

STEP 1: Open the web link/URL: www.ApplicantServices.com/Kiwanis

- Use an internet browser and type www.ApplicantServices.com/Kiwanis in the address bar
 - If prompted for a “Group Code”: Enter: **KIWANIS**

The screenshot shows the ApplicantServices.com website. At the top, there is a navigation bar with the logo, a 'Contact Us' link, and an 'Admin Login' link. Below the navigation bar, there are three main service cards: 'Schedule your appointment', 'What to bring?', and 'Cal-DOJ processing status'. Each card contains detailed instructions for users. Below the cards is a 'Frequently Asked Questions (FAQ)' section with several expandable questions. At the bottom, there is a footer with three columns: 'Service Options', 'Company', and 'General Info'. A disclaimer is also present at the bottom of the page.

Service Options
Home
Applicants
FBI Applicants

Company
About Us
Contact Us
Live Scan Locations
Site Map

General Info
Terms of Use
Privacy
Data Security
Legal Policy

Disclaimer: ApplicantServices.com is a service web portal for Biometrics4ALL, a Cal-DOJ certified LiveScan and Peer Service Provider (PSP) as well as a Certified FBI Channeler. Biometrics4ALL will not have access to your Cal-DOJ Criminal History. Requesting Agencies will continue to access criminal history directly from the Cal-DOJ email portal.



STEP 2: Initiate the transaction using your email

- Enter your email address and click the <Proceed> button
- Enter the 6-digit code sent to your email

User Validation

Select Language | Translation Disclaimer



Enter your email

Email (Mandatory): By entering your email address, you are agreeing to comply with and be bound by the Terms of Use below. The email will be used for communication associated with your transaction.

Proceed

Terms Of Use:
PRIVACY ACT STATEMENT - AUTHORITY: The FBI and Cal-DOJ'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



User Validation

Select Language | Translation Disclaimer



You should have received a one-time access code. If you did not receive one after 5 minutes, click [Try again](#)

EDWARDWCHEN@GMAIL.COM

Please enter one-time access code.

Check your email for a message from Support@ApplicantServices.com containing 'Login Code'. Before you use the 'Login Code', verify the 'Issued' date and time is later than your guest email entry. In other words, make sure it is the newest code.

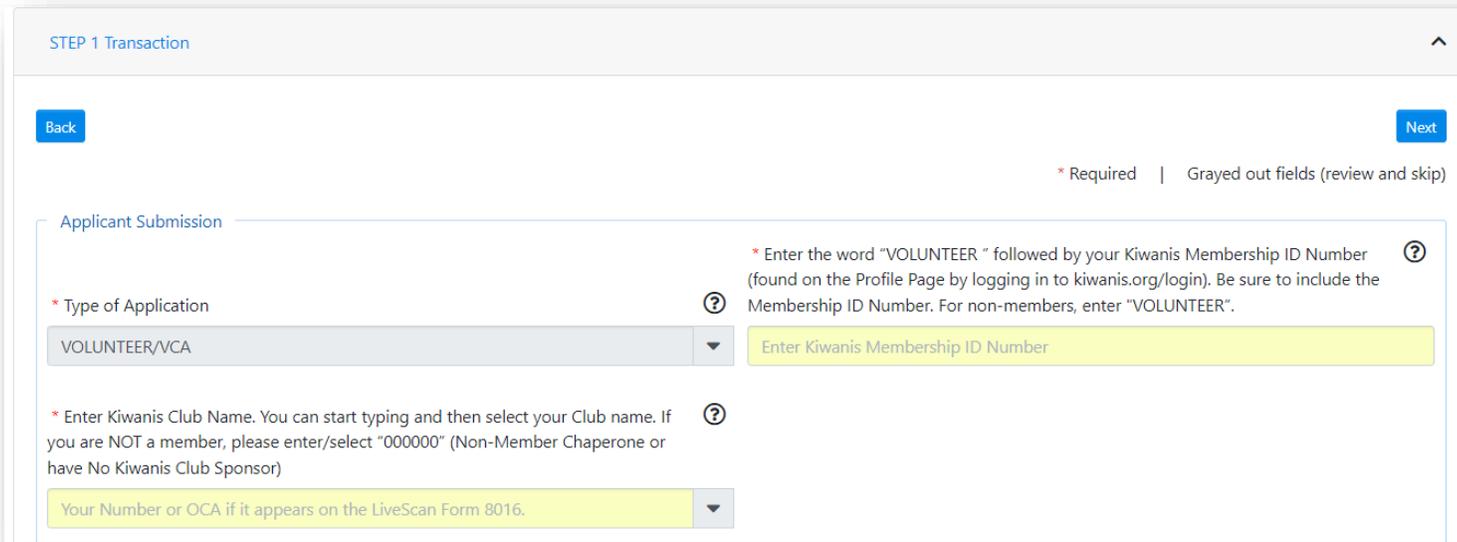
Proceed

Terms Of Use:
PRIVACY ACT STATEMENT - AUTHORITY: The FBI and Cal-DOJ'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



