



INSTRUCTIONS FOR COMPLETING FINGERPRINTS FOR A MORAL CHARACTER APPLICATION

The State Bar is required to have applicants submit fingerprints to the California Department of Justice (DOJ) to establish identity and determine criminal history. (Bus. & Prof. Code, § 6054(b).) Fingerprint records are retained by the DOJ for the limited purpose of criminal arrest notification to the State Bar. (Ibid.) The State Bar is required to notify the DOJ if an applicant is denied admission. (Pen. Code, § 11105.2(f).)

You must meet the fingerprint requirements below within 60 days of submitting your Application for Determination of Moral Character. If you do not meet the fingerprint requirements within 60 days, your application may be deemed abandoned and ineligible for a refund of fees pursuant to rule 4.43 of the Rules of the State Bar. Earlier submission of your fingerprints is strongly encouraged.

You may be required to submit new fingerprints with an Application for Extension of Determination of Moral Character. You will be advised by staff if new fingerprints are required after staff reviews your extension application. If you are required to provide new fingerprints, you must meet the fingerprint requirements below.

INSTRUCTIONS FOR APPLICANTS IN CALIFORNIA – LIVE SCAN

If you are physically present in California, you must submit fingerprints via **Live Scan technology** to be processed by both the DOJ and the Federal Bureau of Investigation (FBI). A list of Live Scan facilities is available on the California Attorney General's [website](#).

Submission Through the Applicant Portal

If you submit your moral character application through the [Applicant Portal](#), the "Request for Live Scan Service" form (Live Scan Form) will be emailed to you after submission of the application.

You must bring two copies of the Live Scan Form and a valid photo identification to a Live Scan facility in California. **Expired photo identification will not be accepted.** The Live Scan operator must complete the last section of the form on both copies. The Live Scan operator retains the first copy, and you must retain and upload the second copy via the [Applicant Portal](#). Please note that you will receive confirmation that your Live Scan Form was received once it has been reviewed by staff; you will not receive automatic confirmation of receipt.

Hard Copy Submission

If you request a hard copy of the application, the Live Scan Form will be provided with the packet you receive. Please ensure that you write your file number and moral character case number in the bottom right corner of the form prior to submission.

You must bring three copies of the Live Scan Form and a valid photo identification to a Live Scan facility in California. **Expired photo identification will not be accepted.** The Live Scan operator must complete the last section of the form on all copies. The Live Scan operator retains the first copy, you retain the second copy, and you must submit the third copy with your hard copy application via mail to the **Los Angeles Office of Admissions at 845 South Figueroa Street, Los Angeles, CA 90017.**

Rejected Fingerprints

If your fingerprints are rejected because of poor quality, you will be asked to return to the same Live Scan location with a copy of the completed Live Scan Form and the rejection notice from the Office of Admissions. The Live Scan operator will scan new fingerprints and forward them to the DOJ for processing. The reprinting service fee will be waived. If you fail to provide the Live Scan Form and rejection notice, you will be charged a service fee for reprinting.

INSTRUCTIONS FOR APPLICANTS OUTSIDE OF CALIFORNIA – FBI FD 258 FINGERPRINT CARDS

If you are not physically present in California, you must submit fingerprints on two **FBI FD-258 fingerprint cards**. You are not permitted to submit fingerprints through out-of-state Live Scan facilities. Live Scan services may be utilized in California only.

You may obtain FBI FD-258 fingerprint cards from a local law enforcement agency; your law school may be able to refer you to a local agency that provides fingerprint cards. You may also purchase FBI FD-258 fingerprint cards from a third-party retailer. Alternatively, you may request fingerprint cards from the State Bar by submitting a General Request through the [Applicant Portal](#) or calling 800-843-9053.

You must complete the identifying information required on FBI FD-258 fingerprint cards using only the abbreviations listed below. Fingerprint cards without complete and correct information will be returned to you for completion. Leave the following sections blank: Employer and Address, Reason Fingerprinted, ORI, and the Class – Ref block. Questions regarding Citizenship (CTZ), Your No. (OCA), Universal Control No. (UCN), Armed Forces No. (MNU), Miscellaneous No. (MNU), and Race, on the fingerprint cards are optional and do not require a response.

HAIR COLOR	EYE COLOR	WEIGHT (WGT)	HEIGHT (HGT)	SEX
Bald	BAL	Black BLK	Express in pounds.	Express in Feet and Inches Male M
Black	BLK	Blue BLU	(Do not use fractions; round off to nearest pound.)	(Do not use fractions; round off to the nearest inch.) Female F
Blonde or Strawberry	BLN	Brown BRN	Examples:	Examples:
Brown	BRN	Gray GRY	94 lbs.	5'11"
Gray or Partially	GRY	Green GRN	186 lbs.	6'0"
Red or Auburn	RED	Hazel HAZ		7'0"
Sandy	SDY			
White	WHI			
Maroon	MAR			
Pink	PNK			

Fingerprints must be taken by a law enforcement agency or an agency with technicians who are certified by the DOJ and FBI to fingerprint on the FBI FD-258 fingerprint card and require proper identification. You cannot fingerprint yourself. If the official taking the fingerprints has difficulty obtaining clear fingerprints, you must ask the official to explain in writing why clearer fingerprints could not be obtained and submit the explanation with the fingerprint cards.

You must mail two original completed FBI FD-258 fingerprint cards to the Los Angeles Office of Admissions at 845 South Figueroa Street, Los Angeles, CA 90017. You are not permitted to submit FBI FD-258 fingerprint cards via the Applicant Portal. If you have tracking information for your mailed fingerprint cards, please post the information to your moral character case in the [Applicant Portal](#). Please note you will receive confirmation that your completed FBI FD-258 fingerprint cards were received once they have been reviewed by staff; you will not receive an automatic confirmation of receipt.

FBI FD-258 fingerprint cards will be forwarded to the DOJ and FBI for processing. The State Bar is not responsible for any delays the DOJ or FBI may have in processing fingerprint cards.