

OUT OF STATE RESIDENTS:

Applicants Living Outside California must submit manual fingerprint cards (Form FD258).

Step One (1):

Obtain a blank **FD258** fingerprint card and fill it out according to the instructions listed in the attached and mail to the applicant:

[Out of State Hard Card Submission Data](#)

Step Two (2):

Have the applicant contact their local law enforcement agency for fingerprinting services. Once fingerprinted, have the applicant return the fingerprint card to your agency. PLEASE NOTE: The fingerprint card must contain your agency ORI, the applicant type and title, the personal descriptor information of the applicant and all other pertinent information or the cards will be returned.

Step Three (3)

Complete the applicant transmittal form. The California level of service is \$32 and the FBI level of service is fee exempt. Manual submissions must be accompanied by either your billing code number and the following form:

[JUS 204 APPLICANT TRANSMITTAL FORM - BILLED](#)

Or if not utilizing a billing code number, a check drawn on a U.S. bank, money order or certified check. The check or money order must be made payable to the "California Department of Justice."

[APPLICANT TRANSMITTAL FORM - PREPAID \(CASH\)](#)

Step Four (4)

Mail the fingerprint card(s) and appropriate transmittal form to:

CALIFORNIA DEPARTMENT OF JUSTICE
PRESCAN UNIT, K-111
PO BOX 903417
SACRAMENTO, CA 94203-4170

Once the submission is received and processed, the DOJ will either send the response electronically if your agency is set-up to receive responses in this manner or mail the response via U.S. mail.