

Home Care Aide Application Process

To apply online for Home Care Aide registration, please have a credit card ready and follow the steps below:

1. Access the Guardian Applicant Portal at <https://guardian.dss.ca.gov/Applicant>. Home Care Organizations can submit applications on behalf of Home Care Aides using their Guardian account at <https://guardian.dss.ca.gov/agency>.
2. Create an Account by clicking "Register as a new user." A temporary password will be sent to your email account. Your Login username is your email address.
3. Enter Application Information. When prompted for a PIN (Personal Identification Number), enter either the Home Care Organization's PIN (provided by your employer) or enter **R38XKSPE (the PIN for independent home care aides)**. You will be required to pay a fee of \$35.00 to register; payment can be made by debit or credit card. If applicable, await Home Care Organization confirmation.
4. Retrieve the Live Scan Form. Print the pre-populated form and submit fingerprints with a Live Scan vendor.

For questions regarding the application process in Guardian, please contact the Care Provider Management Branch (CPMB) at 1-888- 422-5669 or guardian@dss.ca.gov

To apply via mail for Home Care Aide registration, please have a check or money order ready and complete the following steps:

1. Print and complete the following form:
Application for Home Care Aide Registration or Renewal [HCS 100](#) (also available in [Spanish](#))
2. Mail the completed application (HCS 100) and the \$35.00 application fee (via check or money order) to the HCSB at:
California Department of Social Services
Home Care Services Branch
744 P Street, M.S. 9-14-90
Sacramento, CA 95814
3. Print and complete the Request for Live Scan Service [LIC 9163](#) form and take it to an authorized Livescan vendor to initiate the background check. For a list of approved Live Scan vendors in your area, please visit the [California Department of Justice](#) website.