Backcountry Horsemen of California

Applying for your Youth Volunteer Program card instructions:

1. Print the BCIA 8016 Live Scan Application form. (Available from the BCHC website only: **https:// bchcalifornia.org** youth tab

2. Fill out Applicant Information section only.

3. Go to **https://oag.ca.gov/fingerprints/locations** to find the Live Scan location near e.st you. (The applicant is responsible for any Live Scan fees.)

4. After completing the fingerprinting process, email your name, unit, mailing address (if different than one submitted on application), application date and ATI number (located at the bottom of the Live Scan application form) to bchc_cor@yahoo.com. Allow 7-21 days for a U.S. mail response.

5. It is required by the DOJ that you mail The original BICA form to the COR

6. Obtain the California Mandated Reporter Certificate by completing the online course at **https://mandatedreporterca/training/volunteers** and submit the certificate number to the BCHC VP of Youth Education.

If you have any questions regarding the background check process **prior** to submitting, you may contact the BCHC Custodian of Records (COR) by email at [bchc_cor@bchcalifornia.org.](mailto:bchc_cor@bchcalifornia.org) Once your request for the report has been submitted, state law prohibits the COR from communicating any information regarding the content of the report.