

ANR
Background Investigation Procedures Manual



July 1, 2002

University of California
Agriculture and Natural Resources
1111 Franklin Street, 6th Floor
Oakland, CA 94607-5200



BACKGROUND INVESTIGATION PROCEDURES MANUAL

SECTIONS

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SECTION I

**BACKGROUND INVESTIGATION
PROCEDURES MANUAL:
ANR EMPLOYEES WHO SUPERVISE YOUTH OR PROCESS
BACKGROUND INVESTIGATION RECORDS**

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**Background Investigation Procedures Manual:
ANR Employees who Supervise Youth
or
Process Background Investigation Records**

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I. PURPOSE

Agriculture and Natural Resources (ANR) must ensure the safety of children involved in its youth programs. As a part of this effort, a criminal history and identity check (i.e., fingerprinting) will be required at the time of hire for all new employees who will have supervisory or disciplinary authority for youth. In addition, the ANR administrator with the responsibility for making the determination as to who is subject to this policy must also have a background check completed; and, as required by state law, staff who have access to criminal records for employees or volunteers must have a background check. At the supervisor's discretion, other new employees or incumbents may be required to be fingerprinted if they might have responsibility for youth or could be in a position to review the criminal records resulting from the background investigations. Incumbent employees whose job duties include or change to include supervisory responsibility for youth shall be fingerprinted immediately to comply with this policy. Non-ANR employees (e.g., county staff) who conduct ANR programs under the supervision of ANR employees or have access to criminal records are also covered by this policy. This background investigation should be accomplished in cooperation with their employer (e.g., local county government).

This manual provides procedures to ensure that employees who have supervisory or disciplinary responsibility for children and youth in University of California Cooperative Extension (ANR/CE) program activities have had a background investigation that includes fingerprinting. Effective July 1, 2002, it replaces and supersedes the previous *ANR Employees: Background Screening Process and Procedures Manual*, issued July 1, 1999. Comments and suggestions are welcome and may be addressed to Office of the Controller and Business Services (OCBS), Office of the Vice President, Agriculture and Natural Resources, 1111 Franklin Street, 6th Floor, Oakland, CA 94607-5200.

II. POLICY STATEMENT

On March 10, 1998, Vice President Gomes approved the following policy:

ANR will maintain a background screening process (including fingerprinting) for

criminal records for all employees who work directly with youth as defined by job description, job title, and/or job convention. The responsible administrator (e.g., County Director) will have the authority and responsibility to determine which positions and which individuals should be subject to background investigations.

ANR policy regarding background investigations for ANR/CE volunteers is covered in a companion manual, *Background Investigation Procedures Manual: ANR/CE Volunteers*.

III. CURRENT LAW/LEGAL STATUS

California Penal Code Section 11105.3 provides that certain employers may request from the Department of Justice (DOJ) records of all convictions involving certain sex crimes, drug crimes, and/or crimes of violence of a person who applies for employment, or is currently employed, or volunteers for a position in which the subject would have supervisory or disciplinary responsibility for a minor (see [Appendix I A](#)).

This law allows organizations to submit fingerprint card or live scan requests for their employees or prospective employees if they have supervisory responsibility for youth (see [Appendix II A](#)).

ANR has received authorization to request background checks from the California DOJ. In addition, federal regulations allow criminal history checks to be conducted by the Federal Bureau of Investigations (FBI) if the request is submitted by the State Department of Justice.

IV. INFORMATION OBTAINED FROM THE CALIFORNIA DEPARTMENT OF JUSTICE

Penal Code Section 11105.3 limits the criminal history information that can be released. Organizations will only receive information on the following:

Arrests resulting in a conviction for specified offenses involving sex, drugs, or violent crimes, or which indicate active prosecution. (see Section III on Current Law/Legal Status and [Appendix I A](#)).

A conviction or active prosecution for a violent crime offense will be released only if the arrest occurred within 10 years of the date of the agency's request.

If there are any felony or misdemeanor convictions for sex, drug or violent crimes within 10 years of the date of the agency's request, the agency will be informed. If the conviction was a misdemeanor, information received will depend on the section under which the crime was committed.

Under California law, a copy of each reply reflecting criminal history record information is sent by the DOJ to the subject of the inquiry in addition to the submitting agency. Federal law prohibits the California DOJ from providing specific information identifying any offense for which an employee was arrested or convicted. Therefore, the results of the background check will be relayed to each organization in the form of an individual letter from the DOJ stating only that:

- A. The subject of the inquiry does have an arrest record and/or conviction for an offense specified in California Penal Code Section 11105.3; or
- B. The subject of the inquiry does not have an arrest and/or conviction for an offense specified in California Penal Code Section 11105.3; or
- C. The fingerprints submitted were unclassifiable.

The response will also state how the individual may obtain a copy of his/her DOJ/FBI criminal history record and, if necessary, how to challenge the accuracy or completeness of that record.

V. WHO IS REQUIRED TO HAVE A BACKGROUND INVESTIGATION

All prospective ANR employees who are expected to have supervisory responsibility for youth will have a background investigation performed as part of the employment process. Applicants must cooperate fully and provide fingerprints, information and/or consent, as necessary, to conduct the background investigation. In addition, the ANR unit administrator with the responsibility for making the determination as to who is subject to this policy must also have a background check completed; and, as required by state law, staff who review or handle criminal records for employees or volunteers must have a background check. At the supervisor's discretion, other employees may be required to be fingerprinted if they might have responsibility for youth or could be in a position to review the criminal records resulting from background investigations.

Employees hired prior to implementation of this revised policy whose job title, description and/or convention includes responsibility for youth or for reviewing results of background investigations, will be required to complete a background investigation (fingerprinting) immediately, prior to any further contact with youth or background investigations records. DOJ/FBI clearance must be received prior to September 1, 2002. The responsible unit administrator will have the authority and responsibility to determine which positions have been altered sufficiently to be subject to background investigations.

VI. DEFINITIONS RELATED TO BACKGROUND INVESTIGATIONS FOR POSITIONS SUPERVISING YOUTH

- A. Direct Contact Having supervisory or disciplinary responsibility for youth under the age of 18 years.
- B. Responsible Unit Administrator The person who is the hiring authority for the position in question. This is usually the County Director, or similar level administrator, but not always. For County Director positions, the Regional Director is the responsible administrator.
- C. Supervision Person having direct responsibility for the welfare and safety of youth or disciplinary authority over youth. This may or may not be the only adult present with children.
- D. Job Title A working job title is that which is commonly accepted for the position.
- E. Job Description The job description is the official description of the employee's duties. The description of the duties related to supervisory responsibility for youth may appear in any of these sections of a job description:
1. Nature and Purpose
 2. Major Duties and Responsibilities
 3. Essential Functions
 4. Duties and Tasks
 5. Position Requirements
- F. Job Convention Job convention means the actual duties and responsibilities of the employee regardless of job title or description. The employee is involved in activities with youth if he or she has supervision responsibility for youth, when he or she directs or works with youth without the direct physical supervision of another employee, or where there is a reasonable expectation

that the employee will be the sole adult working directly with the youth.