STEP 3: Enter Personal Information

- Enter information as requested/prompted
- IMPORTANT NOTE:**
 - Members:** Enter the word “**VOLUNTEER**” followed by your **Kiwanis Membership ID Number**
 - If you do not have your Membership ID, please log into www.kiwanis.org/login. Your Membership ID can be found on the Profile Page
 - Non-Members:** Enter “**VOLUNTEER**” in the Membership ID field



STEP 1 Transaction

Back Next

* Required | Grayed out fields (review and skip)

Applicant Submission

* Type of Application

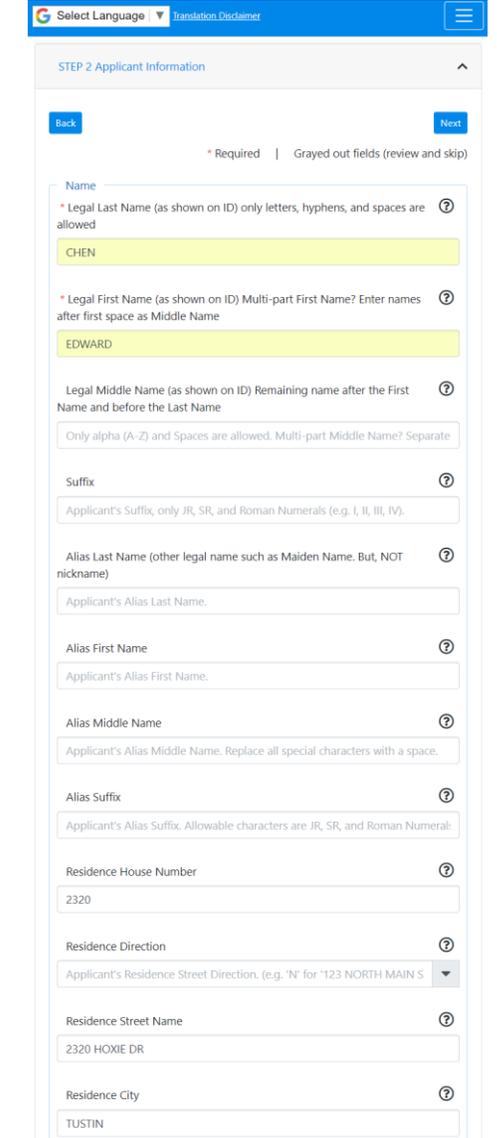
VOLUNTEER/VCA

* Enter the word “VOLUNTEER” followed by your Kiwanis Membership ID Number (found on the Profile Page by logging in to kiwanis.org/login). Be sure to include the Membership ID Number. For non-members, enter “VOLUNTEER”.

Enter Kiwanis Membership ID Number

* Enter Kiwanis Club Name. You can start typing and then select your Club name. If you are NOT a member, please enter/select “000000” (Non-Member Chaperone or have No Kiwanis Club Sponsor)

Your Number or OCA if it appears on the LiveScan Form 8016.



Select Language Translation Disclaimer

STEP 2 Applicant Information

Back Next

* Required | Grayed out fields (review and skip)

Name

* Legal Last Name (as shown on ID) only letters, hyphens, and spaces are allowed

CHEN

* Legal First Name (as shown on ID) Multi-part First Name? Enter names after first space as Middle Name

EDWARD

Legal Middle Name (as shown on ID) Remaining name after the First Name and before the Last Name

Only alpha (A-Z) and Spaces are allowed. Multi-part Middle Name? Separate

Suffix

Applicant's Suffix, only JR, SR, and Roman Numerals (e.g. I, II, III, IV).

Alias Last Name (other legal name such as Maiden Name, But, NOT nickname)

Applicant's Alias Last Name.

Alias First Name

Applicant's Alias First Name.

Alias Middle Name

Applicant's Alias Middle Name. Replace all special characters with a space.

Alias Suffix

Applicant's Alias Suffix. Allowable characters are JR, SR, and Roman Numerals.

