

Capital Live Scan Quick Reference Guide for Portal Applications

1. Follow the link issued by your agency representative.
 - a. For AYSO or CalNorth, click the “**Get Fingerprinted at a Sponsored Event**” button.
2. Enter your email, then click “**Proceed**”.
3. Check your email for the one-time access security code from support@applicantservices.com, type the code into the website (**Do not copy and paste the access code**), then click “**Proceed**”.
4. Enter all necessary Transaction information into the form, then click “**Next**”. 5. Enter all necessary Applicant Information into the form, then click “**Next**”. 6. Enter the city or zip code for the location of the event, then click “**Search**”. 7. Scroll down and find your event, then click the “**Schedule Appointment**” button. 8. Select the date of the event on the calendar and a time from the list, then click “**Next**”. 9. Watch the Instruction Video, if necessary, then click “**Next**”.
10. Payment is covered by your Agency for sponsored events **only**, click “**Next**” if necessary.
11. You will receive an email with a **QR Code and/or a Payment ID**. Keep this email with codes available on your phone or other electronic device when you arrive at the live scan fingerprinting event. If you do not have access to a phone or equivalent electronic device, you must print your form by selecting the “**Print Form**” button.
12. Arrive at the event on the day and time you selected. Present your **QR Code and/or Payment ID** as well as a valid government-issued photo ID to get fingerprinted. 13. Once you have been fingerprinted, the results of your live scan will be sent to your **ORGANIZATION**, not to you. It will take up to **30 business days** for your results to be processed by the California Department of Justice.
 - a. If you have any questions about your results, please refer to your **organization**.