

Live Scan - Reject Notices and Resubmission

(Revised 10/26/18)

[Forms](#)

[Introduction](#)

[Policy](#)

[Procedure](#)

[DOJ Multiple Rejection Notices](#)

[FBI Multiple Rejection Notices](#)

[Process for Submitting the BCIA 8020](#)

[Alignment with SET](#)

Forms

The following forms are referenced in this file:

- BCIA 8016 Live Scan Application- Adoptions
- BCIA 8016 Live Scan Application- Guardianship
- BCIA 8016 Live Scan Application- Licensing
- BCIA 8016 Live Scan Application- Sub-Arrest
- BCIA 8016 Live Scan Application- RFA
- BCIA 8016 Live Scan Application- Foster Care Mentor/Volunteer
- [BCIA 8020](#) Request for Applicant Name Check by FBI

Introduction

The Department of Justice (DOJ) sends rejection notices on fingerprint applications submitted by CWS. The rejection notices signify that the fingerprint application **was not** processed and the reason for the rejection is given. The primary reasons for rejection are:

- lack of sufficient fingerprint ridge detail
- poor print quality
- application completed incorrectly (e.g., level of service is incorrect, contact person is missing, application title and type don't match), *or*
- processing error.

NOTE: For “lack of sufficient fingerprint ridge detail “or “poor print quality,” the application request will ask for a resubmission of prints.

Policy

When a SW receives a rejection notice, the SW **must not** request that the client be fingerprinted again unless there is a problem with the clarity of the print itself, at which point a resubmission will be completed.

Procedure for resubmission following rejection notice

When a SW receives a rejection notice, the SW must follow the instructions on the rejection notice. Usually there is a provision for resubmission. Follow the procedure in the table below for resubmissions:

Step	Action
1	<ul style="list-style-type: none">• Fill out a new Live Scan request form, BCIA 8016, ensuring that the same application type form is used again, such as sub-arrest, adoptions, etc.• Ensure that the ATI number from the original submission is on the new form under "<i>If resubmission, list original ATI No.</i>" in the center of the form. (The original ATI number is listed on the rejection notice as well as handwritten on the bottom of the original processed Live Scan request form copy, that the SW receives). The client and LSO should also have a copy of this completed form.
2	Contact the client and ask that they schedule a second fingerprint appointment at the same Regional Office the client was first fingerprinted.
3	Place a copy of the rejection notice in the hard file under the tab titled Intake/Law Enforcement, or in the RFA file (if RFA).

DOJ multiple rejection notices

If a client's fingerprint application has been rejected at least twice by DOJ, the DOJ automatically conducts a Name Search for that client. This can delay the processing of the fingerprint application for at least thirty days.

FBI multiple rejection notices

If a client's fingerprint application has been rejected at least twice by the Federal Bureau of Investigation (FBI), a FBI Name Check must be requested. This request is made by completing form BCIA 8020, "Request for Applicant Name Check by the FBI", and submitting it to the DOJ's FBI Response Unit.

The FBI name check request must be received by the DOJ within 75 calendar days of the second rejection notice or the applicant will need to be reprinted. This allows for the DOJ to process the FBI name check and forward it to the FBI within the required 90 days.

After 90 days, the FBI deletes the fingerprint check transactions and considers the FBI background check request complete. In the event that the applicant has to be fingerprinted again, the FBI fingerprint check process starts all over again.

The FBI will only provide a name check when the two reject notices are from the same ATI number. The original live scan submission and the resubmission must have been done with the same ATI number inputted as described above.

The SW **must** provide a copy of **both rejection notices** to the Live Scan Operator (LSO).

**Process for
submitting the BCIA
8020**

Complete the Request for Applicant Name Check by FBI (BCIA 8020) form and fax it to the DOJ. Follow the instructions below:

- The “Contributing Agency Information” at the top of the form must match our current Live Scan request forms
- On the “requestor” line, the SW fills in their information.
- In the Applicant Information Section, the information must be the same as entered on both rejection transactions.
- Submit the completed request to:
Department of Justice
Bureau of Criminal Information & Analysis (BCIA)
FBI Response Unit
P.O. Box 903417
Sacramento, CA 94203-4170
Fax: (916) 227-3820
- Attach both rejection notices to the BCIA 8020, with the fax confirmation and file those documents under the Law Enforcement tab in the hard file or RFA File.

The DOJ will send the reply to the Type of Application Coordinator (TAC), who will **give it to the SW.**

TACs are explained in PM Live Scan-Application, Corrections, and Follow-Up.

Alignment with SET

This policy aligns with SET Value #5 by maintaining [a strong working relationship with the legal system](#) to ensure the safety of foster children.