Residence House Number

2320

Residence Direction

Applicant's Residence Street Direction. (e.g. 'N' for '123 NORTH MAIN S

Residence Street Name

2320 HOXIE DR

Residence City

TUSTIN

STEP 4: Find the Closest Fingerprinting Location

- Automatically shown with closest 10 locations to your residence
- You may search for any address, cross streets, point of interest
- Click on Schedule Appointment to continue

STEP 3 Locations

Back Next

Live Scan Locations Near: Irvine, CA Search Search Nearby

Home Address Other

Tustin, California
View on Google Maps

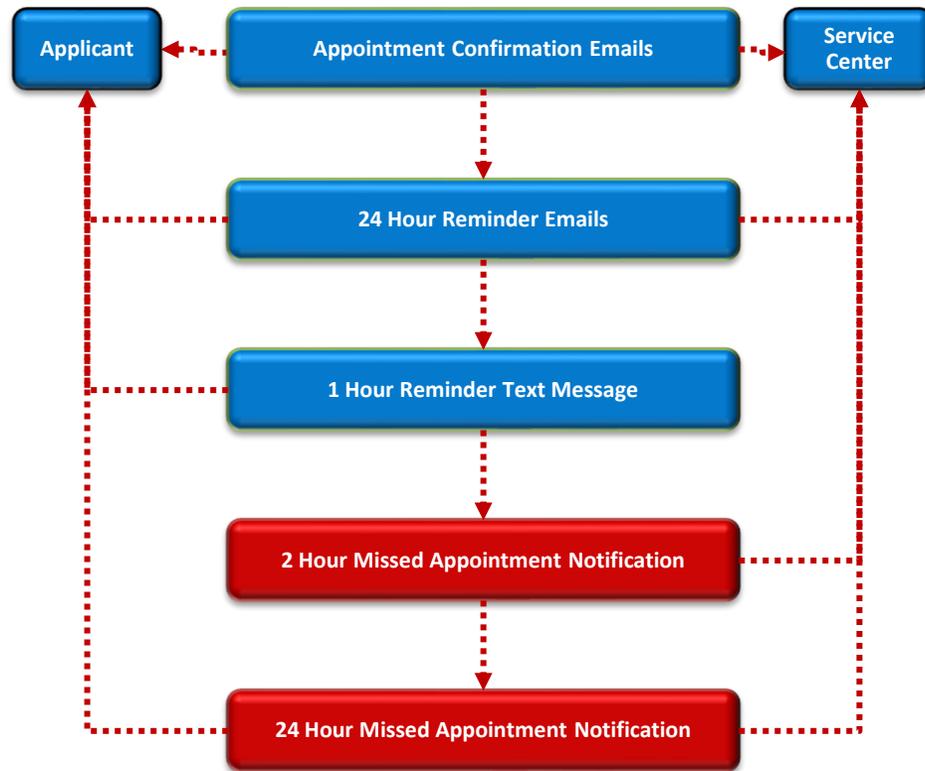
Select one of the LiveScan Service Centers below.

Service Center	Distance	Working Hours	
VERIFIED OPEN Postal Annex 3010 - PV6 15333 Culver Dr, Ste 340, Irvine, CA 92604 Contact: (949) 857-6782 Get Directions Email Us	1.78 mi	M-F:10AM-5PM Sa:10AM-3PM	Schedule Appointment
NEW SERVICE PARTNER LIKELY OPEN NL2 - The UPS Store 0032/0011 - NL2 14252 CULVER DRIVE STE. A, IRVINE, CA 92604 Contact: 949-559-9007 Get Directions Email Us	2.89 mi	M-F:10am-4pm	



STEP 5: Make an Appointment

- Only available appointments are shown
- You will receive reminder emails and text notifications



The screenshot shows the 'STEP 7 Appointment' interface. It includes a 'Back' button and a 'Next' button. The main instruction is 'Select a date and time, then click Next.' Below this is a calendar for February 2019 with the 13th highlighted. To the right of the calendar is a time selection dropdown menu with options from 10:00 AM to 3:30 PM, with 11:45 AM selected. To the right of the time selection is a summary of the appointment details:

Name
JS3 - A1 Live Scan, Notary & Passport Photo
Services
Address
631 S Olive Street Suite 200, LOS ANGELES, CA 90014
Contact Info
213-489-4559
A1LIVESCAN@PACBELL.NET
Hours
M-F:10am-12pm,2pm-5pm
(Store's local time)

At the bottom of the interface, a red text message reads: 'Expecting services to take place between 11:45 AM and 2:00 PM. You will be serviced within 30 minutes, please show up 5 minutes prior to your appointment time.'