- G. Criminal Records Handler Any employee (UC or County) who has access to results of the background investigation process for either employees or volunteers, including the review of criminal records obtained from DOJ or FBI, must be fingerprinted and cleared under State law.

VII. DESCRIPTION OF BACKGROUND INVESTIGATIONS

The following processes will be used by the responsible ANR unit administrator to complete the background investigation:

- A. Review of application materials for statements of prior convictions.
- B. Reference checks.
- C. Completion of the Self-Reporting Form – Background Check (see [Appendix III A](#)).
- D. DOJ/FBI criminal history and background investigation; i.e., fingerprinting clearance (see [Appendix I A](#)).

VIII. RESPONSIBILITY

The responsible unit administrator for any position having supervisory responsibility for youth (or who will have access to criminal records) is responsible for ensuring the background investigation is completed. When county staff or other non-ANR employees work with youth involved in University programs or have access to criminal records, the intent of this ANR policy must be met. In these cases, the responsible administrator should work with the appropriate personnel department (e.g., county government) to complete the required background check.

IX. PROCEDURES

Background investigation begins with the initial recruitment. (For a step-by-step procedure, see [Appendix IV](#).) The following sentence must be included in the Position Description and Position Vacancy Announcement Listing for all positions that are expected to have supervisory responsibility for youth or access to criminal records: "A background investigation will be required for the successful candidate, including fingerprinting and a criminal history clearance by the California Department of Justice and the Federal Bureau of Investigation."

As part of the offer of employment, the responsible unit administrator shall require that the prospective employee be fingerprinted at an approved agency to obtain an identity (fingerprint) and criminal history check. (See [Appendix V](#) for a list of current Live Scan locations in California.) The following sentence must be included in the offer letter: “This offer is contingent upon background investigation clearance, which includes fingerprinting and criminal history clearance by the California Department of Justice and the Federal Bureau of Investigation.” The Self-Report Form – Background Check ([Appendix III A](#)) must be signed by the applicant.

A background check must be completed prior to appointment; however, when required by business necessity, a temporary waiver may be granted allowing provisional appointments. The waiver documentation should be submitted to the ANR Office of Academic Personnel. The waiver request should include a Self-Reporting Form (see [Appendix III A](#)). (Also, see Section IX, G, Provisional Appointment and Temporary Waivers.)

Incumbent employees who have supervisory responsibility for youth (or those whose job duties change to include such responsibility) must have a cleared background investigation, including fingerprinting, prior to any further work with youth. Additionally, in cases where non-ANR employees (e.g. county employees) have direct supervision of youth, such employees will not have supervisory responsibility for youth until a background investigation is successfully completed.

The same restrictions apply to criminal records handlers. No employee will have access to background investigation results until he/she receives clearance themselves. The criminal records handler must, in addition, read and sign the three DOJ documents given in [Appendix VI](#). These signed documents are to be retained in the employee’s personnel file.

The results of the identity and criminal history investigation are sent to the ANR Office of Academic Personnel by the California DOJ and shall be used to assess the employee's suitability for employment or continued employment as follows:

- A. If Background clearance is given by the California DOJ and FBI:
 - 1. ANR Office of Academic Personnel notifies the responsible unit administrator of results.
 - 2. The responsible unit administrator completes the appointment process.
 - 3. In cases where a temporary waiver had been granted, the responsible unit administrator removes provisional status.

B. If Background Clearance is **not** given by the California DOJ or FBI:

1. If the applicant has been convicted of sex crimes, drug crimes, and/or crimes of violence, as reported by DOJ or FBI, the applicant cannot be hired.
2. In cases where a temporary waiver had been granted, provisional employment must be terminated if not cleared with DOJ by the applicant within two weeks.
3. If an existing employee is not cleared by DOJ/FBI, the employee can request a review by the standing committee appointed to review and decide action on these cases (see [Section IX, E, 1](#)). Any subsequent personnel actions will be taken in accordance with applicable University procedures. Existing employees can appeal the standing committee's decision (see [Section XI](#), Appeal).

C. Submission Methods

The preferred approach is to use a *Live Scan* agency for the background and criminal history investigation. The Live Scan applicant prints will be electronically transmitted to the DOJ and FBI (see [Appendix II A](#)). Copies of the Live Scan submission forms can be obtained from the ANR Office of Academic Personnel or directly from DOJ (see [Appendix IX](#)). When Live Scan facilities are not available, two fingerprint cards must be submitted. The fingerprints submitted to the DOJ will be checked for certain crimes related to sex, drugs and/or violence (see the list under "Current Law/Legal Status" and [Appendix I A](#)). In addition, DOJ will forward a copy of the fingerprint card to the FBI.

D. Processing Fees and Time

Because ANR is a fee-exempt organization, DOJ processing is done without charge. The FBI processing cost is \$24. Expedited DOJ service, which offers a 17-day turnaround for state clearance, is available for \$10. There are no expedited services for FBI processing. When fingerprint cards are used, processing time for state clearance usually takes up to 42 days and FBI processing can take 100 days or more. Live Scan submissions shorten considerably the time required for DOJ/FBI results; therefore, Live Scan submissions are strongly recommended unless no facilities exist.

In some cases, fees to take fingerprints may be assessed. These typically range from \$12 to \$50 (see [Appendix V](#)). The processing fee for UC employees will be paid by the appropriate Regional Office if the applicant or employee is

county-based or by the appropriate administrative office if the applicant or employee is based elsewhere (e.g., a Research and Extension Center).

E. Notification of Background Checks

1. Information gained from the background check is reviewed by the ANR Office of Academic Personnel, which informs the responsible unit administrator of the results (see [Section X](#), Security). If information from a background check is obtained that negatively reflects (or may reflect) on a person's fitness for service as an employee, the prospective employee will have the opportunity to clarify the report with DOJ/FBI and to provide additional evidence to the responsible ANR administrator within two weeks.
2. For incumbent employees, a standing review committee composed of the ANR Coordinator of Academic Personnel, a representative of the General Counsel, and the ANR Assistant Vice President – Programs and Academic Personnel will review any case where a criminal history is identified through a background investigation. The review committee will make a decision regarding what personnel action should be taken and notify the responsible unit administrator.
3. Only DOJ/FBI results related to convictions involving certain sex crimes, drug crimes, and/or crimes of violence, as given in California Penal Code Section 11105.3 (see [Appendix I A](#)), will be used in making personnel decisions based on the background investigation.

F. The ANR Office of Academic Personnel will coordinate with DOJ to receive subsequent notification of convictions or active pending cases, pursuant to Section 11105.2 of the California Penal Code, on all continuing UC employees at 5-year intervals. The responsible unit administrator will be notified immediately in the event of any reported occurrence.

