

# LIVE SCAN INSTRUCTIONS

Live Scan Forms Are Now Available On-line at the DOC Website!

Go To: [www.corp.ca.gov](http://www.corp.ca.gov)

1. Go to "Popular Links" on the left-hand side of the DOC Web Page to "Applications & Forms" and click on it.
2. Under "Financial Services Division", click on "California Escrow Law".
3. Under "California Escrow Law", click on "Request for Live Scan Service - Applicant Submission" at the bottom of the section. Print the triplicate form.  
**Note: You must have Adobe 7.0 or above.**
4. Fill out the form completely and make two copies. Take the copies to a live scan facility after scheduling an appointment. Live Scan locations are listed at: <http://caag.state.ca.us/fingerprints/publications/contact.htm>. Call 800-315-4507 to schedule.
5. Send a copy of the completed and dated form to EAFC. Keep a copy for your file.

**PLEASE INFORM LIVE SCAN OPERATOR OF THE FOLLOWING:**

## **THIS IS A DUAL AGENCY RESPONSE**

**DEPARTMENT OF CORPORATIONS (DOC)**

**AND**

**ESCROW AGENTS' FIDELITY CORPORATION (EAFC)**

**NOTE:** EMPLOYER (Additional response for agencies specified by statute), WHICH IS HALF-WAY DOWN THE PAGE, MUST HAVE THE FOLLOWING INFORMATION:

Employer Name: ESCROW AGENTS' FIDELITY CORPORATION  
Street: 11150 W. OLYMPIC BOULEVARD, SUITE 840  
City/State: LOS ANGELES, CA 90064  
Mail Code: 10180

IF THIS INFORMATION IS NOT IN THE EMPLOYER AREA, CALL EAFC AT 310-477-0044.

**IMPORTANT:** PLEASE INFORM LIVE SCAN OPERATOR TO CHANGE AND MAKE SURE THAT "TYPE OF APPLICATION" AND "JOB TITLE OR TYPE OF LICENSE, CERTIFICATION OR PERMIT" (TWO UPPER RIGHT LINES) STATE "ESCROW AGENTS LICENSE".