Step 6: Sign off on Cal-DOJ Privacy Statements

- Scroll through the form and the privacy statement
- Check the box
- Click on the “I Agree” button

Terms and Conditions

*** Must read and scroll through in order to click on "I Agree".

STATE OF CALIFORNIA (FOR YOUR RECORDS ONLY) DEPARTMENT OF JUSTICE
BCIA 8016 (rev.04/2020)

REQUEST FOR LIVE SCAN SERVICE

Applicant Submission

AH507	EMPLOYEE 11105(B)(11) PC
ORI (Code assigned by DOJ)	Authorized Application Type
TEST	
Type of License/Certification/Permit OR Working Title (Maximum 30 characters - if assigned by DOJ, use exact title assigned)	

Contributing Agency Information:

CAADALTA FIRE PROT DIST	18652
Agency Authorized to Receive Criminal Record Information	Mail Code (five-digit code assigned by DOJ)
PO BOX 847	
Street Address or P.O. Box	Contact Name (mandatory for all school submissions)
ALTA CA 95701	
City State Zip Code	Contact Telephone Number

1 Written notification includes electronic notification, but excludes oral notification
2 <https://www.fbi.gov/services/cjis/compact-council/privacy-act-statement>
3 See 28 CFR 50.12(b)
4 See U.S.C. 552a(b); 28 U.S.C. 534(b); 34 U.S.C. § 40316 (formerly cited as 42 U.S.C. § 14616), Article IV(c)

*** Must read and scroll through in order to click on "I Agree".

I Agree I Disagree



STEP 7: Watch an Onsite Procedure Instructional Video

- Must watch the video in its entirety
- Please pay attention to the video instructions

STEP 5 Confirmation

Back Next

Application Purpose: Live Scan Form (8016) - WITHOUT Billing Number
Type of Transaction: Live Scan Form (8016) - WITHOUT Billing Number

Service Center: KN2 - Capital Live Scan
Appointment Time: Thursday, 12/31/2020 2:30 PM (PST)

Address: 5706 Broadway, Sacramento, CA 95820
Contact Info: (916) 456-5260
Hours of Operation: M-F:9am-6pm

MANDATORY VIDEO INSTRUCTIONS:



You must watch this instruction video in its entirety in order to proceed. The NEXT button will be deactivated until the end of the video. It is imperative that you understand everything in the video. if you missed anything, please watch it again.



STEP 8: Enter Payment Information

- Enter credit card information
- Total Fee = \$50

STEP 6 Payment

Back Next

Canceling a transaction will result in a \$10 refund processing fee. Remaining balance will be refunded within 10 business days. Purchased credit (Payment ID) will expire in 30 days as credit is consumed by the 30 Day Management Fee. Refunds will not be issued once fingerprinted or after 30 days.

* Required Fields

IMPORTANT: Please note that credit card charge will appear as "Biometrics4ALL".

Transaction fee

\$ 98.25

* Name on the Card	* Card Number
TEST	43595309583059 
* Expiration Month	* Expiration Year
04	2020
* Security Code	* Billing Address
435	2342 TEST RD
* Billing City	* Billing Zip
IRVINE	92620



Onsite Fingerprinting Experience

(A COUPLE OF MINUTES
IN MOST CASES)





