. **Home Address** - Enter your current street address, city, state, and ZIP code.

Double-check all information is legible and accurate!

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## Step 3: Find a Live Scan Location

Use the CA DOJ [website](#) to search by your county.

Look for:

- Local police departments
- UPS Stores
- Fingerprint centers

Call ahead to confirm the hours, rolling fees, and appointment policies.

## What to Bring to Your Live Scan Appointment

- A printed copy of your completed BCIA 8016 form.
- If you completed your application using **Biometrics4all**, be sure to bring either the Quick Response Code (QR Code) or the 7-letter “Payment ID” from your “Request for Live Scan Form” and Confirmation Email. You can present it either in printed form or displayed on your mobile device.
- A government-issued photo ID (driver’s license, passport, or state ID)
- **Payment:** DOJ fees are waived for processing volunteer fingerprint submissions. However, Live Scan service providers charge a "rolling" fee for capturing your fingerprints, which varies depending on location. If you complete your Live Scan with [Biometrics4All](#), the fee will be \$27, and otherwise, fees typically range from \$20 to \$40.