

## INSTRUCTIONS FOR COMPLETING THE HCD OL 8016

1. **Job Title or Type of License, Certification, or Permit:** Enter only one of the following -

- Manufactured Home Manufacturer
- Manufactured Home Dealer
- Manufactured Home Salesperson (includes 90-day certificate holder applications)
- Commercial Modular Manufacture\*\*
- Commercial Modular Dealer
- Commercial Modular Salesperson (includes 90-day certificate holder applications)
- Course Provider
- Course Instructor
- Distributor

\*\* **IMPORTANT NOTE:** Only for the license type Commercial Modular Manufacturer, the “r” was removed from the word “Manufacturer” to accommodate the maximum 30 character limit (including spaces) data entry allowed.

2. **Name of Applicant:** Enter applicant’s full name.
3. **Alias:** Enter any other names the applicant has used.
4. **Driver’s License No.:** Enter applicant’s California Driver License.
5. **Date of Birth:** Enter applicant’s date of birth (month/day/year).
6. **Sex:** Check appropriate gender box.
7. **Misc. No. BIL:** Preprinted for DOJ reference. Applicant pays for “rolling” fees.
8. **Height:** Enter applicant’s height (feet and inches).
9. **Weight:** Enter applicant’s weight (pounds).
10. **Miscellaneous No.:** Enter other identifying numbers (e.g., California Identification Card number or other state driver license number).
11. **Eye color:** Enter applicant’s eye color.
12. **Hair color:** Enter applicant’s hair color.
13. **Home Address:** Enter applicant’s residence address, city, state, and zip code.
14. **Place of birth:** Enter city, state, and country.
15. **SSN:** Enter applicant’s social security number.
16. **Your number:** Not applicable. Leave blank.
17. **If resubmission:** Enter the original ATI number provided on the reject notification to avoid paying an additional processing fee.
18. **Employer:** Not applicable. Leave entire section blank.

Note: All applicants must pay the Live Scan Operator directly for the “rolling” of their fingerprints.