U.S. PASSPORT & FINGERPRINTING SERVICES
WWW.100VERIFIED.COM

California Out-of-State FD-258 Fingerprint Submission

DIRECT CUSTOMER INSTRUCTIONS | $137 PER APPLICANT

Have your fingerprints taken locally, register and pay online, then send your completed packet to 100% Verified in Corona, California. We review, scan and electronically submit eligible fingerprints to the California DOJ and, when applicable, the FBI.

100% VERIFIED SERVICE FEE: $137

Local fingerprinting fees and shipping are separate and paid by the customer.

1 Get fingerprinted locally

Visit a qualified local fingerprinting provider or law enforcement agency. Obtain two separately captured, original FD-258 ink fingerprint cards. Check that all required personal information and fingerprint impressions are complete and legible.

2 Gather your documents

Collect two original FD-258 cards; a front-and-back copy of valid state-issued photo identification; one completed California Request for Live Scan Service form (BCIA 8016, with requesting agency/ORI information); and one signed Declaration of Official Taking Fingerprints.

3 Register and pay online

Before shipping, enter your contact information and pay $137 per applicant at https://ivlv.me/jInvv. Save your confirmation or reference number.

4 Ship your packet

Include all required documents and your registration reference, if provided. Arrange and pay for tracked overnight shipping yourself. See the mailing address on page 2.

5 Receive submission confirmation

After receipt, we check the packet for completeness, accuracy and fingerprint quality. If acceptable, we prepare and submit it electronically. You will receive an email with your completed Live Scan Request form and ATI tracking number.

Printable Mailing Checklist

Complete registration and payment before shipping. Place the following items in one secure envelope.

- [ ] Two (2) separately captured original FD-258 fingerprint cards
- [ ] Copy of valid state-issued photo ID — front AND back
- [ ] One (1) completed California Request for Live Scan Service (BCIA 8016)
- [ ] One (1) signed Declaration of Official Taking Fingerprints (page 3)
- [ ] Online registration and $137 payment completed
- [ ] Registration confirmation/reference number included, if available
- [ ] Applicant information checked for consistency across documents

EXPEDITED MAILING ADDRESS

100% Verified – Fingerprinting
4740 Green River Rd., Suite 117F
Corona, CA 92878

Shipping and local ink fingerprinting charges are not included in the $137 service fee. Keep your tracking number. Incomplete packets may require corrections or replacement cards before submission.

Declaration of Official Taking Fingerprints

To be completed by the person who physically captured the applicant’s fingerprints. Include this signed original declaration in the mailing packet.

Applicant full legal name: _____

Fingerprinting business / agency: _____

Fingerprinting official (printed name): _____

Date fingerprints were taken: _____

Type of identification examined: _____

Identification issuing state: _____

Declaration

I declare that I personally took the fingerprint impressions of the applicant named above on two separate FD-258 fingerprint cards, and that I verified the applicant’s identity by examining the identification identified above. To the best of my knowledge, the information provided in this declaration is true and accurate.

Official signature: _____

Date signed: _____

This declaration is a program form for review; confirm any specific wording or credential requirements with 100% Verified before use.

Frequently Asked Questions

How will I know my packet arrived?

We will email you when your packet is received and begins quality and documentation review.

What if information is missing or unclear?

We will contact you with instructions. Submission will be held until any required corrections are resolved.

How will I know my fingerprints were submitted?

After electronic submission, we email your ATI tracking number and a copy of the completed California Request for Live Scan Service form.

Where do I check my status?

Use the California Attorney General's Applicant Status website: https://applicantstatus.doj.ca.gov/. It may take approximately 4–6 hours after submission for the transaction to appear. An ATI identifies a submitted transaction; it does not mean processing or agency review is finished.

Who receives my background-check results?

Results are sent to the authorized requesting agency associated with the ORI, not to 100% Verified. DOJ/FBI and agency review times vary.

How are my documents protected?

100% Verified states that submitted documents are securely stored, personally identifiable information is redacted where appropriate, and physical documents are cross-shredded after a 12-month retention period, subject to applicable legal and DOJ recordkeeping requirements. Required original records must not be altered or destroyed contrary to those requirements.

Does expedited submission guarantee a faster decision?

No. The service aims to reduce initial mail-processing delays; it does not guarantee DOJ/FBI completion or requesting-agency approval timelines.

Questions? 844-499-5626 | www.100verified.com