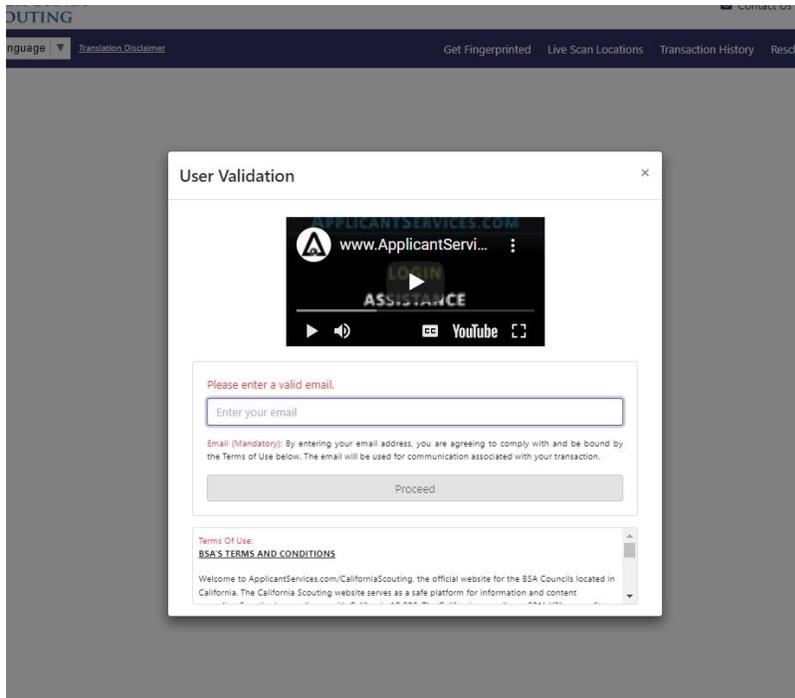Greeting Scouters!!

The time is here. In addition to your 2 hours of training for AB 506, the State of California is mandating that you have a LiveScan background check.
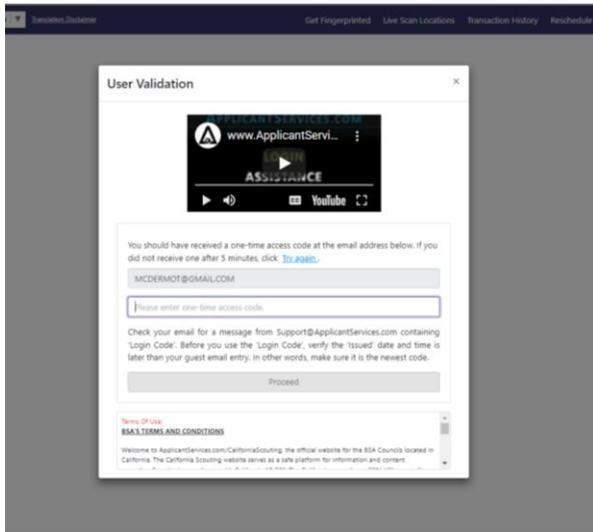
Here are the steps:

1. Go to www.ApplicantServices.com/SDIC
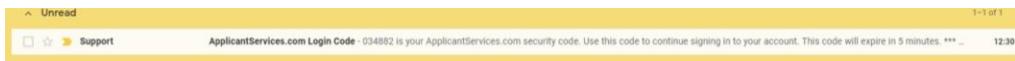2. Once you get there, you will get the following screen

