STATE OF CALIFORNIA
BCIA 8016
(Rev. 03/2024)

REQUEST FOR LIVE SCAN SERVICE

Applicant Submission

A0543 — Authorized Applicant Type: ☐ City or County Employee ☐ Contract Emp/Non-School ☐ Volunteer
ORI (Code assigned by DOJ)

Job Code: Job Title:
Type of License/Certification/Permit OR Working Title (Maximum 30 characters - if assigned by DOJ, use exact title assigned)

Contributing Agency Information:

City & County of San Francisco Dept. of Human Resources
Agency Authorized to Receive Criminal Record Information

00233
Mail Code (five-digit code assigned by DOJ)

One South Van Ness Avenue, 4th Floor
Street Address or P.O. Box

Christopher Lee
Contact Name (mandatory for all school submissions)

San Francisco — City
CA — State
94103 — ZIP Code

(628) 652-0642
Contact Telephone Number

Applicant Information:

Last Name
First Name
Middle Initial
Suffix

Other Name: (AKA or Alias)

Last Name
First Name
Suffix

DOB (mm/dd/yyyy)
Sex ☐ Male ☐ Female ☐ Nonbinary/Unspecified

Driver's License Number

Height
Weight
Eye Color
Hair Color

Billing Number
DSW #
(Agency Billing Number)

Place of Birth (State or Country)
Social Security Number

Phone #
Applicant Email

Home Address: Street Address or P.O. Box
City
State
ZIP Code

I have received and read the included Privacy Notice, Privacy Act Statement, and Applicant's Privacy Rights.

Applicant Signature (Wet Signature Required. Please print this form out and bring it to your appointment.)
Date

Dept & Appt Type:
OCA Number (Agency Identifying Number)

Level of Service: ☒ DOJ ☒ FBI
(If the Level of Service indicates FBI, the fingerprints will be used to check the criminal history record information of the FBI.)

If re-submission, list original ATI number:
Original ATI Number
(Must provide proof of rejection)

Employer (Additional response for agencies specified by statute):

Employer Name

Street Address or P.O. Box
Telephone Number (optional)

City
State
ZIP Code
Mail Code (five digit code assigned by DOJ)

Live Scan Transaction Completed By:

Name of Operator
Date
Type of ID Presented

Transmitting Agency
LSID
ATI Number
Amount Collected/Billed

REQUEST FOR LIVE SCAN SERVICE

Privacy Notice

As Required by Civil Code § 1798.17

Collection and Use of Personal Information. The California Justice Information Services (CJIS) Division in the Department of Justice (DOJ) collects the information requested on this form as authorized by Business and Professions Code sections 4600-4621, 7574-7574.16, 26050-26059, 11340-11346, and 22440-22449; Penal Code sections 11100-11112, and 11077.1; Health and Safety Code sections 1522, 1416.20-1416.50, 1569.10-1569.24, 1596.80-1596.879, 1725-1742, and 18050-18055; Family Code sections 8700-87200, 8800-8823, and 8900-8925; Financial Code sections 1300-1301, 22100-22112, 17200-17215, and 28122-28124; Education Code sections 44330-44355; Welfare and Institutions Code sections 9710-9719.5, 14043-14045, 4684-4689.8, and 16500-16523.1; and other various state statutes and regulations. The CJIS Division uses this information to process requests of authorized entities that want to obtain information as to the existence and content of a record of state or federal convictions to help determine suitability for employment, or volunteer work with children, elderly, or disabled; or for adoption or purposes of a license, certification, or permit. In addition, any personal information collected by state agencies is subject to the limitations in the Information Practices Act and state policy. The DOJ's general privacy policy is available at **http://oag.ca.gov/privacy-policy**.

Providing Personal Information. All the personal information requested in the form must be provided. Failure to provide all the necessary information will result in delays and/or the rejection of your request.

Access to Your Information. You may review the records maintained by the CJIS Division in the DOJ that contain your personal information, as permitted by the Information Practices Act. See below for contact information.