G. Provisional Appointments and Temporary Waiver

Under special circumstances of business necessity, the ANR Coordinator of Academic Personnel may grant a waiver for provisional employment until the background investigation clearance is received. Prior to receiving the background investigation clearance, the provisional employee, under no circumstances, may supervise youth or have access to background investigation records. If this temporary waiver is granted, the provisional employee must be notified in writing that continued employment is contingent on DOJ and FBI clearance. The following sentences must be included in the provisional

appointment letter: “This appointment is provisional until clearance is received from the Department of Justice and the Federal Bureau of Investigation on any relevant criminal records. If such clearance is not received, you will have the opportunity to clarify the report with the Department of Justice/Federal Bureau of Investigation and to provide additional evidence within two weeks. If not resolved satisfactorily, employment will be terminated immediately.” The responsible administrator must request an expedited DOJ clearance for provisional employees who begin work prior to receiving DOJ and FBI clearance. If expedited clearance is not returned within 17 days the responsible administrator should work with the ANR Academic Personnel Coordinator to track the submission. All requests for temporary waivers must be accompanied by a signed Self-Reporting Form (see [Appendix III A](#)).

In cases where non-ANR employees (e.g. county employees) have direct supervision of youth or access to criminal records, the waiver process remains the same as stated in the previous paragraph, but must also be in compliance with the relevant (e.g., county) personnel policies.

X. SECURITY

Background investigation materials processed through the California DOJ will be returned to, and maintained by, the ANR Office of Academic Personnel under strict conditions of confidentiality. Records, including electronic notifications, received from DOJ and FBI will be destroyed after the hiring decision is made in accordance with DOJ regulations. Internal electronic notification from the ANR Office of Academic Personnel to the responsible unit administrator must also be deleted by both sending and receiving parties.

The original DOJ/FBI reports will not be sent to the responsible unit administrator by the ANR Office of Academic Personnel. Any questions regarding the release, security and privacy of the Criminal Offender Record are to be resolved by the Office of Academic Personnel. Such records will be under lock and key and accessible only to the Office of Academic Personnel, which is committed to protect this information from unauthorized access, use, or disclosure.

Misuse of confidential criminal record information is controlled by statute and can be either a misdemeanor or a felony (see [Appendix VI and VII](#)). Violation of this policy of confidentiality may result in suspension, dismissal and/or prosecution.

XI. APPEAL

When a background check results in negative information, the applicant or employee must be notified by the ANR Office of Academic Personnel about the specific information received in order to verify the accuracy of the report. Pursuant to the Federal National Child Protection Act

(NAPA), each individual who is subject to a background check is entitled to:

- A. Obtain a copy of any background investigation report; and
- B. Challenge the accuracy and completeness of any such report and obtain a prompt resolution before a final determination is made on whether the applicant can be hired or the employee can continue under the current terms and conditions of his/her employment.

If an ANR academic employee wishes to appeal the University's action taken as a result of the background investigation, the University appeal procedure, as described in *ANR Administrative Handbook*, Section 350, may be used. ANR staff or county employees may appeal in accordance with provisions of the appropriate policies or labor agreement.

XIII. REFERENCES

<http://oakland.ucanr.org/bipm/> Background Investigation Procedures Manual

<http://danr.ucop.edu/admin-handbook/300/350e.htm> ANR Administrative Handbook, Section 350, Appeals

<http://www.ucop.edu/humres/policies/spp70.html> UC Personnel Policies for Staff Members, Section 70, Conflict Resolution

<http://www.caag.state.ca.us/fingerprints/index.htm> California Department of Justice: Main Page

<http://www.caag.state.ca.us/fingerprints/publications/livescan.pdf> California Department of Justice: Live Scan Request Packet

<http://www.caag.state.ca.us/fingerprints/publications/contact.pdf> California Department of Justice: California Applicant Live Scan Services – Locations and Business Hours

<http://www.caag.state.ca.us/publications/crimrecpkg.pdf> California Department of Justice: Criminal Record Information Authorization Application Package

SECTION II

**BACKGROUND INVESTIGATION
PROCEDURES MANUAL:
ANR/CE VOLUNTEERS**

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I. INTRODUCTION

A. Screening Policy

Vice President Gomes has approved, effective July 1, 2002, the following revised Division policy:

Prior to appointment by the University of California Cooperative Extension (UCCE) County Director or other responsible Agriculture and Natural Resources (ANR) unit administrators and participation in ANR programs, **all** ANR/CE volunteer applicants must successfully complete a volunteer application process that includes an application packet and confidential self-disclosure form, California Department of Justice (DOJ) criminal record clearance, orientation and training.

Any volunteer appointed to provide service to any unit of ANR or any CE programs prior to July 1, 2002 must successfully complete the revised ANR volunteer application process and receive DOJ clearance by January 1, 2003.

B. Goals

1. Provide a safe environment for ANR/CE program participants, especially young people.
2. Select and place qualified volunteers in ANR/CE programs.

C. ANR/CE Volunteer Definition

An ANR/CE volunteer is one who, on an unpaid basis, agrees to provide a service or conduct an activity that supports the goals of an ANR or CE-sponsored program. An ANR/CE volunteer is recruited, oriented, trained and appointed as part of an organized volunteer program (such as the 4-H Youth Development Program, Master Gardener Program, or Master Food Preserver Program) whose duties are undertaken to achieve specific programmatic objectives.

In addition, any informal volunteers not specifically associated with a formal program are subject to this policy and may require background investigation screening.

D. County Director's Responsibilities

It is the responsibility of the County Director to assure that the following procedures are followed:

1. Establish and maintain the ANR/CE orientation, screening and fingerprinting volunteer application process at the county level.
2. Maintain and monitor the custody of records in accordance with University of California policy. (See ANR Administrative Handbook, Section 402, Records.)
3. Make the final decision on appointing volunteers and issue volunteer appointment cards.

Responsible administrators of other ANR units have the same responsibility as County Directors.

II. VOLUNTEER APPLICATION AND SCREENING

The County Director will assure that the designated staff conducts the volunteer application process that includes an application packet, volunteer confidential self-disclosure form, DOJ criminal record clearance, and orientation and training for all prospective volunteers.

A. Volunteer Application and Confidential Self-disclosure

1. Annually, volunteers will complete the volunteer application packet, and the self-disclosure form (see [Appendix III B](#)).
2. The self-disclosure form requests the following information:
 - a. Have you been convicted of a felony in the last ten years?
 - b. Has anyone living with you been convicted of a felony in the last ten years?
 - c. Have you ever been convicted of child abuse, neglect, or any sex offense?
 - d. Has anyone living with you ever been convicted of child abuse, neglect, or any sex offense?

