

What steps do I need to take to be compliant with LiveScan Fingerprinting?

- **Step 1:** Complete the CA DOJ application packet to obtain an ORI number. (*An **Originating Agency Identifier** is a nine-character identifier assigned to an agency authorized to access FBI, CJIS Division Systems. Each agency must identify its ORI number on the request form to receive fingerprint supplies and training aids.*)
<https://oag.ca.gov/fingerprints/agencies>
- **Step 2:** Identify your Custodian of Records – and have them submit their separate form. <https://oag.ca.gov/fingerprints/custodian>
- **Step 3:** ID all staff, board members, and volunteers that qualify as mandated reporters under AB506 and determine training requirements.
 - **Professionals who regularly come into contact with children and youth.** California has legislation requiring childcare and daycare professionals, school personnel, as well as HR employees and supervisors of teen workers.
 - Many other professionals are mandated reporters, including clergy, social workers, police officers, health care professionals, foster parents, and more. See the full list here for California, Hawaii, and Guam:
<https://mandatedreporter.com/child-abuse/>
 - **Regular Volunteers** - Under California's AB 506, a regular volunteer is defined as a volunteer with a youth service organization who is 18 years or older and has direct contact with or supervises children for more than
 - 16 hours per month, or
 - 32 hours per year
- **Step 4:** Once your ORI number is received, contact your Live Scan provider to set up your organization account. <https://oag.ca.gov/fingerprints/locations>
- **Step 5:** Provide each applicant to be checked (i.e., volunteer, employee, etc.) with form BCIA 8016 or BCIA 8016VECHS, "Request for Live Scan service." Include the type of background check requested and your ORI number, but remember that applicants must fill out their own authorization forms. Results will be sent back to the church/organization associated with the ORI number.
 - <https://oag.ca.gov/fingerprints/forms>
 - BCIA 8016VECHS note: California has launched a new statewide program called **CalVECHS** that allows qualifying nonprofits—including many churches—to obtain **FBI national criminal history information** in addition to California criminal history when screening employees and volunteers who work with vulnerable populations. We are currently reviewing the implications for our California-Pacific Annual Conference churches.

- **Step 6:** The Custodian of Record logs into LiveScan (DOJ) to check results.