


MEMORANDUM

DATE	February 9, 2016
TO	Board Members
FROM	Karen Johnson  Licensing Coordinator
SUBJECT	Agenda Item 20.b. – Licensing Committee Report and Consideration of Committee Recommendations Overview and Presentation of the Department of Justice and Federal Bureau of Investigation Fingerprint Process

Fingerprint Process:

- DOJ and FBI clearances are required for a psychologist license, registration as a psychological assistant, and a registration as a psychologist.
- Live scan fingerprints may also be required for a psychology license renewal if the licensee has not been printed for the Board using Live Scan.
- All applicants for licensure or registration must use the Board's Live Scan form (see attached). The ORI number is specific to each agency.
- Applicants must have their prints scanned using a live scan service. DOJ's website will have a complete listing of Live Scan sites. When applicants are in another state, they can use the hard cards with the Board's ORI number and address printed on the cards.
- Once scanned, applicants are instructed to submit one copy of the completed Live Scan form to the Board.
- DOJ submits fingerprint information electronically to the Board using the ORI Code assigned to the Board. Fingerprint information cannot be shared even between boards and bureaus within the Department of Consumer Affairs.
- Fingerprint information is entered electronically into the applicant's BreZze file.

Reasons for Rejection:

- Incomplete Live Scan Form
One of the most common items left blank is the "Job Title or Type of License, Certification or Permit" section on the Live Scan form.
- Fingerprint Quality
The applicant's fingerprint characteristics are too low to be used.

Reasons for Resubmission:

- Fingerprints Rejected
If the applicant's fingerprints are rejected, they must be reprinted. The applicant will need to take three new copies of the Live Scan form and a copy of the rejection

notice to the same scanning agency used to complete the original scan. Applicants should not be charged for a rescan.

- Fingerprints Rejected Twice

If the applicant's reprint is rejected by the FBI a second time *for the same reason* the Board will now have the authority to request a name check for the applicant (see attached form). This form is completed by Board staff and submitted to the DOJ;

- The Board can only submit a name check if the request is received within 75 days of the second FBI rejection. If it is past the 75 deadline, the applicant will be required to reprint.
- If the second rejection is for a different reason than the first, the applicant will be required to reprint.
- There is no name check for a DOJ rejection; however, this seldom occurs.

Reasons for Non-submission from DOJ and FBI:

- Different Names Used

Staff will search in BreEZe reports if the DOJ and FBI fingerprint information is not in the applicant's BreEZe file. The most common reason for the search is that the name on the file in BreEZe did not match exactly what is written on the Live Scan form. Staff will manually enter the fingerprint information in the applicant's file.

- Arrest Record

There are times when the DOJ does not respond with a clearance or rejection. A slow response could mean that the applicant has an arrest record.

- Live Scan Operator Error

A problem may have occurred during the Live Scan process. If this happens:

- The applicant can follow up with the Live Scan Agency.
- The Live Scan form had incorrect information (i.e.: DOB, SSN, Name, etc.). If so, the applicant will be required to reprint.

Board staff can submit an Applicant Fingerprint Transaction Follow-Up Request form to the DOJ when the fingerprint information is not received a reason is not found. However, it can take up to 45 days to receive a response.

Process when Board Receives Conviction Information:

- If the DOJ or FBI reports that the applicant has a conviction, the applicant is required to complete the Board's Conviction/License Disciplinary Action Form and submit certified copies of the conviction and disposition of the case and any other documentation related to the conviction(s).
- The conviction documentation is then reviewed by the Board's Enforcement Unit.

Attachments:

Request for Live Scan Service form and instructions
Request for Applicant Name Check by the Federal Bureau of Investigation (FBI) form
Applicant Fingerprint Transaction Follow-Up Request form
Conviction/License Disciplinary Action form

Action:

For informational purposes only. No action required.