CALIFORNIA ARCHITECTS BOARD

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Frequently Asked Questions (FAQ) on Fingerprinting Requirement
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Pursuant to California law (Bus. & Prof. Code § 5552.1), all 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.

When did the fingerprint requirement begin?

The Board is required to begin collecting fingerprints from all applicants for licensure on January 1, 2021.

Who is required to get fingerprinted?

All applicants for licensure must be fingerprinted. Effective January 1, 2021, a license cannot be issued until the applicants' fingerprint results are received from DOJ and the applicant is cleared for licensure by the Board's Enforcement Unit.

When should I get fingerprinted?

Applicants who are eligible to take the California Supplemental Examination (CSE) should complete the fingerprinting requirement. Applicants who have successfully completed the CSE should submit proof of completing the fingerprint requirement along with the Application for Licensure. The fingerprint requirement will not impede on an applicants' ability to schedule or take the CSE.

How should I submit fingerprints if I reside in California?

Live Scan is the only means acceptable when located within California. The applicant must use our Live Scan Service form as it contains information specific to the California Architects Board. The applicant should only complete the "Applicant Information" section of the Request for Live Scan Service form leaving "Billing Number" and "Misc. Number" blank.

The Live Scan operator should provide you with a copy of your completed form, which you will need to retain, for your records.

To check the status of your Live Scan transaction, click here or type https://applicantstatus.doj.ca.gov/ into your browser. You will enter the Automated Transaction Identifier (ATI) number provided to you by the Live Scan operator and your date of birth. The ATI number should contain 10 alpha/numeric

characters in this order: one letter, three numbers, three letters, and three numbers.

What is Live Scan?

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 the Live Scan service is regionally unavailable.

Live Scan services are available at most local police and sheriff departments. A complete list of Live Scan locations is available at: https://oag.ca.gov/fingerprints/locations

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.

Can I use a Live Scan done for a different agency?

No. The codes on our Live Scan Service form direct the DOJ to provide the results to the Board and is specific to your application for licensure.

How can I get fingerprinted if I am located outside of California?

Candidates who are located outside of California must submit fingerprints on an FD-258 style Hard Card. Please click here to see our detailed instructions on how to complete the FD-258 Hard Card.

The applicant can **request Hard Cards** from the Board or obtain the cards independently.

Once you have completed two FD-258 Hard Cards, mail the cards to the Board along with the $49 hard card processing fee payable to the California Department of Justice.

How much does fingerprinting cost?

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 of service fees.

What happens with the results of the fingerprinting process?

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, under certain circumstances the Board may deny you a license.

What happens if I have a criminal record?

Conviction of a crime does not preclude applicants from becoming licensed. The Board will decide whether to issue you a license or deny your application. Denial of a license is only permitted if the crime is substantially related to the qualifications, functions, or duties of the business or profession for which the application is made and meets certain other legal requirements. (See Bus. & Prof. Code §§ 480, 5553, and 5577). If an applicant has a criminal conviction, 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, 5553, and 5577; Cal. Code Regs., tit. 16 § 110. The Board also evaluates the applicant's rehabilitation following a criminal conviction for purposes of determining whether to deny a license. (See Bus. & Prof. Code § 482; Cal Code Regs., tit. 16 § 110.1(a)).