

Using Livescan Instead of Fieldprint for BCU Fingerprinting

HB 3330 was passed into law (ORS 181.516) during the 2013 Legislative Session. The law requires public agencies to capture and submit fingerprints to the Oregon State Police (OSP) using electronic fingerprint capture via livescan technology.

Customers of the Background Check Unit (BCU) without livescan equipment will need to utilize Fieldprint for electronic fingerprint capture and submission. If you are looking to use livescan equipment but have not already made the purchase or started using the equipment, **please contact BCU** for more information. If you already own livescan equipment you may continue using it, however **please contact BCU** if you are not directly employed by DHS or OHA.

If you are not a user of CRIMS, your process for handling fingerprinting for BCU will not change from current processes. If you **do** use CRIMS, please read below for more instructions because entry of the Account Billing Code (ABC; formerly referred to as OCA) has changed.

CRIMS ID CODE Users of CRIMS will begin receiving a **CRIMS ID** code as part of the fingerprinting materials they receive. The CRIMS ID code is a unique 10-digit alphanumeric transaction code that is supplied in the fingerprinting letter sent through CRIMS to a Qualified Entity Designee (QED). Each separate background request entered into CRIMS will result in a new CRIMS ID code, even on requests completed for the same subject individual (SI).

When entered correctly into the Agency Billing Code (ABC; formerly known as the OCA) field in your Applicant Data Entry screen, this code allows the FBI results for that SI to be automatically linked to the record in CRIMS once the results are received.

Previously a manual process, the automatic linking of the record will improve turnaround time for background checks involving fingerprinting.

ENTERING THE CRIMS ID CODE IN LIVESCAN On the Applicant Data Entry screen for your livescan equipment, in the field assigned to the ABC or OCA, please enter the following information in the order described:

1. The assigned ABC for the type of background check (for example, V-BCU for a DHS volunteer). See the next page for more details and additions to ABCs.
2. Enter two colons (::) immediately after the ABC, with no spaces in between.
3. Enter the ten digit CRIMS ID code immediately after the colons, with no spaces in between. The CRIMS ID will begin with an "S" followed by nine digits (for example, S000000001)
4. Continue to the next data field.

Using the examples above, the correct result in the ABC or OCA field would appear as follows:

V-BCU::S000000001

If you have questions about this process, please contact BCU for assistance.

DHS & OHA AGENCY BILLING CODES AND LIVESCAN CODING

The following list comprises all current types of background checks and their corresponding ABCs utilized by the Department of Human Services (DHS) and the Oregon Health Authority (OHA) Background Check Unit (BCU). If you have questions about use of any of these background check types, please contact BCU.

BACKGROUND CHECK TYPE	NOTES	ABC/OCA	REASON FINGERPRINTED	TOT	RETND
Adam Walsh	Includes providers certified by Private Licensed Agencies rather than DHS.	AW-BCU	License/Certification/Permit	NFUF	N
Addictions and Mental Health Provider		M-BCU	License/Certification/Permit	NFUF	N
Child Care Provider		C-BCU	License/Certification/Permit	NFUF	N
Child Welfare Provider	Foster or Adoptive Parent, SPRF, Respite Care, etc.	W-BCU	License/Certification/Permit	NFUF	N
Developmental Disability Provider		D-BCU	License/Certification/Permit	NFUF	N
DHS Authorized QED	Qualified Entity Designee (QED)	E-BCU	Non-Criminal Justice Employment – Non-CJIS Security	NFUF	N
DHS CJIS		CJIS	Non-Criminal Justice Employment – CJIS Security	MAP	Y
DHS Employee		E-BCU	Non-Criminal Justice Employment – Non-CJIS Security	NFUF	N
DHS Volunteer		V-BCU	Volunteer	NFUF	N
Medical Marijuana Dispensary PRF	Person Running Facility (PRF)	MMD-OHA	License/Certification/Permit	NFUF	N
Office of Vocational Rehabilitation Services Provider		R-BCU	License/Certification/Permit	NFUF	N
OHA Authorized QED		E-OHA	Non-Criminal Justice Employment – Non-CJIS Security	NFUF	N
OHA CJIS		CJIS	Non-Criminal Justice Employment – CJIS Security	MAP	Y
OHA Employee		E-OHA	Non-Criminal Justice Employment – Non-CJIS Security	NFUF	N
OHA Volunteer		V-OHA	Volunteer	NFUF	N
Private Licensed Agency (PLA) Provider		PW-BCU	License/Certification/Permit	NFUF	N
Public Health Provider		M-BCU	License/Certification/Permit	NFUF	N
Self Sufficiency Provider	JOBS or other provider	F-BCU	License/Certification/Permit	NFUF	N