

# CALIFORNIA DEPARTMENT OF JUSTICE



## Fingerprint Rolling Certification Program

Reference Handbook  
(Penal Code section 11102.1)

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# Fingerprint Rolling Certification Program

California Penal Code section 11102.1 mandates the Department of Justice (DOJ) to establish, implement, and maintain a certification program to process fingerprint-based Criminal Offender Record Information (CORI) background checks on individuals who roll applicant fingerprint impressions manually or electronically for non-law enforcement purposes (licensure, employment or certification). The DOJ will not accept fingerprint impressions unless they were rolled by an individual certified under the DOJ's Fingerprint Rolling Certification Program (FRCP). Law enforcement personnel and state employees who have received training pertaining to applicant fingerprint rolling and have undergone a CORI background investigation are exempt from the requirements of this section while in the performance of their official duties.

Penal Code (PC) section 11102.1 seeks to protect California's criminal history information from fraud and unauthorized access by certifying individuals who roll fingerprint impressions. Furthermore, PC section 11102.1 provides a safeguard against data corruption and protects the credibility of the state's criminal history database by requiring the certification of individuals who roll fingerprint impressions.

# **Fingerprint Rolling Certification Program**

## **Processing Procedures**

Applicants must be at least 18 years of age and a legal resident of California at the time of certification.

Upon receipt of the Application for Certification form (BCIA 8372), the Fingerprint Rolling Certification Program (FRCP) will begin processing the application. After successful completion of the application review process and criminal background check, the individual will receive an approval letter and certificate from the FRCP. The letter will contain a confidential certification number and will serve as confirmation that the individual has been certified by the FRCP to take fingerprint impressions of applicants for licensure, employment, and certification purposes. This is a one-time process and the certificate issued remains in effect until it is surrendered, revoked, or suspended for cause.

If an application is denied, the FRCP will provide the applicant with a written notice, which will specify all causes on which the denial is based. The applicant will also be provided with instructions on how to appeal this decision if they believe a reconsideration of the denial is warranted.

The DOJ will retain the individual fingerprint images for subsequent arrest notification purposes pursuant to PC section 11105.2. If the FRCP receives a subsequent arrest notification with a disqualifying event, the certificate will be revoked.

# Individual's Responsibility

## Prior to Certification

Individuals requesting certification to take fingerprint impressions for Criminal Offender Record Information (CORI) clearances for licensure, employment, and certification purposes must comply with the following:

1. Review the pre-certification materials (Reference Handbook).
2. Complete the Application for Certification form (BCIA 8372). This application must be signed and dated attesting to the fact that the applicant has read the pre-certification materials.
3. Submit fingerprints via Live Scan. The Request for Live Scan Service form (BCIA 8016FP) must be submitted to the agency providing the Live Scan service. The processing fee for a Fingerprint Rolling Certification is \$74.00 (\$32.00 for the California background check, \$17.00 for the Federal background check, and a certification fee of \$25.00). This amount is in addition to any rolling fee charged by the Live Scan service provider, and is paid directly to the Live Scan site providing the fingerprinting services. **Please note: Fees are not refundable.**

To find a Live Scan site near you, their hours of operation, and fees for fingerprinting services, please click on this link [List of Applicant Live Scan Sites](#).

Applicants are encouraged to contact the Live Scan service provider to determine if an appointment for fingerprinting is required, what **additional fees** may be charged for the fingerprint rolling services, and the acceptable method of payment.

After the Live Scan services are performed, the applicant will receive a copy of their Request for Live Scan Services form (BCIA 8016FP).

4. Submit the Application for Certification form (BCIA 8372) for final processing to the FRCP at the address designated on the application form.

# Individual's Responsibility

## After Certification

Upon receipt of the required documents, and after the successful completion of the application review and background check, the individual will receive the following materials via U.S. mail:

- Letter of Approval
- Certificate (to be displayed at place of business)

The letter of approval will contain the individual's confidential certification number and will serve as confirmation that the individual has been certified to take fingerprint impressions for licensure, certification, and employment purposes. The certification number is **confidential** and should be stored in a secure location. The certification number should not be shared with any other individual.

The certificate issued by the Fingerprint Rolling Certification Program (FRCP) should be displayed in plain view at the place of business, indicating to individuals who need fingerprinting services that a person certified to roll fingerprint impressions can be found at that business location.

If for any reason your certification letter containing your confidential certification number or your certificate is lost, stolen, or damaged, you may contact the FRCP via e-mail at [fpcert@doj.ca.gov](mailto:fpcert@doj.ca.gov) to find out the necessary procedures to request a duplicate. The cost for a duplicate letter of approval and certification is \$5.00.

