

**CA DEPARTMENT OF REAL ESTATE (DRE)
LICENSE LIVE SCAN REQUEST FORM**

STATE OF CALIFORNIA
DEPARTMENT OF REAL ESTATE

(Applicant/Petitioner)

RE 237 (Rev. 7/18)

Attention - Live Scan Service Providers

Instructions on reverse.

Please note the following information when processing Department of Real Estate (DRE) license applicants.

- ❖ The Type of Application should indicate **License, Certification, or Permit**, and the Application Title should indicate **Real Estate License**.
- ❖ The Department of Justice and FBI processing fee is to be paid by the applicant and *should be* collected at the live scan service provider site.

PART 1		CONTRIBUTING AGENCY	
AGENCY ORI NUMBER A0075	AGENCY ADDRESS SET CALIFORNIA DEPARTMENT OF REAL ESTATE 1651 EXPOSITION BLVD, SACRAMENTO CA 95815	E-MAIL CODE 09416	
APPLICATION TYPE LICENSE, CERTIFICATION, OR PERMIT		CONTACT NAME LICENSING SECTION	
APPLICATION TITLE REAL ESTATE LICENSE		CONTACT TELEPHONE NUMBER 1-877-373-4542	

PART 2				APPLICANT'S PERSONAL INFORMATION			
APPLICANT NAME (LAST, FIRST, & MIDDLE INITIAL)							
FORMER NAME/AKA'S (LAST, FIRST)							
DATE OF BIRTH (MM/DD/YYYY)	GENDER <input type="checkbox"/> MALE <input type="checkbox"/> FEMALE	HEIGHT	WEIGHT				
EYE COLOR	HAIR COLOR	PLACE OF BIRTH					
SOCIAL SECURITY NUMBER	CALIFORNIA DRIVER'S LICENSE NO.	AGENCY BILLING NUMBER <i>Fees paid by applicant</i>					
RESIDENCE ADDRESS (STREET/P.O. BOX, CITY, STATE, ZIP CODE)							
YOUR OCA NUMBER (USE SOCIAL SECURITY NUMBER)				LEVEL OF SERVICE CALIFORNIA DEPARTMENT OF JUSTICE / FBI			

PART 3			LIVE SCAN TRANSACTION		
OPERATOR NAME JACQUELYN SMITH	DATE COMPLETED	TRANSMITTING AGENCY TCA			
AMOUNT COLLECTED (FOR ROLLING FEE)	AMOUNT COLLECTED (FOR DOJ/FBI PROCESSING)	ATI NUMBER			

PART 4		LIVE SCAN RESUBMISSION TRANSACTION	
ORIGINAL ATI NUMBER	LEVEL OF SERVICE REQUESTED FOR RESUBMISSION <input type="checkbox"/> CALIFORNIA DEPARTMENT OF JUSTICE <input type="checkbox"/> FBI		

*Original Copy
Live Scan Operator*

*Second Copy
Department of Real Estate*

*Third Copy
Applicant*