Possible Disclosure of Personal Information. In order to process applications pertaining to Live Scan service to help determine the suitability of a person applying for a license, employment, or a volunteer position working with children, the elderly, or the disabled, we may need to share the information you give us with authorized applicant agencies.

The information you provide may also be disclosed in the following circumstances:

- With other persons or agencies where necessary to perform their legal duties, and their use of your information is compatible and complies with state law, such as for investigations or for licensing, certification, or regulatory purposes.
- To another government agency as required by state or federal law.

Contact Information. For questions about this notice or access to your records, you may contact the Associate Governmental Program Analyst at the DOJ's Keeper of Records at (916) 210-3310, by email at **keeperofrecords@doj.ca.gov,** or by mail at:

Department of Justice
Bureau of Criminal Information & Analysis
Keeper of Records
P.O. Box 903417
Sacramento, CA 94203-4170

REQUEST FOR LIVE SCAN SERVICE

Privacy Act Statement

Authority. The FBI's acquisition, preservation, and exchange of fingerprints and associated information is generally authorized under 28 U.S.C. 534. Depending on the nature of your application, supplemental authorities include Federal statutes, State statutes pursuant to Pub. L. 92-544, Presidential Executive Orders, and federal regulations. Providing your fingerprints and associated information is voluntary; however, failure to do so may affect completion or approval of your application.

Principal Purpose. Certain determinations, such as employment, licensing, and security clearances, may be predicated on fingerprint-based background checks. Your fingerprints and associated information/biometrics may be provided to the employing, investigating, or otherwise responsible agency, and/or the FBI for the purpose of comparing your fingerprints to other fingerprints in the FBI's Next Generation Identification (NGI) system or its successor systems (including civil, criminal, and latent fingerprint repositories) or other available records of the employing, investigating, or otherwise responsible agency. The FBI may retain your fingerprints and associated information/biometrics in NGI after the completion of this application and, while retained, your fingerprints may continue to be compared against other fingerprints submitted to or retained by NGI.

Routine Uses. During the processing of this application and for as long thereafter as your fingerprints and associated information/biometrics are retained in NGI, your information may be disclosed pursuant to your consent, and may be disclosed without your consent as permitted by the Privacy Act of 1974 and all applicable Routine Uses as may be published at any time in the Federal Register, including the Routine Uses for the NGI system and the FBI's Blanket Routine Uses. Routine uses include, but are not limited to, disclosures to: employing, governmental, or authorized non-governmental agencies responsible for employment, contracting, licensing, security clearances, and other suitability determinations; local, state, tribal, or federal law enforcement agencies; criminal justice agencies; and agencies responsible for national security or public safety.

REQUEST FOR LIVE SCAN SERVICE

Noncriminal Justice Applicant's Privacy Rights

As an applicant who is the subject of a national fingerprint-based criminal history record check for a noncriminal justice purpose (such as an application for employment or a license, an immigration or naturalization matter, security clearance, or adoption), you have certain rights which are discussed below.

- You must be provided written notification[1] that your fingerprints will be used to check the criminal history records of the FBI.
- You must be provided, and acknowledge receipt of, an adequate Privacy Act Statement when you submit your fingerprints and associated personal information. This Privacy Act Statement should explain the authority for collecting your information and how your information will be used, retained, and shared. [2]
- If you have a criminal history record, the officials making a determination of your suitability for the employment, license, or other benefit must provide you the opportunity to complete or challenge the accuracy of the information in the record.
- The officials must advise you that the procedures for obtaining a change, correction, or update of your criminal history record are set forth at Title 28, Code of Federal Regulations (CFR), Section 16.34.
- If you have a criminal history record, you should be afforded a reasonable amount of time to correct or complete the record (or decline to do so) before the officials deny you the employment, license, or other benefit based on information in the criminal history record. [3]

You have the right to expect that officials receiving the results of the criminal history record check will use it only for authorized purposes and will not retain or disseminate it in violation of federal statute, regulation or executive order, or rule, procedure or standard established by the National Crime Prevention and Privacy Compact Council. [4]

If agency policy permits, the officials may provide you with a copy of your FBI criminal history record for review and possible challenge. If agency policy does not permit it to provide you a copy of the record, you may obtain a copy of the record by submitting fingerprints and a fee to the FBI. Information regarding this process may be obtained at https://www.fbi.gov/services/cjis/identity-history-summary-checks.