3. Enter your primary email address into the "Please enter a valid email" area, and press the blue "Proceed" button.
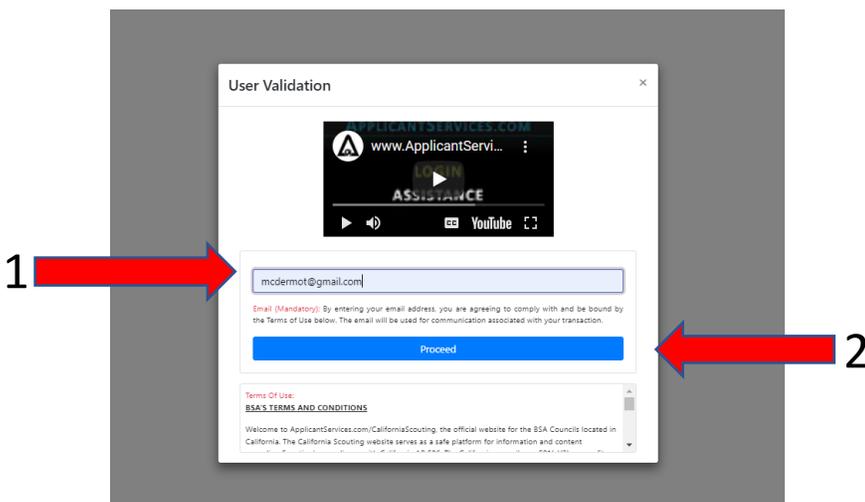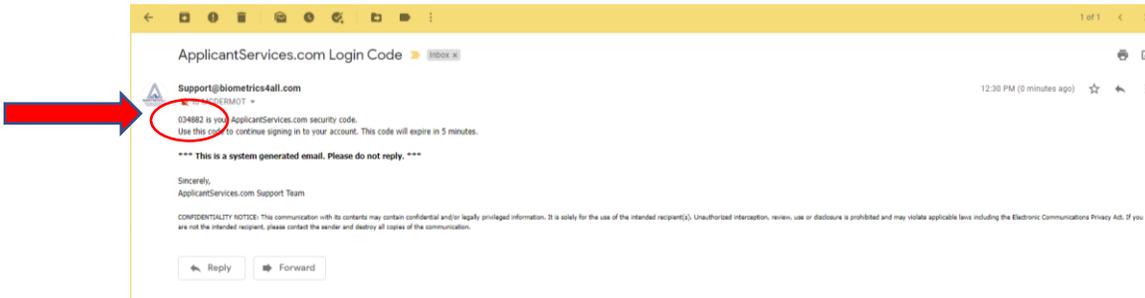
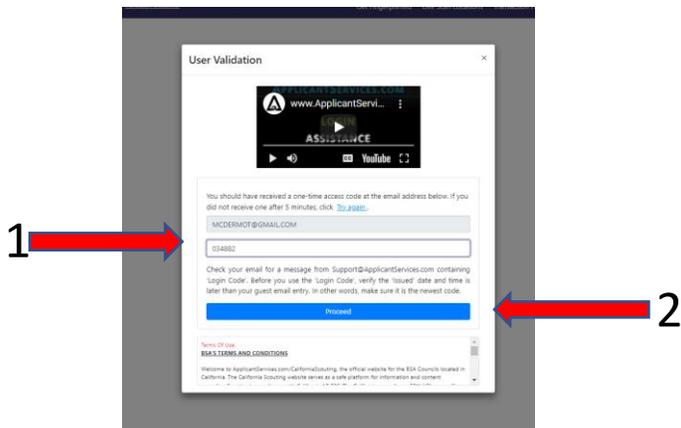4. After pressing the Proceed button you will get the following screen.

5. Go to your email and look for an email with subject line "ApplicantServices.com Login Code"

6. Open the email, and find the Login Code (also called Security Code)

7. Type the Security Login Code into the box under your email, and press the blue "Proceed" button

8. Congratulations! You are now logged in.

(Note : You will need to get a NEW Security Login Code EVERY TIME you access the site)

9. Now they will start collecting information.   Starting with your Unit Type (Pack, Troop, Crew Ship) and Number. Only fill in the yellow colored box. Leave the gray ones alone.
10. Then press the next button

11. The next screen will ask for your personal information, like: name, street name, BSA ID, and driver's license number. Please fill them out. Then press "Next"

12. Based on your address, they will show a map with a list of available LiveScan locations. Find your desired location and press the "Schedule Appointment" button to the right of it.

13. You will then be shown the available appointments for your location. Select your desired date and time for the list of available options. Then press the "Next" button.

14. You are now on the confirmation page for your appointment. Verify the date, time and location of your appointment and watch the mandatory video. Once the video is done, you will be able to press the "Next" button.
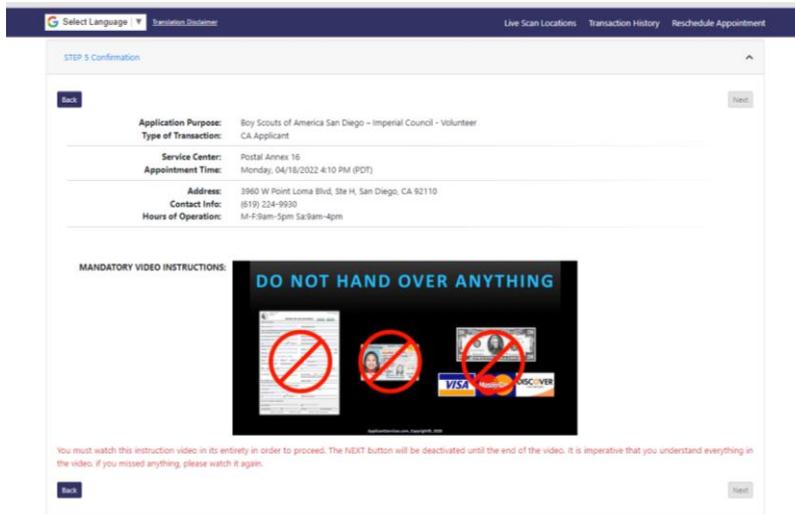
15. The next screen prompts for payment. Follow the instructions on the page. You will be charged$41 (US) for the LiveScan. You will NOT pay at the Service Center.
16. After you have paid, you will be prompted to print out your form. While they will ALSO send you an email, printing the form is generally easier.
17. Bring your form AND your identification to your Service Center at the date/time of your appointment. The appointment is quick and will probably take less than 10 minutes.

That's it. Good Luck and thank you for your service to youth.