

Non Resident LiveScan Processing Procedures

Applicants who reside in an area where no IBT LiveScan machines are available may use IBT's LiveScan Processing Program. This program utilizes advanced scanning technology to convert a traditional fingerprint card (hard card) into an electronic fingerprint record. Converting a "hard card" into an electronic record enables an applicant to have their fingerprint record processed as quickly as if they had traveled to a LiveScan machine. The section below details the procedures for submitting fingerprints to the LiveScan Processing Unit.

California Licensing

- Applicants should obtain a set of fingerprints from a local law enforcement agency or other entity that provides fingerprinting services. These fingerprints may be either traditional ink rolled fingerprints or LiveScan fingerprints.
- Fingerprints may be submitted on FBI applicant cards or fingerprint cards from any other state or local government agency (we prefer standard FBI applicant cards).
- FBI applicant cards are available from the state agency requiring you to be fingerprinted (i.e. Dept of Insurance, Dept of Real Estate, etc.). Please contact those agencies directly to obtain fingerprint cards. *Due to agency specific information, IBT does not provide fingerprint cards to applicants.*
- Applicants need to make sure the fingerprint card is completely filled out. Required information includes: ORI number, full name, social security number (if required by agency), date of birth, home address, sex, height, weight, hair color, eye color, place of birth (state or country only), citizenship, and reason fingerprinted.
- The ORI number that should be used for on the fingerprint card is usually available on the LiveScan Applicant Form or LiveScan Processing directions.
- Reason fingerprinted should specify what type of license the applicant is applying for (insurance, security guard, etc.)
- **Failure to completely fill out the information on the fingerprint card will result in the card being returned to the applicant, which will delay the licensing process.**
- The fully completed card, along with the appropriate fee (indicated in the application packet) should then be mailed to the following address:
Please include a daytime telephone number where the applicant can be reached if we have a

For Department of Insurance applicants ONLY please send to:
IBT 1650 Wabash Ave Suite D,
Springfield, IL 62704.
Attn: CA Card Scan

All other applicants please send to:
IBT
8789 Auburn Folsom Rd., Suite C
#201
Granite Bay, CA 95746

question about the fingerprint card.

- Please include the full name of the applicant on each check or money order.
- Do not send completed licensing applications to IBT; completed licensing applications should be returned to the state agency that will be issuing the license.
- Applicants wishing to verify that a fingerprint card has been processed may call 800-315-4507 and speak with a customer service representative.