

## Live Scan Form Check List

You cannot electronically modify the form. *Please contact the State Bar, if your personal information is inaccurate or missing.* When completing the form you must write in the following information:

- ✓ **Additional Middle Names** – persons with more than one middle name will need to write in this information.
- ✓ **Sex** – Select male or female. (This is based on DOJ criteria)
- ✓ **Height** – Express in feet and inches. Do not use fractions. Round off to the nearest inch. (Example – 5’11” or 6’0”)
- ✓ **Weight** – Express in pounds. Do not use fractions. Round off to the nearest pound.
- ✓ **Eye Color** –  
Black - BLK, Blue – BLU, Brown – BRN, Gray – GRY,  
Green – GRN, Hazel – HAZ, Maroon – MAR, Pink – PNK
- ✓ **Hair Color** –  
Bald – BAL, Black – BLK, Blond or Strawberry – BLN, Brown – BRN,  
Gray/ partially – GRY, Red or Auburn – RED, Sandy – SDY, White - WHI
- ✓ **Place of Birth** – Enter city, state, and country.
- ✓ **Social Security** – Enter social security number.
- ✓ **Address** – Enter home address.

**Please note:** The DOJ Live Scan process requires the “Employer” section of the form to indicate “The State Bar of California”. As part of DOJ and FBI procedures for sharing any criminal offender record information, the entity receiving this information must be listed under the “Employer” section of the form. Please do not modify this section of the form; changes could result in failure to successfully submit your fingerprints to the DOJ.

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## Live Scan Form Technician Check List

Review this check list with your Live Scan technician. Confirm technician has accurately entered the following information into the Live Scan program:

- ✓ ORI - A1104
- ✓ Authorized Applicant Type: LICENSE CERT OR PERMIT
- ✓ Type of License: ATTORNEY LICENSE
- ✓ Mail Code: 22506
- ✓ Correct Social Security Number and Date of Birth
- ✓ OCA # (if populated)
- ✓ Completes the bottom of your Live Scan form and provides a legible ATI number, see image below.

Live Scan Transaction Completed By:			
Name of Operator	Date		
Transmitting Agency	LSID	ATI Number	Amount Collected/Billed

## Submit Proof of Live Scan Check List

- ✓ **Retain a copy of the signed Live Scan Form.** Ask the technician about their fingerprint rejection policy. Confirm that you can return to the vendor and resubmit your fingerprints, if your fingerprints are rejected by the DOJ.
- ✓ **Retain the ATI number.** Return to your My State Bar Profile and select the Fingerprinting Rule Compliance Documents link to submit proof of Live Scan using your ATI number. *Please do not mail your Live Scan form to the State Bar.*