Personal Assistance Services Council Of Los Angeles County

3452 E. Foothill Blvd., Suite 900, Pasadena, CA 91107 • www.pascla.org
Toll Free: (877) 565-4482 • Fax: (818) 206-8000 • TTY: (626) 737-7512

IHSS Providers: Instructions for Completing the Criminal Background Investigation (CBI)

State law requires all IHSS homecare providers to submit their fingerprints and undergo a Criminal Background Investigation (CBI), administered by the State Department of Justice (DOJ), as a part of the new mandatory enrollment process for providers. Enclosed in this packet are the materials that you will need in order to undergo the CBI. Below are questions, answers, and important instructions regarding this new process. You should read them carefully, and make sure that you follow them.

1. When do I need to get my fingerprints taken?

You must complete the enrollment process, which includes attending an orientation, completing the State-required enrollment form and agreement, submitting your fingerprints for the CBI, and passing the CBI review of your record, ***before you can be authorized to be paid*** through the IHSS Program.

Note: If you work for more than one consumer, you will only need to submit your fingerprints and pass the CBI process one time.

2. Where do I get my fingerprints taken?

You can have your fingerprints taken at any DOJ-approved Live Scan site throughout L.A. County. A list of sites can be found on the DOJ website at *www.ag.ca.gov/fingerprints/publications/contact.htm*. Check the list and select the location that is most convenient.

You must call your selected site and make an appointment to have your fingerprints taken.

3. Who pays for the fingerprinting/CBI process?

State law requires that you, the IHSS provider, pay for the fingerprinting and CBI process. When you go to the live scan location, you must pay a $32 Criminal Background Investigation transaction fee plus another fee for the actual live scan, that may bring the total charges to as much as $70. The fees for live scan sites vary from location to location, and some sites only accept cash while others may accept checks, credit cards, or debit cards. Be sure to ask, before you go, about the charges and accepted methods of payment for your preferred site.

4. What must I take with me to my live scan fingerprinting site?

- Payment as described in item #3 above;
- The enclosed *Request for Live Scan Service* form, completed in triplicate. Complete the middle section of each form starting with "Last Name" and ending with "Zip Code." Disregard "Billing Number" and "Misc. Number." Take all three copies with you to the live scan location. You can only use the *Request for Live Scan Service* form provided by PASC. If you do not, PASC will not receive the CBI results and you will have to get your fingerprints taken again at your own expense;
- Your photo ID (valid driver license, or valid California ID, or a valid US Passport); and
- Your Social Security Card.

5. What happens at the live scan site?

A technician will make a record of your fingerprints. Once you have completed the live scan, the person at the site should return two copies of the *Request for Live Scan Service* form to you. Put one of the copies of that form in the enclosed self-addressed return envelope and mail it to PASC. Keep the other copy for your records.

6. What if I have already had a CBI done?

Even though you may have had a CBI done previously for other reasons (i.e., for professional certification, immigration, other types of jobs, etc.), you are still required to undergo a new CBI for purposes of employment as an IHSS homecare provider.

7. How long does the fingerprinting process and CBI take?

Once you have submitted your fingerprints at the live scan site (which should only take a few minutes), you should receive a notice from PASC within 30 business days regarding the results of the CBI.

Should you encounter any problems or have questions, please call the PASC Provider Enrollment Call Center, toll-free at 877-565-4482.

STATE OF CALIFORNIA
BCII 8016
(orig. 4/01; rev. 6/09)

DEPARTMENT OF JUSTICE

REQUEST FOR LIVE SCAN SERVICE

Applicant Submission

A1934
ORI (Code assigned by DOJ)

ELDER CARE
Authorized Applicant Type

IHSS CARE PROVIDER
Type of License/Certification/Permit OR Working Title (Maximum 30 characters - if assigned by DOJ, use exact title assigned)

Contributing Agency Information:

PERSONAL ASSISTANCE SERVICES COUNCIL (PASC)
Agency Authorized to Receive Criminal Record Information

07189
Mail Code (five-digit code assigned by DOJ)

3452 E. FOOTHILL BLVD., SUITE 900
Street Address or P.O. Box

CW
Contact Name (mandatory for all school submissions)

PASADENA
City

CA
State

91107
ZIP Code

(877) 565-4482
Contact Telephone Number

Applicant Information:

Last Name

First Name

Middle Initial

Suffix

Other Name (AKA or Alias) Last

First

Suffix

Date of Birth

Sex ☐ Male ☐ Female

Driver's License Number

Height

Weight

Eye Color

Hair Color

Billing Number Applicant to Pay
(Agency Billing Number)

Place of Birth (State or Country)

Social Security Number

Misc. Number Not Applicable
(Other Identification Number)

Home Address Street Address or P.O. Box

City

State

ZIP Code

Your Number:
OCA Number (Agency Identifying Number)

Level of Service: ☒ DOJ ☐ FBI

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

Original ATI Number

Employer (Additional response for agencies specified by statute):

Employer Name

Mail Code (five digit code assigned by DOJ

Street Address or P.O. Box

City

State

ZIP Code

Telephone Number (optional)

Live Scan Transaction Completed By:

Name of Operator

Date

Transmitting Agency

LSID

ATI Number

Amount Collected/Billed

ORIGINAL - Live Scan Operator

SECOND COPY - Applicant

THIRD COPY (if needed) - Requesting Agency

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