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GAVIN NEWSOM
GOVERNOR

April 29, 2026

PIN 26-08-CCLD

TO: ALL CCLD LICENSEES AND PROVIDERS

FROM: ***Original signed by Kevin Gaines***
KEVIN GAINES, Deputy Director
Community Care Licensing Division

SUBJECT: **LIVE SCAN FORM UPDATES (LIC 9163, LIC 9163B, AND TLR 9163G)**

Provider Information Notice (PIN) Summary

PIN 26-08-CCLD notifies all Community Care Licensing Division (CCLD) licensees and providers including the Home Care Services Branch (HCSB), the TrustLine Registry, and the Ombudsman Program of updates to Live Scan forms LIC 9163, LIC 9163B, and TLR 9163G to now include a mandatory signature line for applicants.

The purpose of this PIN is to notify all CCLD licensees and providers including HCSB, the TrustLine Registry, and the Ombudsman Program of updates made by the Care Provider Management Branch (CPMB) to the following Live Scan forms:

- [LIC 9163 \(11/25\)](#) – Request for Live Scan Service – Community Care Licensing
- [LIC 9163B \(1/26\)](#) – Request for Live Scan Service – Long Term Care Ombudsman
- [TLR 9163G \(11/25\)](#) - TrustLine Registry Application

The CPMB received clarification from the California Department of Justice (CA DOJ) that the Federal Bureau of Investigation requires agencies to demonstrate that applicants have been informed of their privacy and challenge rights and that applicants have acknowledged receipt of this information when submitting fingerprints using the LIC 9163, LIC 9163B, or TLR 9163G form for a criminal background check.

To meet the above requirement, agencies are strongly encouraged to begin using the updated forms: the TrustLine Registry Application (TLR 9163G) for TrustLine

applicants, the Request for Live Scan Service (LIC 9163B) for Long Term Care Ombudsman applicants, and the Request for Live Scan Service (LIC 9163) for all other program types. These forms now include a mandatory signature line to serve as an auditable record confirming that applicants received adequate written notice before being fingerprinted for a Live Scan or hard card. The required state and federal privacy notices are included on all updated forms.

The added signature and date fields require applicants to attest that they have **received and read** the Privacy Notice, Federal Privacy Act Statement, and Noncriminal Justice Applicants' Privacy Rights.

ADDITIONAL INFORMATION/RESOURCES

If you have any questions regarding this PIN, please contact CPMB at 888-422-5669 or Guardian@dss.ca.gov for assistance.

The Department will convey all new information through PINs. Please [sign up to be notified here](#) and visit the [Department's website](#) for the latest PINs.