

## FINGERPRINT FAQ

### 1. Why are Acupuncturists being required to be fingerprinted?

The mission of the Board is to protect the health and safety of consumers by promoting quality acupuncture care in the State of California. The Board fingerprints licensees as one way of ensuring that acupuncturists are safe and competent practitioners.

### 2. Am I required to be fingerprinted?

Effective January 1, 2011, all acupuncturists who were licensed prior to January 1, 2001, or for whom a record of the submission of fingerprints no longer exists, are required to submit a complete set of fingerprints to the California Department of Justice (DOJ) **as a condition of license renewal.**

If you were licensed prior to January 1, 2001 or a record of your submission of fingerprints no longer exists, you are required to be fingerprinted when you:

- Renew your license that expires after January 1, 2011 in the active status;
- Activate an inactive license.

You do not have to be fingerprinted if you:

- Were licensed on or after January 1, 2001;
- Are renewing your license in the "inactive status"; or
- Are actively serving in the military outside the country.

### 4. Should I contact the Board to determine if my fingerprint records are on file?

No, the fingerprinting records are not readily available.

### 5. What should I do if I'm not sure if I've been fingerprinted for the Board?

When you renew your license, if you reasonably believe that you have been fingerprinted for the Board, check "YES" on the license renewal application to indicate that you have complied with the fingerprint requirement. The Board will reconcile your renewal application with fingerprinting records and notify you if it does not have your fingerprint records on file.

### 6. Do I need to wait until my renewal is due to be fingerprinted?

No, you may submit your fingerprints at any time prior to the expiration of your license.

### 7. How do I go about completing the fingerprint requirement?

There are two methods available for completing the fingerprint requirement.

- 1) Live Scan - recommended for acupuncturists who are in California as this method will shorten the processing time.
- 2) Fingerprint card (hard card) - for acupuncturists outside of California without access to Live Scan. To submit a manual fingerprint card, obtain the 8" x 8" fingerprint card from the Acupuncture Board. Refer to instructions for detailed information on how to complete the card, get your fingerprints rolled, and mail them to the Board, along with your fingerprint fees. Please keep in mind that results from the manual card process take 1-2 months on average. (Processing times at DOJ and FBI can vary.)

### 8. How do I obtain the Live Scan form?

- You may obtain a Request for Live Scan Service form from this website at [License Livescan Form](#).

**9. How do I obtain fingerprint cards (hard cards)?**

Submit a request in writing for the 8" x 8" fingerprint card (FD-258) to the Acupuncture Board, 1747 N. Market Blvd., Suite 180, Sacramento, CA 95834.

**10. I live outside of California -- can I submit Live Scan fingerprints?**

You may submit live scan fingerprints as long as the fingerprints were completed through a California Live Scan site. A listing of California Live Scan sites may be found at

<http://ag.ca.gov/fingerprints/publications/contact.htm>.

**11. Will you accept Live Scan fingerprints that are completed in another state?**

No, only Live Scan fingerprints completed in California can be accepted.

**12. What is the cost for fingerprinting?**

The current processing fee for DOJ and FBI is \$51.00. In addition, a print "rolling" fee of \$5.00 to \$45.00 will be required at the fingerprint site.

**13. Where can I go to have Live Scan fingerprints completed?**

A listing of California Live Scan sites can be found at

<http://ag.ca.gov/fingerprints/publications/contact.htm>.

**14. I was fingerprinted by my employer, school, or other state agency. Do I need to be fingerprinted for the California Board?**

Yes, by law, fingerprint records are specific only to the requestor and results cannot be shared with others. Therefore, you must submit fingerprints to the Board. Although it may be inconvenient to submit fingerprints to multiple agencies, it protects your interest by ensuring that you know and authorize your records being sent to the requesting entity.

**15. I submitted fingerprints as part of a Board disciplinary process. Do I need to submit additional fingerprints?**

If you submitted fingerprints to the Board after January 1, 2001 as part of a reinstatement petition, a Board probationary or a cite and fine requirement you do not need to resubmit fingerprints.

**16. I am renewing my acupuncture license in an inactive status; do I have to be fingerprinted to renew inactive?**

No, the fingerprint requirement will be waived if the license is renewed in an inactive status. However, a request to have an inactive license activated will require fingerprints be submitted if the Board does not have fingerprint records for the licensee on file.

**17. Will my license renewal be placed on hold until a fingerprint clearance is received by the Board?**

No, once you have submitted your renewal, appropriate fee, fingerprints (if required), answered the fingerprint compliance question and provided any other information required for renewal, your license will be renewed.

**18. I received a letter from the Board stating I failed to answer or comply with the fingerprint requirement. What do I need to do?**

You need to submit your fingerprints to the Department of Justice. You may do so by completing the Request for Live Scan Service Form and visiting a Live Scan site of your choice to have the fingerprint submission completed.

**19. If I answer "No" or do not respond to the fingerprint question on the renewal application what will happen to my renewal?**

If you answer "No" or do not respond to the fingerprint compliance questions a hold will be placed on the license and the renewal will be deemed incomplete and not eligible for renewal. The Board will notify you by mail of the necessary documents to submit for completion of the renewal process. Please note that if you do not complete the renewal process prior to the expiration of your license you will not be able to practice until your license renewal has been completed.

**20. I submitted my renewal and answered "No" to the fingerprint question. I now have completed and submitted my fingerprints. What will happen with my renewal?**

Once you have complied with the fingerprint requirement and the Board receives verification of your submission, the renewal license will be released and a new pocket license will be issued.

**21. What is considered proof of submission?**

- Live Scan - For fingerprints completed using Live Scan method, mail or fax one of the two copies of the Request for Live Scan Service form received back from the live scan site to the Board.
- Hard Card - For fingerprints submitted via hard card, the submission of the hard card and fee to the Board is considered proof.

**22. I am currently serving in the military outside of the country; do I need to provide fingerprints at the time I renew?**

The fingerprint requirement is waived for licensees who are actively serving in the military outside the country.

**23. What will happen if I do not submit fingerprints to the Board?**

Failure to provide the required fingerprint information will render your renewal application incomplete and ineligible for renewal. In addition, failure to submit a full set of fingerprints to the Department of Justice on or before the date required for renewal of your license is grounds for discipline by the Board.

**24. What is my fingerprint information going to be used for?**

The mission of the Board is to protect the health and safety of California healthcare consumers. Any information received from the California Department of Justice (DOJ) or the Federal Bureau of Investigation (FBI) will be reviewed on a case-by-case basis to determine if there is any cause to pursue administrative action against the license.

**25. Who will have access to my fingerprint information?**

The California Acupuncture Board.