

APPLICANT FINGERPRINT TRANSACTION FOLLOW-UP REQUEST

This form is to be used for requesting the processing status of an employment, licensing or certification fingerprint transaction where no response has been received. This form is not intended to be used for updating an agency's file with current criminal history information or any other record keeping purpose.

To: Bureau of Criminal Identification and Information
 Applicant Processing Program
 P.O. Box 903417
 Sacramento, CA 94203-4170
 (916) 227-3823 FAX (916) 227-2000

Requestor:

 Telephone Number:

 Date:

Contributing Agency and Address

Type of Application:

FINGERPRINT CARD **LIVESCAN**
 (30 Working Days) (7 Working Days)

Agency Mail Code ATI Transaction Number

FOLLOW-UP REQUEST FORM

I have called (916) 227-4557 to determine the status of this fingerprint transaction. The transaction is:

Complete but I have not received a response Is in process OR
 There is no record of the transaction (please do not reprint unless directed)

CALIFORNIA FINGERPRINT TRANSACTION AND/OR FBI FINGERPRINT TRANSACTION

Applicant's Name	Last	First	Middle	
Maiden or Alias	DOB (Mandatory)		Sex	Date Print or Transaction Submitted
CII#/SID (Optional)	SOC#		DL#	

FOLLOW-UP REPLY:

- We have no record of receipt of this fingerprint transaction. Please reprint and include with a copy of a transmittal form, cancelled check for proof of previous payment, or livescan (ATI) transaction number.
- Your fingerprint transaction was received and processed. The results are attached. If your agency has an electronic mail code, please verify that the correct code was used and the e-mail or fax address on this response is correct.
- A search of Bureau files shows the fingerprint transaction was partially processed. However, the transaction was rejected on _____ because of poor quality fingerprints. Please reprint and include the livescan (OATI) transaction number.
- Your fingerprint transaction has been received, however there has been a delay in processing. If you do not receive a reply in 30 days, please resubmit a follow-up request with a copy of this form.
- A fingerprint transaction for a subject with a similar name and date of birth has been located and is in process. However, we are unable to determine if this is the fingerprint transaction submitted by your agency. If you do not receive a reply in 15 days, please resubmit a follow-up request with a copy of this form.
- Other _____

PLEASE DO NOT MODIFY THIS FORM