- e. Has your driver's license been suspended or revoked in the last ten years?
 - f. Do you have a valid driver's license? If yes, provide state of issuance, driver's license number, and expiration date.
 - g. Do you maintain vehicle insurance?
 - h. Are there any other facts or circumstances involving your background or the background of others in your household which call into question your being entrusted with disciplinary authority, supervision, guidance, and care of young people?
3. If the responses are deemed acceptable the form is filed with other volunteer application information.
 4. If there are any incomplete or questionable responses, the forms are to be forwarded to the County Director or next level administrator for further action.

B. Volunteer Criminal Record Clearance

1. Fingerprinting can be done using the Live Scan process or the FD-258 or BID-7 cards (ink print) Applicant Fingerprint Process (See [Appendix II B](#)).
2. ANR/CE staff provides new volunteer applicants with the form and information to initiate the California DOJ criminal record clearance process.
3. Volunteers are fingerprinted as part of application process. However, the County Director can require re-enrolling volunteers to submit to a subsequent volunteer criminal record clearance at any time during their tenure as a volunteer with ANR/CE.

C. New Volunteer Orientation and Training

1. The volunteer orientation will be completed by the applicant before his/her appointment.
2. The orientation will include discussion of information pertinent to the county and the program such as safety, policies, processes, liability and risk management, program training, and specific information on non-discrimination/affirmative action.

3. The County Director annually reviews ANR/CE requirements for volunteer orientation and training content and process.
4. The record of volunteer orientation completion is maintained with other volunteer application information.

D. Volunteer Appointment

1. The County Director will issue a letter and a volunteer appointment card upon the successful completion of the volunteer application process that includes an application packet, self-disclosure form, DOJ criminal record clearance, orientation and training.
2. Annually, thereafter, the County Director will issue a volunteer appointment card after successful completion of the volunteer application packet and the confidential self-disclosure form.

E. Volunteer Break In Service

Volunteers who return to ANR/CE programs after a year or more break in service must again complete the volunteer application and screening process that includes the volunteer application packet, self-disclosure form, DOJ criminal record clearance, orientation and training.

III. CONDITIONS THAT WILL RESULT IN AUTOMATIC REJECTION OF A VOLUNTEER APPLICANT

A. Reportable Convictions and Active Prosecution

1. Volunteer applications will be rejected if, in the past ten years, the volunteer applicant has convictions or is being actively prosecuted for violations of the crimes specified in California Penal Code Section 11105.3 (h) as reported by the California DOJ.
2. Volunteer applications will be rejected if there has ever been a conviction for child abuse, neglect, or other sex offenses.

B. Action

The County Director will issue a letter to the volunteer applicant stating the cause for rejection.

IV. CONDITIONS THAT WILL REQUIRE FURTHER INVESTIGATION OF VOLUNTEER APPLICATIONS

The following conditions require further investigation of the volunteer applicant by the County Director, program staff or the appropriate regional or statewide ANR administrator to determine the status of the investigated applicant.

- A. Volunteer applicant has felony convictions other than those noted in California Penal Code Section 11105.3 or that are older than ten years.
- B. Volunteer applicant conviction for other acts of violence.
- C. Volunteer applicant's driver's license has been suspended or revoked in the past ten years.
- D. Prior felony convictions of other household residents in volunteer applicant's household in the past ten years.
- E. Prior convictions of other household residents in volunteer applicant's household for child abuse, neglect, or other sex offense.
- F. Other factors of volunteer applicant's or volunteer applicant's household that would call into question their ability to supervise, guide, and care for young people.
- G. Any unanswered questions on the self-disclosure form.

V. PROCEDURES FOR CONDUCTING FURTHER INVESTIGATION OF VOLUNTEER APPLICANTS

Following are the procedures to conduct further investigation of volunteer applicants:

- A. Responsible staff must notify the County Director if any of the conditions outlined above are present in screening volunteer applications. The County Director will send a letter to the volunteer applicant requesting additional information and/or an interview. If the volunteer applicant does not respond to the request within 30 days, the County Director must reject the application.
- B. The County Director and responsible staff will confer on the appropriate actions needed to complete the investigation procedures.
- C. Based on information received from the follow-up letter or interview, the County Director, in consultation with appropriate statewide and regional ANR administrators, will determine which of the following procedures to invoke:

1. Appoint the volunteer applicant,
2. Appoint the volunteer applicant with restrictive conditions,
3. Seek additional information (e.g., reference letters, FBI criminal record clearance), or
4. Reject the volunteer applicant.

VI. CONDITIONAL APPOINTMENT OF VOLUNTEER APPLICANTS

A. Conditions

The following conditions may require conditional appointment of volunteer applicants.

1. Volunteer applicants who do not have a valid driver's license,
2. Volunteer applicants who have had their driver's license revoked,
3. Volunteer applicants who indicate they have no vehicle insurance, or
4. Volunteer applicants who have other household residents with reportable convictions.

B. Conditional Appointment

When the County Director deems that a volunteer applicant's service will be beneficial to ANR/CE programming, but there are circumstances that lead the County Director to limit the individual's participation, the County Director shall issue a letter to the volunteer applicant that clearly states the conditions of the appointment. Examples of conditional appointments include, "may not operate a motor vehicle as part of his/her volunteer duties" and "may not hold meetings or activities in his/her home as part of volunteer duties."

VII. CIRCUMSTANCES THAT CAN DELAY COMPLETION OF THE APPLICATION PROCESS

There are a number of circumstances that can delay completion of the volunteer application process.

A. Incomplete or Inaccurate Information

If volunteer applicants fail to provide complete or accurate information on the volunteer application form, self-disclosure form, or DOJ criminal

record clearance forms, the volunteer should be contacted within 30 days to obtain missing information. If the volunteer fails to respond, the forms should be returned with a letter indicating that the application will not be processed until the information is provided.

B. Incorrect Information Entered During Fingerprint Process

If incorrect information is entered during the Live Scan processing or on the FD-258/BID-7 card, the fingerprints will be rejected. When notified by the DOJ of this error, responsible staff contacts the volunteer to update the information, if possible, or to inform them of the need to resubmit prints with the corrected information (see [Appendix II B](#)).

C. Delay in Criminal Record Clearance Review

When DOJ notifies ANR/CE that there is a delay in the processing of a volunteer applicant's prints, responsible staff must contact DOJ after the noted time interval has elapsed (usually 30 days) using DOJ form BCII 8043 (see [Appendix X](#)). If the delay is not cleared in 30 days, a letter should be sent to the volunteer applicant notifying him/her of the delay in his/her appointment. Responsible staff must continue to monitor the progress of the delayed fingerprints. Delayed fingerprints are assigned an applicant program representative within DOJ and ANR/CE staff will be given a contact phone number. When inquiring on the delayed information, the applicant name, date of initial request, and the ATI number listed on the form are needed.

