

To Be Completed by Private Caregiver for State Registration

PRIVATE CAREGIVER / HOME CARE AIDE APPLICATION PROCESS

All private caregivers hired to work in Laguna Woods Village are required to register with the California Department of Social Services as a home care aide. Private caregivers can apply online or by mail. Applying online is the quickest way to obtain a personal ID. Applying by mail can take up to eight to ten weeks to process. Applicants can contact the Home Care Service Bureau at 877-424-5778 to check on the status of the application, or status can be obtained online at <https://secure.dss.ca.gov/cld/hcsregistry/About.aspx>. The home care aide application fee is currently \$35; and the registration is valid for two years. Fee is subject to change.

Private caregivers must also complete a request for Live Scan fingerprinting. A criminal background check will be performed, and results will be sent electronically to the California Department of Social Services Home Care Service Bureau. The Live Scan fingerprinting operator fee will vary depending on location of your choice and can range from \$10 to \$35. The criminal background check is \$49. Costs are subject to change.

ONLINE APPLICATION

To apply online, follow the steps on the Home Care Registry page by accessing the following website: <https://secure.dss.ca.gov/cld/hcsregistry/About.aspx>

1. Select "Registration" on menu bar.
2. Proceed with online registration. You will need a credit card for the \$35 application fee. At the end of the application process you will receive a **Personal ID / HCA ID**.
3. Complete the request for Live Scan services (form LIC 9163). Take form to a Live Scan location for processing. Find locations online at:
<https://oag.ca.gov/fingerprints/locations?county=Orange>

MANUAL APPLICATION

To apply manually, complete the following steps:

1. Complete the application HCS 100 and the criminal record review form LIC 508. Review Page 2 of the HCS 100 form for application instructions. Please type or print clearly.
2. Mail the completed application, the criminal record statement and a check or money order in the amount of \$35 to:

California Department of Social Services
Home Care Service Bureau
744 P Street, MS 9-14-90
Sacramento, CA 95814

3. Complete the request for LiveScan services, form LIC 9163. Take form to a Live Scan location for processing. Most sheriff departments offer this service. Appointments are necessary.

These forms are attached for your convenience.