

Summary of Restrictions Regarding Criminal History Information  
Obtained Through LiveScan Process As Of April 2023  
(certain information bolded for emphasis)

From [https://oag.ca.gov/fingerprints/agencies\\_faq](https://oag.ca.gov/fingerprints/agencies_faq)

What are some of my responsibilities?

Applicant agencies must not divulge or share criminal record history information, including responses that no criminal record history exists unless expressly authorized.

**Information received must be kept in a secure and confidential file with access restricted to a designated Records Custodian and/or person responsible for confirming the character and fitness of an applicant.**

Release of information to unauthorized individuals can result in civil fines and criminal penalties under California Penal Code sections 11142 and 11143. **Applicant agencies must destroy criminal history record information once the organization's business need is fulfilled.**

What do I do if:

- a. After the initial background check, I decided not to hire the individual; or
- b. The employee recently separated from my agency; or
- c. The individual is no longer licensed or eligible to renew his/her license?

**If your Agency currently receives Subsequent Arrest Notifications, you are required to notify DOJ when your employment or licensing relationship with the individual has concluded.** Upon receipt, we will update our records so you will no longer receive Subsequent Arrest Notifications for that individual.

For duties of the Custodian, see also discussion in the form at <https://oag.ca.gov/sites/all/files/agweb/pdfs/fingerprints/forms/bcia-8374.pdf>