D. Resubmission of Rejected Prints

The following procedures are necessary when fingerprints are rejected as being unreadable:

1. Prints will need to be taken a second time. However, on the resubmission indicate the ATI number assigned to the first rejected set of prints. This will alert DOJ to treat the submission differently (see [Appendix II B](#)).
2. If the second set of prints is still unreadable, DOJ will conduct a background clearance based upon the volunteer's Social Security Number, Driver's License Number, and the original ATI number from the first rejection, eliminating the need for further attempts to be fingerprinted.

VIII. RECORD STORAGE

A confidential business record will be maintained that indicates all active volunteers who have received a background clearance from the California DOJ and the date of this clearance. All fingerprint cards, returned by the California DOJ, as well as all DOJ faxed or emailed notices on applicant clearance must be destroyed after recording the DOJ results as a confidential business record in the local office.

The following information must be retained as part of the confidential business record:

- A. Name of applicant
- B. Date received and type of response from DOJ (clearance/non-clearance)
- C. Type of application (original or resubmission)
- D. Original ATI number
- E. Level of service:
 - 1. Basic DOJ clearance
 - 2. Follow-up service
 - 3. FBI clearance

IX. RECORD SHARING WITHIN COOPERATIVE EXTENSION

The California DOJ has determined that UC is a single organization, and can share background results information with other appropriate UC units. A UC background clearance in one county is useable by UC in another county. These records are for the use of UC only. No records can be shared with any non-UC entity, including local county governments, nor can the records of another organization be accepted by UC as evidence of a background investigation clearance of an ANR/CE volunteer.

X. REFERENCES

<http://oakland.ucanr.org/bipm/> Background Investigation Procedures Manual

<http://www.caag.state.ca.us/fingerprints/index.htm> California Department of Justice: Fingerprinting Page

<http://www.caag.state.ca.us/fingerprints/publications/livescan.pdf> California Department of Justice: Live Scan Request Packet

<http://www.caag.state.ca.us/fingerprints/publications/contact.pdf> California Department of Justice: California Applicant Live Scan Services – Locations and Business Hours

<http://www.caag.state.ca.us/publications/crimrecpkg.pdf> California Department of Justice: Criminal Record Information Authorization Application Package

SECTION III

**BACKGROUND INVESTIGATION AND
FINGERPRINTING:
FREQUENTLY ASKED QUESTIONS:**

**University of California
Agriculture and Natural Resources
1111 Franklin Street, 6th Floor
Oakland, CA 94607-5200**

July 1, 2002

**BACKGROUND INVESTIGATION AND FINGERPRINTING:
FREQUENTLY ASKED QUESTIONS**

Question 1 Are we permitted to hire a person during the time his/her background investigation is being processed?

Answer 1 *Only if the ANR Coordinator of Academic Personnel grants permission to conditionally employ a person pending the outcome of the background investigation process. Under no circumstances may the employee supervise youth or have access to criminal records of others until the criminal history/identity investigation is successfully cleared. If the results of the ANR background investigation indicate that the person is not eligible for the position in which he or she is employed, the provisional employee will have the opportunity to clarify the report with DOJ/FBI and to provide additional evidence to the responsible ANR unit administrator within two weeks. If not resolved satisfactorily, ANR must immediately release the person from this provisional employment.*

Question 2 Can a new employee have supervisory responsibility for youth or access to criminal records before the background investigation is completed?

Answer 2 *No.*

Question 3 If I am both an ANR/CE volunteer, as well as an ANR employee whose position description does not include contact with youth or access to criminal records of others, who initiates the background investigation?

Answer 3 *The county where you are serving as a volunteer.*

Question 4 If “supervision” is by a classroom teacher, but ANR staff are participating in the teaching, must the ANR staff have a background clearance?

Answer 4 *If ANR staff are teaching in classrooms where a classroom teacher is present, a background investigation is not required because the teacher is supervising the youth.*

Question 5 Who will pay for the cost of fingerprinting?

Answer 5 *The Regional Director (or other appropriate administrative office) is responsible for paying all costs associated with the background investigation of ANR employees.*

Question 6 What happens when Division personnel invite non-ANR personnel to participate in our programs?

Answer 6 *In this case, the Division personnel are responsible for supervision of the youth and the guest would not have to be fingerprinted.*

Question 7 Why should prospective and current employees be fingerprinted?

Answer 7 *The fingerprint process is a standard requirement for ANR employees supervising youth and is provided for by California law. The University checks the prospective employee's work history, salary, background, and/or education, as appropriate, as well as criminal history related to sex, drugs, or certain violent crimes.*

Question 8 Will fingerprinting screen out 100 percent of potential problems?

Answer 8 *No. The fingerprinting process will only "red flag" convictions in the specific areas listed in the California Penal Code. This method is not a 100 percent guarantee that potential problems will be detected, nor is any other process we have. Having this process is, however, a significant deterrent. The process will help to reject an applicant if his/her records show they are a danger to youth and will likely keep more individuals with questionable backgrounds from applying for a position.*

Question 9 What will happen if I am a current employee responsible for the supervision of youth, a hiring authority, or an employee who reviews background check information and I refuse to be fingerprinted?

Answer 9 *Refusal to comply with UC policies and procedures will result in reassignment or termination.*

Question 10 What happens to the fingerprint records?

Answer 10 *After the hiring decision is made or a decision is made regarding an existing employee, the records are destroyed, in accordance with Department of Justice requirements.*

Question 11 What do I do about rejected prints?

Answer 11 *When DOJ rejects scanned fingerprints as unreadable, a mechanism exists within DOJ to facilitate the resolution of this problem. If DOJ is aware that a second set of fingerprints for an individual is being submitted, a manual clearance based on a name search, SSN and Driver's License Number will be conducted*

if this second print submission is still unreadable. Thus, we now only need to submit prints for each individual a maximum of two times. Note that this second submission must involve a rescanning of the individual's fingers. The original prints cannot be resubmitted.

Any second submission needs to alert DOJ to treat the submission differently than a first time submission. Rejected prints come back with an original ATI Number recorded on the form. When resubmitting another set of fingerprints, indicate the original ATI Number from the first rejection on the second submission. If the prints are again unreadable, DOJ will conduct a manual search automatically.

Question 12 What are some of the more common reasons that fingerprint submissions are rejected?

Answer 12 *Live scan and fingerprint card submissions can be returned by DOJ/FBI for a variety of missing information pieces ranging from fees or billing information, through DOJ assigned number and employer address, to missing applicant information. This latter category is the most common problem with the missing information often being legible fingerprints, signature of applicant, complete name and residence address of applicant, reason for fingerprints (applicant type and title), and other necessary information (e.g., SSN, Sex, Height, Weight, Eye Color, DOB, Place of Birth). Careful completion of the card or live scan request avoids the unnecessary delays associated with rejected submissions.*

Question 13 Who do I contact when I have questions about the fingerprinting process or DOJ/FBI processing?

