



INSTRUCTIONS FOR SUBMITTING FINGERPRINT CARDS

The Board requires a Department of Justice (DOJ) and Federal Bureau of Investigation (FBI) criminal history background check on all applicants. *Note: A LICENSE WILL NOT BE ISSUED UNTIL THE BOARD RECEIVES THE BACKGROUND INFORMATION FROM DOJ.*

Fingerprint Card Procedures:

1. If you are unable to complete the Live Scan process in California, please contact the Board and request fingerprint cards to be sent to you.
2. Applicants must complete all items on the fingerprint cards marked with a **black X** to facilitate prompt and accurate processing by the DOJ. Fingerprint cards must be submitted with the same name shown on the application. Type or print legibly in **BLACK INK** all requested information on each card. If any color other than black is used, the cards will be rejected and additional cards will have to be completed for submission. Use the abbreviations listed below for physical description items:

SEX: Female – F Male – M

RACE: American Indian or Alaskan Native – I Asian or Pacific Islander – A
Black – B Hispanic – H White – W
Unknown - U

HEIGHT (HGT): Express in feet and inches. Do not use fractions of an inch, round to the nearest inch. Example: 5'9". **DO NOT USE THE METRIC SYSTEM.**

WEIGHT (WGT): Express in pounds. Do not use fractions of a pound, round to the nearest pound. Example: 140 lbs. **DO NOT USE THE METRIC SYSTEM.**

COLOR OF EYES: Black – BLK Blue – BLU Brown – BRN
Gray – GRY Green – GRN Hazel – HZL

COLOR OF HAIR: Bald – BLD Black – BLK Brown – BRN
Blonde – BLN Gray – GRY Red/Auburn - RED
Sandy – SDY White – WHI

3. Take the completed fingerprint cards to a local law enforcement agency where your fingerprints can be rolled and imprinted in **BLACK INK** on each card. You are advised to call the local law enforcement agency first to determine if the rolling service is offered, if an appointment is necessary and if there will be a fee for the fingerprint rolling service.
4. Submit your completed fingerprint cards and application to the Board in a 9" x 12" envelope. **PLEASE DO NOT FOLD FINGERPRINT CARDS.** If your cards are folded, you will need to complete and submit new fingerprint cards. Write, "**DO NOT FOLD**" on the envelope and include the chip board provided. You must submit a check or money order in the amount of **\$49.00** for processing (\$32.00 for DOJ and \$17.00 for FBI) made payable to the Board of Occupational Therapy. Fingerprint fees are non-refundable and are subject to change without notice.