

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

OUT-OF-STATE APPLICANTS

Note: All Request for Qualifications (RFQ) applicants who reside outside of California will need to obtain a Federal Bureau of Investigation clearance.

1. All RFQ applicants who reside outside of California will be required to complete the following forms:

- **Applicant Fingerprint Card (Form FD-258).**

Please go to a law enforcement agency or other entity authorized to initiate fingerprint clearance. The actual **Applicant Fingerprint Card** is provided by most law enforcement agencies. A card may also be requested from the State of California Department of Developmental Services (DDS). The following link provides a sample card along with instructions: <http://www.fbi.gov/hq/cjisd/forms/description-fd258.htm>

In the box entitled "EMPLOYER AND ADDRESS," please write the following to ensure that your results are sent to DDS:

DDS Office of Protective Services
1600 9th Street, Room 300, MS 3-20
Sacramento, CA 95814.

In the box entitled "REASON FINGERPRINTED," please write "Family Home Agency."

- **Applicant Transmittal (Form JUS 203).**

In the Employment/Licensing/Certifications-General section, please fill in the boxes for "State Level" (\$32.00) and "Federal Level" (\$19.00).

Please make check or money order payable to: "CA Department of Justice" in the correct amount, which will be sent to DDS with all completed forms. (For each applicant, the total cost is \$51.00.)

- **Request for Exemption from Mandatory Electronic Fingerprint Submission Requirement (Form BCII 9004).**

Under "2. Other" in the Basis for Exemption section, please explain that you are an out-of-state applicant and there is a

regional unavailability of electronic transmission sites. (For more details, please see California Penal Code, Section 11077.1(b).)

Do not mail **Form BCII 9004** to the address indicated on the top of the form, but to the address below. Failure to do so will result in processing delays.

- **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 **Forms FD-258, JUS 203, BCII 9004, DS 1831, DS 1832, and DS 1833**, along with your **check or money order** payable to “CA Department of Justice” to:

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

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