Answer 13 *The ANR Office of Risk Management (ORM) will coordinate the responses to questions that arise. Queries can be e-mailed to Risk Management Coordinator Robert Watkins at Robert.Watkins@ucop.edu or Sandra Alexander at Sandra.Alexander@ucop.edu. A list serve will be maintained by ORM for questions and answers so that commonly expressed concerns and solutions can be shared with others.*

Question 14 We have an ORI number, do I need a mail code number?

Answer 14 *Yes. To receive electronic notification of a volunteer background investigation you must request a mail code number for electronic fingerprint clearance notification.*

Question 15 Does the Department of Justice (DOJ) accept faxed copies?

Answer 15 *No, faxed copies are not accepted. There are no exceptions.*

Question 16 Where can I find the Livescan (electronic fingerprinting) application on line?

Answer 16 At www.caag.state.ca.us/app OR call (916) 227 3834

Question 17 What will happen to my Livescan application if there are missing information and forms?

Answer 17 *It will be returned to you and will not be processed by the DOJ.*

Question 18 Should I keep a copy of all documents sent to DOJ?

Answer 18 *Yes, you should retain a copy of all documents sent to DOJ.*

Question 19 Who can I contact at DOJ if I have additional questions about volunteers?

Answer 19 *Contact the DOJ fingerprint processing unit, currently Rita Godvold, at (916) 227-3838.*

SECTION IV

APPENDICES

**University of California
Agriculture and Natural Resources
1111 Franklin Street, 6th Floor
Oakland, CA 94607-5200**

July 1, 2002

APPENDICES

- I A CALIFORNIA PENAL CODE 11105.3
- I B EXCERPTS FROM THE CALIFORNIA CODE OF REGULATIONS & THE CALIFORNIA PENAL CODE
- II A FINGERPRINT SUBMISSION FORMS: LIVESCAN FORM BCII 8016, BID-7 CARD, FD-258b CARD (Employees)
- II B FINGERPRINT SUBMISSION FORMS: LIVESCAN FORM BCII 8016, BID-7 CARD, FD-258b CARD (Volunteers)
- III A EMPLOYEE CONFIDENTIAL SELF-REPORTING FORM - BACKGROUND CHECK (Employees)
- III B VOLUNTEER CONFIDENTIAL SELF-DISCLOSURE FORM (Volunteers)
- IV ANR STEPS FOR OBTAINING BACKGROUND INVESTIGATION APPROVAL (Employees)
- V CALIFORNIA APPLICANT LIVE SCAN SERVICES: LOCATIONS AND BUSINESS HOURS
- VI CALIFORNIA DOJ CRIMINAL OFFENDER RECORD INFORMATION SECURITY REQUIREMENTS (Employees)
- VII CALIFORNIA DOJ SECURITY OF CRIMINAL OFFENDER RECORD INFORMATION (Employees)
- VIII CALIFORNIA DOJ BUREAU OF CRIMINAL IDENTIFICATION AND INFORMATION: APPLICANT PROCESSING PROGRAM, LIVE SCAN REQUEST PACKET
- IX CALIFORNIA DOJ REQUEST FOR LIVE SCAN SERVICE - ORDER FORM
- X CALIFORNIA DOJ APPLICATION FINGERPRINT TRANSACTION FOLLOW-UP REQUEST

July 1, 2002

CALIFORNIA PENAL CODE

Section 11105.3. Record of conviction involving sex crimes, drug crimes, or crimes of violence; availability to employer or human resource agency for applicants for positions with supervisory or disciplinary power over minors

(a) Notwithstanding any other law, a human resource agency or an employer may request from the Department of Justice records of all convictions or any arrest pending adjudication involving the offenses specified in subdivision (h) of a person who applies for a license, employment, or volunteer position, in which he or she would have supervisory or disciplinary power over a minor or any person under his or her care. The department shall furnish the information to the requesting employer and shall also send a copy of the information to the applicant.

(b) Any request for records under subdivision (a) shall include the applicant's fingerprints, which may be taken by the requester, and any other data specified by the department. The request shall be on a form approved by the department, and the department may charge a fee to be paid by the employer, human resource agency, or applicant for the actual cost of processing the request. However, no fee shall be charged a nonprofit organization. The department shall destroy an application within six months after the requested information is sent to the employer and applicant.

(c) (1) Where a request pursuant to this section reveals that a prospective employee or volunteer has been convicted of an offense specified in paragraph (1) of subdivision (h), and where the agency or employer hires the prospective employee or volunteer, the agency or employer shall notify the parents or guardians of any minor who will be supervised or disciplined by the employee or volunteer. The notice shall be given to the parents or guardians with whom the child resides, and shall be given at least 10 days prior to the day that the employee or volunteer begins his or her duties or tasks. Notwithstanding any other provision of law, any person who conveys or receives information in good faith conformity with this section is exempt from prosecution under Section 11142 or 11143 for that conveying or receiving of information. Notwithstanding subdivision (d), the notification requirements of this subdivision shall apply as an additional requirement of any other provision of law requiring criminal record access or dissemination of criminal history information.

(2) The notification requirement pursuant to paragraph (1) shall not apply to a misdemeanor conviction for violating Section 261.5 or to a conviction for violating Section 262 or 273.5. Nothing in this paragraph shall preclude an employer from requesting records of convictions for violating Section 261.5, 262, or 273.5 from the Department of Justice pursuant to this section.

(d) Nothing in this section supersedes any law requiring criminal record access or dissemination of criminal history information. In any conflict with another statute, dissemination of criminal history information shall be pursuant to the mandatory statute. This subdivision applies to, but is not limited to, requirements pursuant to Article 1 (commencing with Section 1500) of Chapter 3 of, and Chapter 3.2 (commencing with Section 1569) and Chapter 3.4 (commencing with Section 1596.70) of, Division 2 of, and Section 1522 of, the Health and Safety Code, and Sections 8712, 8811, and 8908 of the Family Code.

(e) The department may adopt regulations to implement the provisions of this section as necessary.

(f) As used in this section, "employer" means any nonprofit corporation or other organization

specified by the Attorney General which employs or uses the services of volunteers in positions in which the volunteer or employee has supervisory or disciplinary power over a child or children.

(g) As used in this section, "human resource agency" means a public or private entity, **excluding any agency responsible for licensing of facilities pursuant to the California Community Care Facilities Act (Chapter 3 (commencing with Section 1500)), the California Residential Care Facilities for the Elderly Act (Chapter 3.2 (commencing with Section 1569)), Chapter 3.01 (commencing with Section 1568.01), and the California Child Day Care Facilities Act (Chapter 3.4 (commencing with Section 1596.70)) of Division 2 of the Health and Safety Code**, responsible for determining the character and fitness of a person who is (1) applying for a license, employment, or as a volunteer within the human services field that involves the care and security of children, the elderly, the handicapped, or the mentally impaired, or (2) applying to adopt a child or to be a foster parent.

