

Fingerprinting Requirement

All Contractors State License Board (CSLB) license applicants must submit a full set of fingerprints for comparison to the records of the California Department of Justice (DOJ) and the Federal Bureau of Investigation (FBI) to determine if the applicant has a criminal history. A past criminal history does not automatically disqualify someone from being approved for a contractor's license.




Who Must be Fingerprinted?

All applicants for a license and each officer, partner, owner, member, manager, and responsible managing employee, as well as home improvement salesperson applicants, must be fingerprinted. Individuals currently licensed by CSLB who do not apply for any changes to their license and applicants for a joint venture license are not required to be fingerprinted.

How do I Get Fingerprinted?

After CSLB has accepted an application, each individual listed on the application receives instructions on how to obtain and submit fingerprints, along with a Request for Live Scan Service form. You must complete the third section (applicant information) in its entirety and take three copies of the completed form to a Live Scan station to have your fingerprints processed and submitted to DOJ and FBI.

-  Visit www.caag.state.ca.us/fingerprints/publications/contact.htm for a list of Live Scan locations.

What do I do with the Three Copies of the Request for Live Scan Service Forms after Being Fingerprinted?

The Live Scan operator will keep the first copy of the form; you should keep the second copy for your records; and you must submit the third copy to CSLB within 90 days after receiving the packet that contained the Request for Live Scan Service form. Failure to do so may result in your application being voided.


Is There a Cost for Fingerprinting?

Yes, you are required to pay the Live Scan operator a \$32 DOJ fingerprint processing fee and a \$19 FBI fingerprint processing fee, as well as the Live Scan “rolling” fee, which varies according to location. The list of Live Scan locations includes information about the rolling fee.

What if I do Not Have Access to a Live Scan facility?

If you do not have access to a Live Scan site, you may contact CSLB's automated telephone system at (800) 321-2752 to request hard copy fingerprint cards. When the system answers, press 2-1-4 and provide the requested information. CSLB will send you hard copy fingerprint cards.

You must bring the cards to a law enforcement agency within the United States to have your rolled fingerprints taken. Return the cards with the required processing fee of \$51 to CSLB for submission to DOJ and FBI. You also may be charged a “rolling” fee by the agency providing the service.

-  **Please note:** Processing hard copy fingerprint cards can take three to six months longer than Live Scan fingerprinting.

I Have Heard about Applicants who had Their Fingerprints Rejected or who had “Delays” Through DOJ or FBI—What Does This Mean?

Fingerprint submissions may be rejected if there is a problem with the quality of the fingerprint image—whether Live Scan or hard copy cards. Applicants who



have had their fingerprints rejected will be asked to make a second attempt at fingerprinting. If there is a second rejection, CSLB will request that DOJ and/or FBI do a name check, which can be a lengthy process.

Delays may occur if DOJ and/or FBI are researching an issue, which also can be a lengthy process. The outcome of a delay may be a clear record or a conviction record.

What Can I do to Prevent any Unnecessary Delays with my Application?

The number one reason that an application may be denied is an applicant's failure to accurately disclose his/her conviction record. Therefore, checking the application's "Yes" boxes, when appropriate, and providing the required information regarding each conviction are the most important things that an applicant can do to avoid unnecessary delays. In addition, please respond promptly if contacted by CSLB's Criminal Background Unit staff.