

# APPLICANT FINGERPRINT TRANSACTION FOLLOW-UP REQUEST

This form is to be used for requesting the processing status of an employment, licensing or certification fingerprint clearance where no response has been received. This form is not intended to be used for updating an agency's file with current criminal history information or any other record keeping purpose.

To: Bureau of Criminal Identification and Information  
 Applicant Processing Program  
 P.O. Box 903417  
 Sacramento, CA 94203-4170  
 (916) 227- 3823 FAX (916) 227-2000

Requestor: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Date \_\_\_\_\_

## Contributing Agency and Address

Type of Application \_\_\_\_\_

**FINGERPRINT CARD**  
 (30 Working Days)

**LIVESCAN**  
 (7 Working Days)

ATI Transaction number \_\_\_\_\_

## FOLLOW-UP REQUEST FOR

CALIFORNIA FINGERPRINT CLEARANCE **OR**  FBI FINGERPRINT CLEARANCE

|                       |       |                 |        |                                     |
|-----------------------|-------|-----------------|--------|-------------------------------------|
| Applicant's Name Last |       | First           | Middle |                                     |
| Maiden or Alias       |       | DOB (Mandatory) | Sex    | Date Print or Transaction Submitted |
| CII # (Optional )     | SOC # |                 | DL#    |                                     |

## FOLLOW-UP REPLY:

- We have no record of receipt of this fingerprint transaction. Please resubmit with a copy of a transmittal form, cancelled check for proof of previous payment, or livescan (ATI) transaction number.
- Your fingerprint transaction was received and processed. The results are attached. If your agency has an electronic mail code, please verify that the correct code was used and the e-mail or fax address shown on this response is correct.
- A search of Bureau files did show the fingerprint transaction was partially processed. However, the transaction was rejected on \_\_\_\_\_ because of poor quality fingerprints. Please reprint and resubmit with the rejection notice or with livescan (OATI) transaction number.
- Your fingerprint transaction has been received, however, there has been a delay in processing. If you do not receive a reply in 30 days, please resubmit a follow-up request with a copy of this form.
- A fingerprint transaction for a subject with a similar name and date of birth has been located and is in process. However, we are unable to determine if this is the fingerprint transaction submitted by your agency. If you do not receive a reply in 15 days, please resubmit a follow-up request with a copy of this form.
- Other \_\_\_\_\_