STEP 1: Inform the Live Scan Operator

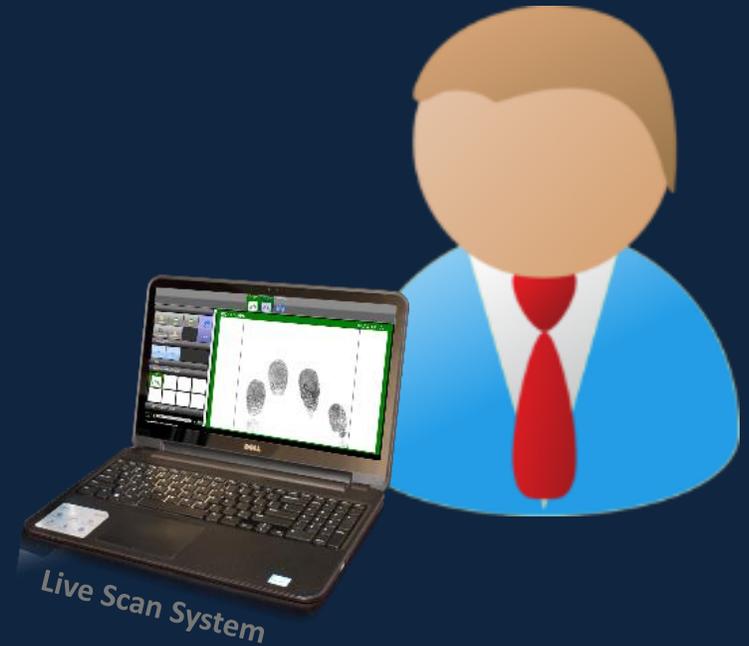
Applicant

Here for my
3 PM Live Scan
Appointment

Live Scan Booth



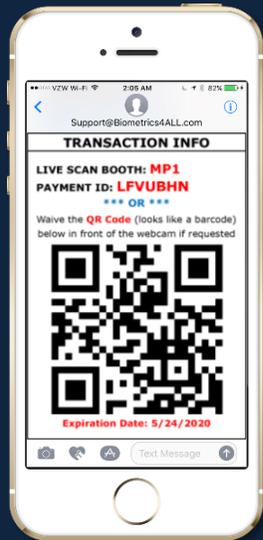
OPERATOR





STEP 2: Tell Operator the Payment ID

Applicant



PHONE
- OR -
PAPER

APPLICANTSERVICES.COM
REQUEST FOR CONTACTLESS LIVE SCAN
INSTRUCTIONS AND INFORMATION
 (PRINT THIS PAGE – ALSO EMAILED TO YOU)

LIVE SCAN APPOINTMENT INFO	TRANSACTION INFO
<p>Due to Social Distancing requirements, you must be at your appointment on time (not early or late). Please wait in your vehicle outdoors until your exact appointment time. Maintain a minimum of 6ft distance from others including the Live Scan operator. You will only be touching the Live Scan scanner device. No material will be exchanged (e.g. paper, ID, or money). We encourage you to bring your own hand sanitizer for use before and after the fingerprinting session.</p> <p>Last Name: First Name: Date: Time: Service Center Name: Service Center Address: Phone (call ahead to ensure operator availability):</p>	<p>LIVE SCAN BOOTH: [BLSID] PAYMENT ID: ABCDEEG *** OR *** Waive the QR Code (looks like a barcode) below in front of the webcam if requested</p> 
<p>WHAT TO BRING</p> <ul style="list-style-type: none"> • Government Issued Picture ID: E.g. Driver's License, State ID, Passport, etc. • This Printed Page or you cell phone with the Confirmation Email containing the same information 	
<p>FINGERPRINTING SESSION PROCESS OVERVIEW</p> <p>STEP 1 (Arrival): Be on time to the Live Scan Service Center (wait in your vehicle or outdoors if early, do not be late)</p> <p>STEP 2 (Notify): Go to your Live Scan booth and let the Service Center staff know you have arrived</p> <p>STEP 3 (Activate): Live Scan Operator will activate the system from more than 6ft away</p> <p>STEP 4 (Payment ID): Tell the Operator your Payment ID or waive the barcode image in front of the webcam</p> <p>STEP 5 (ID Validation): Swipe your Driver License across the black magnetic strip reader or if that doesn't work, the Operator will ask you to show your government issued Picture ID to the Operator by extending your arm and show the front side of the ID. Do NOT hand over the ID to the Operator.</p> <p>STEP 6 (Scan Fingers): Operator will tell you to put your fingers on the scanner surface in the following order:</p> <div style="display: flex; justify-content: space-around;"> <div style="text-align: center;"> <p>Right 4 Fingers</p>  </div> <div style="text-align: center;"> <p>Left 4 Fingers</p>  </div> <div style="text-align: center;"> <p>Two Thumbs Together</p>  </div> </div> <p>STEP 7 (Quality Control): Wait for Live Scan Operator to tell you everything is good or rescan certain fingers</p> <p>STEP 8 (Departure): Leave the service center when finished</p> <p>IF THE LIVE SCAN OPERATOR NEEDS ASSISTANCE (ASK THEM TO CALL (714) 568-9888 Opt 2)</p>	





STEP 3: Swipe Driver License or Show ID to the Operator

Applicant



Live Scan Booth



**SWIPE
DRIVER
LICENSE**





STEP 4: Scan Right 4 Fingers

Applicant



HOLD 3 Sec



 **STEP 5: Scan Left 4 Fingers**

Applicant



HOLD 3 Sec





STEP 6: Scan Both Thumbs

Applicant



HOLD 3 Sec





STEP 7: You are Done

Applicant



Live Scan Booth

YOU ARE ALL SET

OPERATOR



Live Scan System



Biometrics4ALL

Office: (714) 568-9888 Opt 3

sales@biometrics4all.com

