

**SUPERIOR COURT OF THE STATE OF CALIFORNIA, COUNTY OF PLACER**

**Instructions for Live Scan Background Checks**

Placer County Superior Court's Local Rule 80.4.1 requires guardians in probate cases be fingerprinted as part of the court investigation process. When the livescan is received by the court, it will be provided to the court appointed probate investigator. Any information received will be included in a report that is prepared prior to the hearing on the request for a General Guardianship. **To avoid postponement of future hearings, proposed guardians are encouraged to complete the Live Scan within 7 days of filing the Petition for Guardianship.**

The attached page, Form BCIA 8016, must be completed and taken to a Live Scan operator. Locations can be found at <https://oag.ca.gov/fingerprints/locations>.

Listed below are local law enforcement offices that provide Live Scan services:

**Roseville Police Department**

1051 Junction Blvd., Roseville CA 95678  
(916) 746-1039  
Hours: 9:00am-6:00pm, Tuesday-Friday. **Walk-ins welcome.**

**Placer County Sheriff's Offices**

2929 Richardson Drive, Auburn CA 95603  
(530) 889-7800  
Hours: 8:30am-3:30pm, Monday/Wednesday/Friday. **By appointment only.**

2501 North Lake Blvd., Tahoe City CA 96145  
(530) 581-6301  
Hours: **By appointment only.**

6140 Horseshoe Bar Road Suite D, Loomis CA 95650  
(916) 652-2400  
Hours: 8:00am-3:00pm, Monday-Thursday. **By appointment only.**

\* Please note that fees charged by the Live Scan site may vary and are the responsibility of the proposed guardian(s).



### REQUEST FOR LIVE SCAN SERVICE

#### Applicant Submission

J31100  
ORI (Code assigned by DOJ)

GUARDIANSHIP  
Authorized Applicant Type

GENERAL GUARDIANSHIP  
Type of License/Certification/Permit OR Working Title (Maximum 30 characters - if assigned by DOJ, use exact title assigned)

#### Contributing Agency Information:

PLACER COUNTY SUPERIOR COURT-CIVIL DIVISION  
Agency Authorized to Receive Criminal Record Information

20536  
Mail Code (five-digit code assigned by DOJ)

PO BOX 619072  
Street Address or P.O. Box

BRANDI BURKE  
Contact Name (mandatory for all school submissions)

ROSEVILLE CA 95661  
City State ZIP Code

(916) 408-6060  
Contact Telephone Number

#### Applicant Information:

Last Name

First Name Middle Initial Suffix

Other Name (AKA or Alias) Last

First Suffix

Date of Birth Sex  Male  Female

Driver's License Number

Height Weight Eye Color Hair Color

Billing Number APPLICANT PAYS ALL FEES  
(Agency Billing Number)

Place of Birth (State or Country) Social Security Number

Misc. Number PHONE #  
(Other Identification Number)

Home Address Street Address or P.O. Box

City State ZIP Code

Your Number: CASE SPR #  
OCA Number (Agency Identifying Number)

Level of Service:  DOJ  FBI  
(If the Level of Service indicates FBI, the fingerprints will be used to check the criminal history record information of the FBI)

If re-submission, list original ATI number:  
(Must provide proof of rejection)

Original ATI Number

#### Employer (Additional response for agencies specified by statute):

N/A  
Employer Name

N/A  
Mail Code (five digit code assigned by DOJ)

N/A  
Street Address or P.O. Box

N/A  
City State ZIP Code

Telephone Number (optional)

#### Live Scan Transaction Completed By:

Name of Operator

Date

Transmitting Agency LSID

ATI Number Amount Collected/Billed



## REQUEST FOR LIVE SCAN SERVICE

### Privacy Notice

As Required by Civil Code § 1798.17

**Collection and Use of Personal Information.** The California Justice Information Services (CJIS) Division in the Department of Justice (DOJ) collects the information requested on this form as authorized by Business and Professions Code sections 4600-4621, 7574-7574.16, 26050-26059, 11340-11346, and 22440-22449; Penal Code sections 11100-11112, and 11077.1; Health and Safety Code sections 1522, 1416.20-1416.50, 1569.10-1569.24, 1596.80-1596.879, 1725-1742, and 18050-18055; Family Code sections 8700-87200, 8800-8823, and 8900-8925; Financial Code sections 1300-1301, 22100-22112, 17200-17215, and 28122-28124; Education Code sections 44330-44355; Welfare and Institutions Code sections 9710-9719.5, 14043-14045, 4684-4689.8, and 16500-16523.1; and other various state statutes and regulations. The CJIS Division uses this information to process requests of authorized entities that want to obtain information as to the existence and content of a record of state or federal convictions to help determine suitability for employment, or volunteer work with children, elderly, or disabled; or for adoption or purposes of a license, certification, or permit. In addition, any personal information collected by state agencies is subject to the limitations in the Information Practices Act and state policy. The DOJ's general privacy policy is available at <http://oag.ca.gov/privacy-policy>.

**Providing Personal Information.** All the personal information requested in the form must be provided. Failure to provide all the necessary information will result in delays and/or the rejection of your request.

**Access to Your Information.** You may review the records maintained by the CJIS Division in the DOJ that contain your personal information, as permitted by the Information Practices Act. See below for contact information.

**Possible Disclosure of Personal Information.** In order to process applications pertaining to Live Scan service to help determine the suitability of a person applying for a license, employment, or a volunteer position working with children, the elderly, or the disabled, we may need to share the information you give us with authorized applicant agencies.

The information you provide may also be disclosed in the following circumstances:

- With other persons or agencies where necessary to perform their legal duties, and their use of your information is compatible and complies with state law, such as for investigations or for licensing, certification, or regulatory purposes;
- To another government agency as required by state or federal law.

**Contact Information.** For questions about this notice or access to your records, you may contact the Associate Governmental Program Analyst at the DOJ's Keeper of Records at (916) 210-3310, by email at [keeperofrecords@doj.ca.gov](mailto:keeperofrecords@doj.ca.gov), or by mail at:

Department of Justice  
Bureau of Criminal Information & Analysis  
Keeper of Records  
P.O. Box 903417  
Sacramento, CA 94203-4170