



Livescan Fingerprinting

How to Get Started: A Comprehensive Guide

Thank you for choosing Whitestar Group for your Livescan needs. We've put together this helpful guide to walk you through the process, ensuring a smooth and efficient experience. Let's get started:

1. Obtain the Live Scan Form:

Obtain the California Department of Justice Live Scan form (BCIA 8016) from the organization requesting your Livescan. While we recommend getting the form from the requesting organization or directly from the California Department of Justice, you can also download it by [\[clicking here\]](#) .

2. Determine Payment Responsibility:

Determine if your organization will be covering the cost of your Live Scan government and/or fingerprint rolling fees, or if you'll be responsible for the payment. Note: If your organization is paying for the Live Scan fees, they will provide you with a letter or form to present to Whitestar Live Scan, indicating they are a billed account.

3. Schedule an Appointment:

Schedule an appointment with Whitestar Live Scan by [\[clicking here\]](#) This will ensure prompt service and minimize wait times.

4. Prepare the Required Information:

Before visiting our Live Scan location, make sure to bring the following information:

- **Completed Live Scan form** (BCIA 8016) with the correct ORI number.



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- **Primary Photo ID:** Please bring one of the following acceptable primary forms of photo identification:
 1. State-issued Driver License
 2. Department of Motor Vehicle Identification Card
 3. Out of State Driver License

- **Secondary Forms of ID:** However, in the absence of a primary form of identification, please bring one or more of the following as secondary forms of identification, but only with two of the supplemental documents noted below (17-23):
 1. State government-issued Certificate of Birth
 2. U.S. Active Duty/Retiree/Reservist Military Identification Card
 3. U.S. Passport
 4. Federal government Personal Identity Verification Card (PIV)
 5. Department of Defense Common Access Card
 6. U.S. Tribal or Bureau of Indian Affairs Identification Card
 7. Social Security Card
 8. Court Order for Name Change/Gender Change/Adoption/Divorce
 9. Marriage Certificate (Government-issued certificate)
 10. U.S. Government-issued Consular Report of Birth Abroad
 11. Foreign Passport with appropriate immigration document(s)
 12. Certificate of Citizenship (N560)
 13. Certificate of Naturalization (N550)
 14. INS I-551 Resident Alien Card issued since 1997
 15. INS 1-688 Temporary Resident Identification Card
 16. INS I-688B, I-766 Employment Authorization Card

Secondary photo identification documents must be accompanied by at least two of the following supplemental documents.

17. Utility bill (address)
18. Jurisdictional voter registration card



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19. Vehicle registration card/title
20. Paycheck stub with name/address
21. Spouse/parent affidavit
22. Cancelled check or bank statement
23. Mortgage documents

- **Payment:** Please ensure you bring payment for the government and/or Live Scan fingerprint rolling fees. We accept all major credit cards.

5. Visit The Whitestar Live Scan Location:

Head to our Live Scan location at **406 E Street in downtown Santa Rosa**. Metered parking is available in front of the building. Our friendly Live Scan technicians will obtain your fingerprints and submit them electronically.

6. Receive Your Live Scan Fingerprint Results:

Your Live Scan fingerprint results will be sent electronically to the organization that requested your fingerprinting. Typically, this process takes three days or less, but please note that it can occasionally take up to thirty business days.

We hope this guide has provided you with the necessary information to navigate the Livescan process smoothly. If you have any further questions, please don't hesitate to contact Whitestar Group at 707-566-0100. We're here to assist you every step of the way.

*Note: Remember to consult the requesting organization for any additional instructions or requirements specific to your situation.

Thank you for choosing Whitestar Group for your Livescan needs!