If you decide to challenge the accuracy or completeness of your FBI criminal history record, you should send your challenge to the agency that contributed the questioned information to the FBI. Alternatively, you may send your challenge directly to the FBI. The FBI will then forward your challenge to the agency that contributed the questioned information and request the agency to verify or correct the challenged entry. Upon receipt of an official communication from that agency, the FBI will make any necessary changes/corrections to your record in accordance with the information supplied by that agency. (See 28 CFR 16.30 through 16.34.) ***You can find additional information on the FBI website at*** https://www.fbi.gov/about-us/cjis/background-checks***.***

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[1] Written notification includes electronic notification, but excludes oral notification
[2] https://www.fbi.gov/services/cjis/compact-council/privacy-act-statement
[3] See 28 CFR 50.12(b)
[4] See U.S.C. 552a(b); 28 U.S.C. 534(b); 34 U.S.C. § 40316 (formerly cited as 42 U.S.C. § 14616), Article IV(c)

City and County of San Francisco
Carol Isen
Human Resources Director

Department of Human Resources
Connecting People with Purpose
www.sfdhr.org

Candidate Notice of Fingerprinting

The City and County of San Francisco Department of Human Resources reviews conviction records as one of the final steps in the hiring process. You will be fingerprinted, and your fingerprints will be sent to the California Department of Justice (DOJ) and the Federal Bureau of Investigation (FBI). We will review any conviction history we receive to determine if there is a conflict with the specific position you applied for.

You could be ineligible for a position if there is a conflict between your conviction history and the job. *Disqualification from one position does not automatically make you ineligible for other positions with the City and County of San Francisco.* If you are disqualified from a position, we will notify you of your appeal rights.

We consider these factors when reviewing a candidate's conviction history:

- Nature and gravity of the offense
- Degree to which the conviction is related to the duties and responsibilities of the position
- Time elapsed since the conviction
- Age at the time of conviction
- Frequency of convictions
- Evidence of rehabilitation and any other mitigating circumstances

We don't consider:

- Arrests not followed by conviction (unless required by law)
- Referral to or participation in a pretrial or posttrial diversion program, including a deferred entry of judgment program
- Convictions that have been sealed, dismissed, expunged, or statutorily eradicated pursuant to law
- Juvenile records (unless required by law)
- An offense other than a felony or misdemeanor, such as an infraction

We will contact you by email if we determine there is a potential conflict between your conviction history and the specific position to which you applied. We will afford you an opportunity to provide any evidence of rehabilitation you would like considered. We encourage you to gather evidence of rehabilitation ahead of time. Evidence of rehabilitation includes, but is not limited to:

- Proof of conviction expungement, pardon, or dismissal
- Past employer recommendations, especially employment since the conviction
- Educational attainment or professional training since the conviction
- Completion of rehabilitative treatment (e.g. alcohol or drug treatment)
- Letters of recommendation from community organizations, counselors or case managers, teachers, community leaders, or parole/probation officers
- A personal statement, explanation, or detailed description of the circumstances surrounding your conviction

We do not provide copies of conviction history records to candidates. You do have a right to obtain a copy of these records, to challenge their accuracy and completeness, and to obtain a determination as to the validity of your record before a final determination on your eligibility for employment is made. The procedures for obtaining a change, correction, or update to your criminal history record are set forth at Title 28, Code of Federal Regulations (CFR), Section 16.34

For more information about the City's conviction history review process, visit our webpage at https://careers.sf.gov/knowledge/conviction-history/