

## **INSTRUCTIONS FOR SUBMITTING “HARD CARD” FINGERPRINT CARDS**

Applicants for a BSIS license, with the exception of a Proprietary Private Security Employer registration, must submit fingerprints to the California Department of Justice (DOJ) for the purpose of conducting a DOJ and FBI criminal history background check. Live Scan fingerprinting services are available in California only at DOJ authorized private businesses and designated government agencies. If you reside outside of California and cannot access a Live Scan Operator in this state, you need to use the "hard card" fingerprint method. You will need to submit two rolled fingerprint cards to the Bureau, one for DOJ and one for FBI. You may contact the police or sheriff's office in your area to inquire about having your fingerprints rolled. Please be advised that the DOJ and FBI processing times for hard card fingerprints is a minimum of 8-12 weeks.

DOJ and FBI charge a fee for processing fingerprint cards. All BSIS license types, with the exception of the firearms permit, are \$49. The DOJ-FBI fee for processing fingerprint cards for a BSIS firearms permit is \$87. This fee is to be paid to the Bureau. Below is information on the two methods for payment of the DOJ-FBI fingerprint card fee.

### **FINGERPRINT CARD FEE PAYMENT ONLINE THROUGH BREEZE**

You may pay the DOJ-FBI “hard card” fingerprint processing fees on the online BreEZe system when completing your license application. You will need to select “Yes” when asked if you will be submitting “hard card” fingerprints. The fingerprint card fee will be included in the total amount due to submit your application. Once your application is submitted through BreEZe, an email containing your application and payment summary will be sent to the email address you provided when you created your BreEZe account. Attach a copy of the payment summary to your fingerprint cards and mail the both documents to the Bureau at P.O. Box 989002, West Sacramento, CA 95798.

Failure to attach a copy of your BreEZe payment receipt to your fingerprint cards could cause a delay in the processing of your fingerprint cards.

### **FINGERPRINT CARD FEE PAYMENT BY MAIL**

You may pay the DOJ-FBI “hard card” fingerprint processing fee with your application fee. Your check or money order should reflect payment for both the application fee and fingerprint card fee. Mail the check or money order with your completed license application and fingerprint cards to the Bureau at P.O. Box 989002, West Sacramento, CA 95798.

## **“HARD CARD” FINGERPRINT CARD SECTIONS TO COMPLETE**

DOJ-FBI will not process a fingerprint card if it is incomplete or the information provided is illegible. The following applicant information **MUST** be typed or legibly printed on the fingerprint card:

1. Name
2. Date of Birth
3. Social Security Number
4. Sex
5. Race
6. Height
7. Weight
8. Eye Color
9. Hair Color