

**A-22-11 Request For Live Scan Service**  
**Rev Date: 2007-10-04**

The **Request for Live Scan Service** is a California state form that allows Sponsor Applicants to apply for State Certification through a background check initiated by being fingerprinted by a Live Scan Agency in their community.

Filling out the **Request for Live Scan Service** Form requires that the sponsor applicant fill in certain information so that NCWSA will receive the results of the Background Check as well as any invoice presented by the state or federal governments.

There is a “fingerprint fee” to using the Live Scan Service. The Sponsor Applicant is expected to pay this fee. Some districts and Al-Anon Information Services provide reimbursement for this local fee. Should the local organization not reimburse the fingerprint fee, the sponsor applicant may turn in a receipt to the Area Process Person for reimbursement from NCWSA.

**No one within NCWSA, District or Al-Anon Information Service, including the District Process person, District Alateen Coordinator or the Area Process Person, keeps a copy of this form when completed. The results of the State and Federal Government investigation are sent to the Area Process Person, who keeps the result in a locked file cabinet in accordance with State Law.**

Sponsor Applicants may copy the completed form for their own records.

To access The **Request for Live Scan Service** Form, go to this web page

[http://ag.ca.gov/fingerprints/forms/BCII\\_8016.pdf](http://ag.ca.gov/fingerprints/forms/BCII_8016.pdf)

If unable to access the web site, you may receive a copy from your District Process person, District Alateen Coordinator or the Area Process Person.

For assistance in completing this page, please contact your District Process person, District Alateen Coordinator or the Area Process Person. For contact information, check the latest issue of the NCWSA Newsletter, the 12 STEPPER.