

Transmitting Agency

LSID

REQUEST FOR LIVE SCAN SERVICE

Applicant Submission	
ORI (Code assigned by DOJ)	Authorized Applicant Type
Type of License/Certification/Permit OR Working Title (Maximum 30 characters	- if assigned by DOJ, use exact title assigned)
Contributing Agency Information:	
Agency Authorized to Receive Criminal Record Information	Mail Code (five-digit code assigned by DOJ)
Street Address or P.O. Box	Contact Name (mandatory for all school submissions)
City State ZIP Code	Contact Telephone Number
Applicant Information:	
Last Name	First Name Middle Initial Suffix
Other Name: (AKA or Alias)	
Last Name	First Name Suffix
Sex Male Female	Driver's License Number
Height Weight Eye Color Hair Color	Billing Number
Place of Birth (State or Country) Social Security Number	(Agency Billing Number) Misc. Number
	(Other Identification Number)
Home Address Street Address or P.O. Box	City State ZIP Code
I have received and read the included Privacy Notice,	Privacy Act Statement, and Applicant's Privacy Rights.
Applicant Signature	Date
Your Number: OCA Number (Agency Identifying Number)	Level of Service: DOJ FBI (If the Level of Service indicates FBI, the fingerprints will be used to check the criminal history record information of the 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	
Street Address or P.O. Box	Telephone Number (optional)
City State	ZIP Code Mail Code (five digit code assigned by DOJ)
Live Scan Transaction Completed By:	
Name of Operator	Date

ATI Number

Amount Collected/Billed

Privacy Notice

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Privacy Act Statement

Authority. The FBI's acquisition, preservation, and exchange of fingerprints and associated information is generally authorized under 28 U.S.C. 534. Depending on the nature of your application, supplemental authorities include Federal statutes, State statutes pursuant to Pub. L. 92-544, Presidential Executive Orders, and federal regulations. Providing your fingerprints and associated information is voluntary; however, failure to do so may affect completion or approval of your application.

Principal Purpose . Certain determinations, such as employment, licensing, and security clearances, may be predicated on fingerprint-based background checks. Your fingerprints and associated information/biometrics may be provided to the employing, investigating, or otherwise responsible agency, and/or the FBI for the purpose of comparing your fingerprints to other fingerprints in the FBI's Next Generation Identification (NGI) system or its successor systems (including civil, criminal, and latent fingerprint repositories) or other available records of the employing, investigating, or otherwise responsible agency. The FBI may retain your fingerprints and associated information/biometrics in NGI after the completion of this application and, while retained, your fingerprints may continue to be compared against other fingerprints submitted to or retained by NGI.

Routine Uses. During the processing of this application and for as long thereafter as your fingerprints and associated information/biometrics are retained in NGI, your information may be disclosed pursuant to your consent, and may be disclosed without your consent as permitted by the Privacy Act of 1974 and all applicable Routine Uses as may be published at any time in the Federal Register, including the Routine Uses for the NGI system and the FBI's Blanket Routine Uses. Routine uses include, but are not limited to, disclosures to: employing, governmental, or authorized non-governmental agencies responsible for employment, contracting, licensing, security clearances, and other suitability determinations; local, state, tribal, or federal law enforcement agencies; criminal justice agencies; and agencies responsible for national security or public safety.

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Noncriminal Justice Applicant's Privacy Rights

As an applicant who is the subject of a national fingerprint-based criminal history record check for a noncriminal justice purpose (such as an application for employment or a license, an immigration or naturalization matter, security clearance, or adoption), you have certain rights which are discussed below.