

Frequently Asked Questions (FAQs) on Fingerprinting Requirement

September 2020

Pursuant to California law ([Bus. & Prof. Code § 5552.1](#)), all new applicants for licensure by the California Architects Board (Board) are required to submit a full set of fingerprints for the purpose of conducting a federal and state criminal history record check. Fingerprints are compared 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.

Q. When does the fingerprint requirement begin?

A. Starting January 1, 2021, all new applicants for licensure must be fingerprinted.

Q. Who is required to get fingerprinted?

All new applicants who submit an initial application for licensure to the Board on or after January 1, 2021, must be fingerprinted. The fingerprint requirement does not apply to license renewal applications.

Q. What happens with the results of the fingerprinting process?

*Q. Your criminal history records, if any, from the DOJ and FBI will be reviewed by the Board prior to the issuance of an architect license. If you have a criminal conviction history, the Board may deny the license. For more information on the Board's review of criminal conviction history, see the FAQ below, **What happens if I have a criminal record?***

Q. How can I get fingerprinted if I reside in California?

A. After an applicant becomes eligible to take the California Supplemental Examination (CSE), the applicant must fill out and complete the "[Request for Live Scan Service](#)" form and submit the form to the nearest Live Scan site. Live Scan is a system for the electronic submission of fingerprints for criminal background checks. Pursuant to Penal Code Section 11077.1, fingerprints must be submitted to the DOJ electronically via Live Scan unless Live Scan service is regionally unavailable.

Live Scan services are available at most local police and sheriff departments and many United Parcel Service stores. A complete list of Live Scan locations is available at: <https://oag.ca.gov/fingerprints/locations>.

Print three copies of your completed Request for Live Scan Service form. The Live Scan operator taking your fingerprints will keep the first copy of your completed Request for Live Scan Service form, and you should retain the second copy for your records.

You must submit the third copy of the completed Request For Live Scan Service form to the Board via email at cab@dca.ca.gov or by sending to the following address:

*California Architects Board
Attention: Licensing Unit
2420 Del Paso Road, Suite 105
Sacramento, CA 95834-9673*

Q. Can I use Live Scan fingerprinting services outside of California?

No. State governments do not allow for the transmission of fingerprinting results across state borders.

Q. How can I get fingerprinted if I am from out-of-state?

A. Out-of-state applicants may either submit hard copy fingerprint cards (FD-258) or travel to California to use the Live Scan system.

Applicants can request fingerprint hard cards (FD-258) from the Board beginning in December 2020 by completing a form on the Board's website. The applicant must complete two fingerprint hard cards and send them with a check in the amount of \$49 directly to the DOJ. The check should be made out to the CA Department of Justice and mailed with the fingerprint hard cards to the following address:

*CA Department of Justice
P.O. Box 903387
Sacramento, CA 94203-3870*

Q. How much does fingerprinting cost?

A. Applicants who are fingerprinted in California through the electronic Live Scan process will pay a \$49 processing fee (\$32 for DOJ and \$17 for FBI) paid directly to the Live Scan operator, in addition to any fees the Live Scan site may charge to provide the service. Because each Live Scan site sets its own service fees, your total cost may vary. The Board does not set the cost.

Out-of-state applicants must submit the \$49 processing fee (\$32 for DOJ and \$17 for FBI) directly to the DOJ.

R. What happens if I have a criminal record?

- A. *Conviction of a crime does not preclude applicants from becoming licensed. The Board will decide whether to issue the license or deny the application based on the type of crime, the amount of time that has passed since criminal conviction, and any documented rehabilitation efforts. Denial of a professional or vocational license is permitted if the crime is substantially related to the qualifications, functions, or duties of the business or profession for which the application is made. (See Bus. & Prof. Code §§ [480](#), [5560](#), and [5577](#).) The Board applies its substantial relationship criteria to determine whether the crime is substantially related to the qualifications, functions, or duties of an architect. (See Bus. & Prof. Code §§ [481](#), [5577](#); [Cal. Code Regs., tit.16, § 110](#).) The Board also evaluates the applicant's rehabilitation since criminal conviction. (See Bus. & Prof. Code § [482](#); [Cal. Code Regs., tit. 16, § 110.1](#)).*