(h) Records of the following offenses shall be furnished as provided in subdivision (a):

(1) Violations or attempted violations of Section 220, 261.5, 262, 273a, 273d, or 273.5, or any sex offense listed in Section 290, except for the offense specified in subdivision (d) of Section 243.4.

(2) Any crime described in the California Uniform Controlled Substances Act (Division 10 (commencing with Section 11000) of the Health and Safety Code), provided that, except as otherwise provided in subdivision (c), no record of a misdemeanor conviction shall be transmitted to the requester unless the subject of the request has a total of three or more misdemeanor or felony convictions defined in this section within the immediately preceding 10-year period or has been incarcerated as a result of any of those convictions within the preceding 10 years.

(3) Any felony or misdemeanor conviction within 10 years of the date of the employer's request under subdivision (a) or any felony conviction that is over 10 years old if the subject of the request was incarcerated within 10 years of the employer's request, for a violation or attempted violation of Chapter 3 (commencing with Section 207), Section 211 or 215, wherein it is charged and proved that the defendant personally used a deadly or dangerous weapon, as provided in subdivision (b) of Section 12022, in the commission of that offense, Section 217.1, Chapter 8 (commencing with Section 236), Chapter 9 (commencing with Section 240), and for a violation of any of the offenses specified in subdivision (c) of Section 667.5, provided that no record of a misdemeanor conviction shall be transmitted to the requester unless the subject of the request has a total of three or more misdemeanor or felony convictions defined in this section within the immediately preceding 10-year period or has been incarcerated for any of those convictions within the preceding 10 years.

(4) A conviction for a violation or attempted violation of an offense committed outside the State of California shall be furnished if the offense would have been a crime as defined in this section if committed in California.

(i) Except as provided in subdivision (c), any criminal history information obtained pursuant to this section is confidential and no recipient shall disclose its contents other than for the purpose for which it was acquired.

EXCERPTS FROM THE CALIFORNIA CODE OF REGULATIONS & THE
CALIFORNIA PENAL CODE

California Penal Code

11142. Any person authorized by law to receive a record or information obtained from a record who knowingly furnishes the record or information to a person who is not authorized by law to receive the record or information is guilty of a misdemeanor.

11143. Any person, except those specifically referred to in Section 1070 of the Evidence Code, who, knowing he is not authorized by law to receive a record or information obtained from a record, knowingly buys, receives, or possesses the record or information, is guilty of a misdemeanor.

11076. Criminal offender record information shall be disseminated, whether directly or through any intermediary, only to such agencies as are, or may subsequently be, authorized access to such records by statute.

11079. The Attorney General may conduct such inquiries and investigations as he finds appropriate to carry out functions under this article. He may for this purpose direct any agency that maintains, or has received, or that is eligible to maintain or receive criminal offender records to produce for inspection statistical data, reports, and other information concerning the storage and dissemination of criminal offender record information. Each such agency is authorized and directed to provide such data, reports, and other information.

California Penal Code Regulations

702. Compliance with State Regulations.

(c) The California Department of Justice shall conduct audits of authorized persons or agencies using criminal offender record information to insure compliance with the State regulations.

703. Release of Criminal Offender Record Information

(d) Record checks shall be conducted on all personnel hired after July 1, 1975, who have access to criminal offender information.

708. Destruction of Criminal Offender Record Information

(a) When criminal offender record information is destroyed, the destruction shall be carried out to the extent that the identity of the subject can no longer reasonably be ascertained. When criminal offender record information is destroyed outside of the authorized agency, a person designated by the agency shall witness the destruction.

APPLICANT

LEAVE BLANK

TYPE OR PRINT ALL INFORMATION IN BLACK
LAST NAME NAM FIRST NAME MIDDLE NAME

FBI LEAVE BLANK

X

X

X APPENDIX II A

SIGNATURE OF PERSON FINGERPRINTED

ALIASES AKA

X

ORI

CA0349400
BU OF ID & INFO
SACRAMENTO, CA

DATE OF BIRTH DOB
Month Day Year
X X X

RESIDENCE OF PERSON FINGERPRINTED

X

Enter complete address

CITIZENSHIP CTZ

X

SEX X RACE X HGT X WGT X EYES X HAIR X PLACE OF BIRTH POB

DATE SIGNATURE OF OFFICIAL TAKING FINGERPRINTS

EMPLOYER AND ADDRESS Coordinator E. Gomez

University of California/DANR
Cooperative Extension

1111 Franklin Street, 6th Floor
Oakland, CA 94607-5200

REASON FINGERPRINTED

Employee/ [Position Title]/11105.3

DOJ Mail Code: 04558

PC

ORI: Z-0001

YOUR NO. OCA
[Region/County]

FBI NO. FBJ

ARMED FORCES NO. MNU

X

SOCIAL SECURITY NO. SOC

X

MISCELLANEOUS NO. MNU

LEAVE BLANK

CLASS _____

REF. _____

ALL AREAS ABOVE MARKED " X " MUST BE COMPLETED

1. R. THUMB

2. R. INDEX

3. R. MIDDLE

4. R. RING

5. R. LITTLE

6. L. THUMB

7. L. INDEX

8. L. MIDDLE

9. L. RING

10. L. LITTLE

LEFT FOUR FINGERS TAKEN SIMULTANEOUSLY

L. THUMB

R. THUMB

RIGHT FOUR FINGERS TAKEN SIMULTANEOUSLY

FEDERAL BUREAU OF INVESTIGATION
UNITED STATES DEPARTMENT OF JUSTICE
CJIS DIVISION/CLARKSBURG, WV 26306

APPLICANT

APPENDIX II A

1. LOOP



CENTER
OF LOOP

DELTA

THE LINES BETWEEN CENTER OF
LOOP AND DELTA MUST SHOW

2. WHORL



DELTA

THESE LINES RUNNING BETWEEN
DELTA MUST BE CLEAR

3. ARCH



ARCHES HAVE NO DELTAS

TO OBTAIN CLASSIFIABLE FINGERPRINTS:

1. USE BLACK PRINTER'S INK.
2. DISTRIBUTE INK EVENLY ON INKING SLAB.
3. WASH AND DRY FINGERS THOROUGHLY.
4. ROLL FINGERS FROM NAIL TO NAIL, AND AVOID ALLOWING FINGERS TO SLIP.
5. BE SURE IMPRESSIONS ARE RECORDED IN CORRECT ORDER.
6. NOTATE IN THE APPROPRIATE FINGER BLOCKS IF APPLICANT IS MISSING ONE OR MORE FINGERS FOR ANY REASON IF NOT MISSING, ALL TEN IMPRESSIONS MUST BE PROVIDED WITH SCARS AND DEFORMITIES NOTATED.
7. IF SOME PHYSICAL CONDITION MAKES IT IMPOSSIBLE TO OBTAIN PERFECT IMPRESSIONS, SUBMIT THE BEST THAT CAN OBTAINED.
8. EXAMINE THE COMPLETED PRINTS TO SEE IF THEY CAN BE CLASSIFIED, BEARING IN MIND THAT MOST FINGERPRINTS FALL INTO THE PATTERNS SHOWN ON THIS CARD (OTHER PATTERNS OCCUR INFREQUENTLY AND ARE NOT SHOWN).

