



Backcountry Horsemen of California

Applying for a Youth Volunteer Program Card

Applying for your Youth Volunteer Program card instructions:

1. Print the BCIA 8016 Live Scan Application form. (Available from the BCHC website only: <http://bchcalifornia.org>)
2. Fill out Applicant information section only.
3. Go to <https://oag.ca.gov/fingerprints/locations> to find Live Scan location nearest you. (The applicant is responsible for live scan fees.)
4. After completing the fingerprinting process, email your name, unit, mailing address (different than one submitted on application), application date and ATI number (located at the bottom of the Live Scan application form) to bchc_cor@bchcalifornia.org. Allow 30 days for a U.S. mail response. (Most cases are within 15-30 days of submission)
5. It is required by the DOJ that you mail the original BCIA 8016 Live Scan Application form to the COR POBOX address 13061 Rosedale Hwy Ste G PMB 223 Bakersfield CA 93314
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.
7. . Once this form is received and certification complete you will receive the youth volunteer program card by USPS.

If you have any question regarding the background check process **prior** to submitting, you may contact the BCHC Custodian of Records by email bchc_cor@bchcalifornia.org Once your request for the report has been submitted the COR cannot communicate any information regarding the content of the report, as per State law.

After you receive a letter notifying you of your completion of the background check portion of the program, you will be required to take the Mandate Reporting certification class. All participants must complete the two hour training at <https://mandatedreporterca.com/training/volunteers> At the end of this training you will receive a certificate of completion. Email the certificate number to the BCHC Youth. BCHC_YouthEd1@bchcalifornia.org
