

CA Bureau of Security & Investigative Services Repossession Agency Live Scan Request Form



Applicant Submission

ORI: A0522 <small>Code assigned by DOJ</small>	Type of Application: Repossessor
Job Title or Type of License, Certification or Permit: _____	

Agency Address Set Contributing Agency: Bureau of Security & Investigative Services		06078
Agency authorized to receive criminal history information P.O. BOX 989002		Mail Code (five digit code assigned by DOJ) Licensing
Street No. _____ Street or P.O. Box _____	Contact Name (Mandatory for all school submissions) (916) 322-4000	
City _____ State _____ Zip Code _____	Contact Telephone No. _____	

Name of Applicant: _____ <small>(please print) Last First MI</small>			
Alias: _____ <small>Last First</small>	Driver's License No. _____		
Date of Birth: _____ Sex: <input type="checkbox"/> Male <input type="checkbox"/> Female	Misc. No. BIL- _____ N/A <small>Agency Billing Number (if applicable)</small>		
Height: _____ Weight: _____	Misc. No: _____		
Eye Color: _____ Hair Color: _____	Home Address: _____ <small>Street or P.O. Box</small>		
Place of Birth: _____	_____ <small>City, State and Zip Code</small>		
SOC or ITIN: _____			

Your Number: _____ <small>OCA No. (Agency Identifying No.)</small>	Level of Service <input checked="" type="checkbox"/> DOJ <input checked="" type="checkbox"/> FBI
If resubmission, list Original ATI No. _____	

Employer: (Additional response for agencies specified by statute)			
Employer Name _____			
Street No. _____ Street or P.O. Box _____	Mail Code (five digit code assigned by DOJ) _____		
City _____ State _____ Zip Code _____	() _____ <small>Agency Telephone No. (optional)</small>		

Live Scan Transaction Completed By: _____ <small>Name of Operator</small>	Date: _____	
Transmitting Agency _____	ATI No. _____	Amount Collected/Billed _____



BUREAU OF SECURITY AND INVESTIGATIVE SERVICES
P.O. Box 989002, West Sacramento, CA 95798-9002



Repossession Agency Fact Sheet

Repossession Agency, Qualified Manager, or Repossession Agency Employee

Requirements for Licensure

A Repossession Agency contracts with a legal owner to locate or recover personal property that has been sold under a security agreement.

In order for a company to seek licensure as a repossession agency, the Qualified Manager (see below) must have passed the licensing examination. In addition, each individual applicant, partner, or corporate officer must be 18 or older and must undergo a criminal history background check through the California Department of Justice (DOJ) and the Federal Bureau of Investigation (FBI).

To apply for a company license, submit a completed application¹, the company license fee², two recent passport-quality photographs, and a Repossessor Agency Live Scan form³ signed by the Live Scan Operator. A \$32 DOJ fingerprint processing fee and a \$17 FBI fingerprint processing fee must be paid for each applicant at the Live Scan site.

How to submit your application:

- Online through BreEZe⁴: The Bureau recommends submitting and paying for your application online as it bypasses the Cashiering Office, which can reduce the processing time by up to two weeks.
- By mail: submit all required documents and payment to:
Bureau of Security and Investigative Services
P.O. Box 989002
West Sacramento, CA 95798-900

(A qualified manager who is also an applicant, partner, or officer is not required to send in another set of fingerprints or pay another fingerprint processing fee.)

Note: Local government may also require registration but may not charge a fee.

Qualified Manager

An individual, partnership, or corporation seeking licensure as a repossession agency must specify in the application the individual who will manage the business on a day-to-day basis. This individual is called the Qualified Manager. (An owner, partner, or corporate officer may serve as the Qualified Manager, or may hire someone to fill this role.) Qualified Managers must be in active control of the business and must meet the following requirements:

- Be 18 or older
- Undergo a criminal history background check through the DOJ and the FBI
- Have two years (4,000 hours) of experience within the last five years as an employee of a licensed California repossession agency or two years (4,000 hours) of recent legally acquired experience recovering personal property sold under a security agreement in California (while working as an employee of a financial institution or vehicle dealer)
- Pass a two-hour multiple-choice examination covering the Collateral Recovery Act⁵ (formerly the Repossessors Act) and related laws, prohibited acts and citations, conduct of business, and disciplinary proceedings. A copy of the Collateral Recovery Act will be sent to you.
- Submit a completed application⁶ with two recent passport-quality photographs, the application fee⁷ and a Repossessor Agency Qualified Manager Live Scan form⁸ signed by the Live Scan Operator. A \$32 DOJ fingerprint processing fee and a \$17 FBI fingerprint processing fee must be paid for each applicant at the Live Scan site.

How to submit your application:

- Online through BreEZe⁹: The Bureau recommends submitting and paying for your application online as it bypasses the Cashiering Office, which can reduce the processing time by up to two weeks.
- By mail: submit all required documents and payment to:
Bureau of Security and Investigative Services
P.O. Box 989002
West Sacramento, CA 95798-900

Repossession Agency Employee

Employees hired by a repossession agency to recover property must be registered with the Department of Consumer Affairs. To be eligible to apply for registration as a repossession agency employee, you must meet the following requirements:

- Be 18 or older; and
- Submit your completed application¹⁰ with two recent passport-quality photographs, the registration fee¹¹ and a Repossession Agency Employee Live Scan form¹² signed by the Live Scan Operator. A \$32 DOJ fingerprint processing fee and a \$17 FBI fingerprint processing fee must be paid for each applicant at the Live Scan site.

How to submit your application:

- By mail: submit all required documents and payment to:
Bureau of Security and Investigative Services
P.O. Box 989002
West Sacramento, CA 95798-900

Once you have submitted your application and the appropriate fees, you may work for 120 days with a temporary registration if you do not have a record of any felony convictions and have not committed any violations of the Collateral Recovery Act or any other acts constituting grounds for denial.

State registration is not required of clerical employees or others whose duties do not include actual repossessing.

Note: Whenever you change employers, you must reregister within 15 working days. Submit a reregistration application and fee to the Bureau of Security and Investigative Services, P.O. Box 989002, West Sacramento, CA 95798-9002.

Applications for registration as a repossessioner employee are available from repossession agencies.

Protection of the public shall be the highest priority for the Bureau of Security and Investigative Services in exercising licensing, regulatory and disciplinary functions. Whenever the protection of the public is consistent with other interests sought to be promoted, the protection of the public shall be paramount.