

**FINANCIAL MANAGEMENT SERVICES  
CRIMINAL HISTORY BACKGROUND CLEARANCE  
INSTRUCTIONS AND FORMS**

**CALIFORNIA APPLICANTS**

1. All Request for Qualifications (RFQ) applicants who reside in California will be required to complete the following forms:

- **Request for Live Scan Service (Form BCII 8016).**

To complete the Live Scan, you must take **Form BCII 8016** to a Live Scan site. You can find Live Scan sites in your area at this web site: <http://ag.ca.gov/fingerprints/publications/contact.php>.

Under Level of Service, if you have resided in California continuously for at least the past two years, please check only the "DOJ" box. If you have **not resided** in California continuously for at least the past two years, please check **both** the "DOJ" and "FBI" boxes.

Make two (2) copies of the completed form: One (1) to mail to the Department of Developmental Services; and one (1) for your records.

- **Self-Directed Services Criminal Record Declaration (Form DS 1831).**
- **Self-Directed Services Provider Information Release (Form DS 1832).**
- **Self-Directed Services Criminal Record Clearance Action (Form DS 1833).**

2. Please make copies of all forms for your records.
3. Please send originals of completed **Forms DS 1831, DS 1832, and DS 1833**, and a copy of completed **Form BCII 8016** to:

Department of Developmental Services  
Denise Carter / SDS  
1600 9<sup>th</sup> Street, Room 300, MS 3-20  
Sacramento, CA 95814

For assistance, please call Gina De La O at (916) 651-7705.