



Thank you for your inquiry regarding our card scanning services. If you live outside of California, or are unable to visit our location to be fingerprinted, we have a cost effective solution that will save you the time and expense of traveling to one of our California locations.

Our Card Scan Processing Service utilizes advanced scanning technology to convert a traditional Ink Fingerprint Card (FD-258), to an electronic fingerprint record (Live Scan). Converting an Ink Fingerprint Card to an electronic fingerprint record allows an applicant to have their application processed as quickly as if they had travelled to our location.

Attached are the instructions for submitting Ink Fingerprint Cards for conversion to an electronic record, and submission to the California Department of Justice (DOJ) and, if applicable, Federal Bureau of Investigation (FBI).

Completion of Forms:

- Ink Fingerprint Cards (FD-258) can be obtained at any Police or Sheriff's Department, where you can also be fingerprinted. California Penal Code Section 11102.1 states Individuals residing outside of California applying for employment or certification in California who cannot be fingerprinted in California must have their fingerprints rolled at a law enforcement agency in their state or country of residence. Please include two (2) cards for submission, in case one card is not readable. Be sure to fully fill out the Applicant Information section of the ink card: Date of birth, name, social security number, signature, etc.

If you are unable to obtain 2 FD-258 cards:

- email us at [contactus@capitallivescan.com](mailto:contactus@capitallivescan.com)
- Please allow 2-4 weeks for the cards to get sent to you



5706 Broadway  
Sacramento CA  
95820

PHONE (916) 231-9966  
FAX (916) 451-3007  
EMAIL [capitallivescanhq@gmail.com](mailto:capitallivescanhq@gmail.com)  
WEBSITE [capitallivescan.com](http://capitallivescan.com)

- You will need to obtain a Request for Live Scan form (8016) from the California agency you are applying with. It is essential that you obtain this form. It will be complete with the agency information at the top: ORI, Agency Name/Address, Mail Code and Contact Person, as well as the level of service (DOJ, or DOJ and FBI). You must complete the applicant information section.

Once we receive your fingerprint cards, we will scan, convert and submit your fingerprints to the California DOJ, and if applicable, FBI. We will return two (2) copies of your Request for Live Scan form to you. One is for your records and the other copy should be sent to the requesting agency (the agency you are applying with).

DOJ and FBI will complete your criminal background check and forward the results directly to the requesting agency.

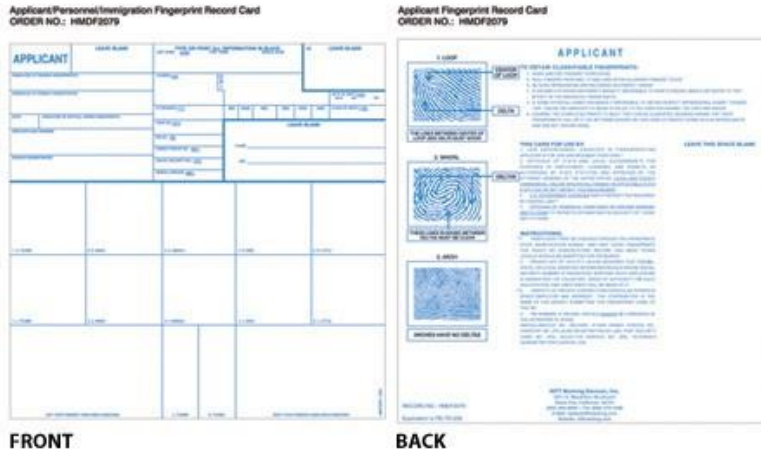


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WEBSITE [capitalivescan.com](http://capitalivescan.com)

WHAT YOU WILL NEED:

1. **FD-258 FINGERPRINT CARDS (2) Complete with Applicant Information and Fingerprints. Make sure technician FILLS OUT AND RETURNS the DECLARATION OF OFFICIAL TAKING FINGERPRINTS: PAGE 5.**



2. **3 COPIES OF THE REQUEST FOR LIVE SCAN FORM from the requesting agency with ALL requesting agency information and applicant information sections completed.**



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3. Copy of your VALID, GOVERNMENT ISSUED, PHOTO IDENTIFICATION.
4. FILL OUT AND RETURN CONTACT INFORMATION: PAGE 6
5. CHECK OR CHASHER'S CHECK FOR \$150.00 made out to Capital Live Scan
6. PREPAID, SELF ADDRESSED, **FedEx** RETURN Label so we can return copies of your Request for Live Scan form to you once your fingerprints are converted and transmitted.

7. SEND ALL DOCUMENTS via **FedEx** to:

Capital Live Scan  
5706 Broadway  
Sacramento CA 95820

- ★ To ensure quality assurance for our customers we recommend using **FedEx** for shipping. Our business has guaranteed drop off/pick up times with **FedEx** daily. Whereas with other mail carriers you may find there being lapse in the transferring timeframe of documents; this assures us that you will receive your forms within the correct amount of days.
- ★ 90% of customers get their completed forms sent back the same day the packets are received



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## Declaration of Official Taking Fingerprints

### Instructions for Agency performing service:

Please fill out and sign. Once you have done so, please return the signed declaration to the Applicant.

**Applicant Name** (printed): \_\_\_\_\_

### Before taking the Applicant's Fingerprints:

- I verified the Applicants identity by a valid government issued photo ID.

**I DECLARE UNDER PENALTY OF PERJURY THAT THE FOREGOING IS TRUE AND CORRECT.**

Agency Performing Service: \_\_\_\_\_

Official's Name (printed): \_\_\_\_\_

Official's Signature: \_\_\_\_\_

Date Fingerprinted: \_\_\_\_\_



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**Please Provide Us with Your Contact Information:**

Name: \_\_\_\_\_  
Last First Middle

E-Mail: \_\_\_\_\_

Address: \_\_\_\_\_  
Street Apt # City

\_\_\_\_\_ Country State/Prov. Zip/Postal Code

Phone Number: \_\_\_\_\_

**Important Reminder: Please make sure your information is clearly written and legible, otherwise the processing of your live scan may be delayed. Thank you!**



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## ✓ Check List

Please place a checkmark in the box next to the document completed and placed in the envelope to send to Capital Live Scan.

- 2 FD-258 Fingerprint Cards
- Declaration of Official Taking Fingerprints Form
- 3 Filled out Copies of the 8016 Live Scan Form
- Copy of ID Front and Back
- Contact Information Form
- \$150.00 Check made out to Capital Live Scan
- Prepaid FedEx Label
- Check List

**IMPORTANT REMINDER: Your Ink Conversion Packet will NOT be processed if all the required documents are not included.  
Thank you!**



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