# Individual's Responsibility

## Validate Identification

Prior to rolling fingerprint impressions, it is imperative that the identity of the applicant be established. It is the responsibility of the certified fingerprint roller to check the identification of individuals being fingerprinted. A valid photo identification must be presented by the applicant and checked closely by the certified fingerprint roller taking the fingerprint impressions. This ensures that the applicant's identity is validated against proper identification, which results in accurate information submitted to the Department of Justice (DOJ).

Please note that recently, the National Crime Prevention and Privacy Compact Council, a 15-member body of local, state, and federal governmental officials, issued a guide for use in determining what constitutes a valid ID, outlined in primary and secondary forms of identification. The DOJ requires certified fingerprint rollers accept only current, valid, and unexpired picture identification documents as a primary valid identification. As such, a certified fingerprint roller must examine the photo identification presented to ensure all of the following:

- The personal descriptor information (name, gender, date of birth, etc.) matches the information provided on the Request for Live Scan Service form (BCIA 8016FP).
- The expiration date has not elapsed.
- The photograph reasonably resembles the applicant's physical appearance.

Acceptable **primary** forms of photo identification include any of the following:

- California Driver's License
- Department of Motor Vehicles Identification Card
- Out-of-state driver's license

However, in the absence of a primary form of identification, a certified fingerprint roller may accept one or more of the following as **secondary** forms of identification, **but only with two of the supplemental documents noted below**:

- State government issued Certificate of Birth
- U.S. Active Duty/Retiree/Reservist Military Identification Card (000 10-2)
- U.S. Passport
- Federal government Personal Identity Verification Card (PIV)
- Department of Defense Common Access Card

- U.S. Tribal or Bureau of Indian Affairs Identification Card
- Social Security Card
- Court Order for Name Change/Gender Change/Adoption/Divorce
- Marriage Certificate (Government issued certificate)
- U.S. Government issued Consular Report of Birth Abroad 3
- Foreign Passport with appropriate immigration document(s)
- Certificate of Citizenship (N560)
- Certificate of Naturalization (N550)
- INS I-551 Resident Alien Card issued since 1997
- INS 1-688 Temporary Resident Identification Card
- INS I-688B, I-766 Employment Authorization Card

*Please note: When validating the authenticity of secondary identification documents and forms, the data and information need to be supported by at least **two** of the following **supplemental documents**:*

- Utility bill (address)
- Jurisdictional voter registration card
- Vehicle registration card/title
- Paycheck stub with name/address
- Spouse/parent affidavit
- Cancelled check or bank statement
- Mortgage documents

When supplemental documentation does not support the validation of the original identification documents, the certified fingerprint roller should not accept the form of identification as valid and not fingerprint the applicant.



# **Individual's Responsibility**

## **Electronic Submission (Live Scan Device)**

When rolling fingerprint impressions via Live Scan, the certified fingerprint roller is required to enter his/her unique certification number into the Live Scan device.

Live Scan devices allow the electronic submission of applicant fingerprint images and related information to the Department of Justice (DOJ). Live Scan technology replaces the process of recording an individual's fingerprint pattern manually through a rolling process using ink and a hard fingerprint card. Fingerprint images are digitized through an electronic process enabling the electronic transfer of the fingerprint image data, in combination with personal descriptor information, to central computers at the DOJ. This electronic transfer of information drastically reduces submission time frames. Previously, days were needed to send hard fingerprint cards via the United States Postal Service.

Live Scan devices are designed so fingerprint techniques and procedures are very similar to inked fingerprinting. A major advantage of electronic fingerprinting is that a scanned fingerprint image can be reviewed and re-scanned if the captured image is unsatisfactory. Live Scan devices have other system capabilities, which further enhance its performance. For information on the requirements for establishing a Live Scan connection to the DOJ, please contact the Client Services Program at (916) 227-3332.

# Fingerprint Rolling Certification Program

## Disqualifying Offenses

Any felony conviction will be grounds for denial of issuance or revocation of a fingerprint roller certificate. [Penal Code section 11102.1(f)(1)]

and/or

Any state or federal convictions involving dishonesty or "moral turpitude" (*People v. Castro* (1985) 38 Cal. 3d 301), provided that the crimes are substantially related to qualifications, functions, or duties of a person engaged in the business of rolling fingerprint impressions, shall be grounds for denial of issuance or revocation of a fingerprint roller certificate.

Convictions expunged pursuant to Penal Code section 1203.4 will still be considered disqualifying convictions.