

**DEPARTMENT OF SOCIAL SERVICES**

744 P Street, Sacramento, CA 95814



May 10, 2005

TO: REGIONAL MANAGERS

FROM:  JO FREDERICK, Deputy Director  
Community Care Licensing Division**SUBJECT: MANDATORY ELECTRONIC TRANSMISSION REQUIREMENT FOR FINGERPRINT SUBMISSIONS**

Senate Bill 970 (Ortiz), Chapter 470, Statutes of 2003, added Section 11077.1 to the California Penal Code. This section provides that, effective July 1, 2005, the Department of Justice may only accept fingerprint images and related information to process requests for criminal offender record information (CORI) for employment, licensing, certification, custodial child placement, or adoption purposes, if those images and related information are electronically transmitted. Fingerprint cards (FD 258) received by the DOJ after July 1, 2005 will be returned to the submitting agency for resubmission to the DOJ in the required electronic format. It is important that applicants and licensees are advised of the new electronic submission requirement, and to use Live Scan to avoid delays in processing criminal background clearance requests as well as additional rolling fees.

The DOJ may, where specific circumstances warrant, accept fingerprint cards (FD 258) if necessary to process requests for CORI. The form to request an exemption from the electronic transmission requirement will be available on the Attorney General's website at [www.ag.ca.gov/fingerprints/pdf/bcii9004.pdf](http://www.ag.ca.gov/fingerprints/pdf/bcii9004.pdf). Effective May 1, 2005, the DOJ will no longer supply fingerprint cards (FD 258) unless a specific need is demonstrated, or the requestor is granted an exemption from the electronic submission requirement.

If you have any questions regarding this change to the fingerprint submission process, please contact Bill Jordan, Bureau Chief, Caregiver Background Check Bureau, at (916) 263-4945.

c: Program Administrators  
Branch Chiefs