THIS CARD FOR USE BY:

LEAVE THIS SPACE BLANK

1. LAW ENFORCEMENT AGENCIES IN FINGERPRINTING APPLICANTS FOR LAW ENFORCEMENT POSITIONS*
2. OFFICIALS OF STATE AND LOCAL GOVERNMENTS FOR PURPOSES OF EMPLOYMENT, LICENSING, AND PERMITS, AS AUTHORIZED BY STATE STATUTES AND APPROVED BY THE ATTORNEY GENERAL OF THE UNITED STATES. LOCAL AND COUNTY ORDINANCES, UNLESS SPECIFICALLY BASED ON APPLICABLE STATE STATUTES DO NOT SATISFY THIS REQUIREMENT.*
3. U.S. GOVERNMENT AGENCIES AND OTHER ENTITIES REQUIRED BY FEDERAL LAW.**
4. OFFICIALS OF FEDERALLY CHARTERED OR INSURED BANKING INSTITUTIONS TO PROMOTE OR MAINTAIN THE SECURITY OF THOSE INSTITUTIONS.

INSTRUCTIONS:

- * 1. PRINTS MUST FIRST BE CHECKED THROUGH THE APPROPRIATE STATE IDENTIFICATION BUREAU, AND ONLY THOSE FINGERPRINTS FOR WHICH NO DISQUALIFYING RECORD HAS BEEN FOUND LOCALLY SHOULD BE SUBMITTED FOR FBI SEARCH.
 2. PRIVACY ACT OF 1974 (PL. 93-579) REQUIRES THAT FEDERAL STATE, OR LOCAL AGENCIES INFORM INDIVIDUALS WHOSE SOCIAL SECURITY NUMBER IS REQUESTED WHETHER SUCH DISCLOSURE IS MANDATORY OR VOLUNTARY, BASIS OF AUTHORITY FOR SUCH SOLICITATION AND USES WHICH WILL BE MADE OF IT.
 - ** 3. IDENTITY OF PRIVATE CONTRACTORS SHOULD BE SHOWN IN SPACE "EMPLOYER AND ADDRESS". THE CONTRIBUTOR IS THE NAME OF THE AGENCY SUBMITTING THE FINGERPRINT CARD TO THE FBI.
 4. FBI NUMBER, IF KNOWN, SHOULD ALWAYS BE FURNISHED IN THE APPROPRIATE SPACE.
- MISCELLANEOUS NO. - RECORD: OTHER ARMED FORCES NO. PASSPORT NO. [FP], ALIEN REGISTRATION NO. [AR], PORT SECURITY CARD NO. [PS], SELECTIVE SERVICE NO. [SS] VETERANS' ADMINISTRATION CLAIM NO. [VA].

APPLICANT

LEAVE BLANK

TYPE OR PRINT ALL INFORMATION IN BLACK

FBI

LEAVE BLANK

LAST NAME NAM

FIRST NAME

MIDDLE NAME

X

X

X

APPENDIX II A

SIGNATURE OF PERSON FINGERPRINTED

ALIASES AKA

ORI

X

CA0349400
BU OF ID & INFO
SACRAMENTO, CA

DATE OF BIRTH DOB
Month Day Year

X , X X

RESIDENCE OF PERSON FINGERPRINTED

X Enter complete address

CITIZENSHIP CTZ

SEX

RACE

HGT

WGHT

EYES

HAIR

PLACE OF BIRTH POB

X

X

X

X

X

X

X

X

DATE SIGNATURE OF OFFICIAL TAKING FINGERPRINTS

EMPLOYER AND ADDRESS Coordinator E. Gomez

YOUR NO. OCA
[Region/County]

LEAVE BLANK

FBI NO. FBJ

CLASS _____

University of California/DANR
Cooperative Extension
1111 Franklin Street, 6th Floor
Oakland, CA 94607-5200

ARMED FORCES NO. MNU

X

REF. _____

REASON FINGERPRINTED

Employee/ [Position Title]/11105.3

SOCIAL SECURITY NO. SOC

X

DOJ Mail Code: 04558

PC

MISCELLANEOUS NO. MNU

ORI: Z-0001

ALL AREAS ABOVE MARKED " X " MUST BE COMPLETED

1. R. THUMB

2. R. INDEX

3. R. MIDDLE

4. R. RING

5. R. LITTLE

6. L. THUMB

7. L. INDEX

8. L. MIDDLE

9. L. RING

10. L. LITTLE

**TYPE OR PRINT ALL INFORMATION
DO NOT FOLD
APPLICATION FOR EMPLOYMENT**

- PEACE OFFICER (830 PC)
- CRIMINAL JUSTICE EMPLOYEE
- STATE EMPLOYEE
- CITY/COUNTY EMPLOYEE
- SCHOOL EMPLOYEE
- OTHER EMPLOYEE

THIS EMPLOYMENT
TITLE IS EXEMPT FROM
THE PROVISION OF
SECTION 432.7 OF THE
CALIF. LABOR CODE.
PLEASE CITE STATUTE OR
OTHER REASON FOR
EXEMPTION.

Employee/11105.3PC

POSITION TITLE:

Cooperative Extension Advisor

**APPLICATION FOR
LICENSE, PERMIT
OR CERTIFICATION**

APPLICATION FOR:

- LICENSE
- PERMIT **APPENDIX II A**
- CERTIFICATION
- CCW LICENSE
- OTHER (SPECIFY)

LICENSE - PERMIT - CERTIFICATION TITLE:

AGENCY AND ADDRESS:

**Coordinator Elizabeth Gomez
University of California
Division of Agriculture and Natural Resources
Cooperative Extension
1111 Franklin Street, 6th Floor
Oakland, CA 94607-5200**

**(NOTE: TO INSURE CORRECT MAILING, THE
ABOVE INFORMATION MUST BE COMPLETED)**

PERSONAL INFORMATION

APPLICANT'S RESIDENCE ADDRESS:

COMPLETE APPLICANTS FULL ADDRESS

State of California
Department of Justice
Bureau of Criminal Identification
P.O. Box 903417
Sacramento, CA 94203-4170

ORI: 1. Type of Application: 2.
Code assigned by DOJ

Job Title or Type of License, Certification or Permit: 3.

Agency Address Set Contributing Agency:

4. _____ Mail Code (five digit code assigned by DOJ) 5. _____
Agency authorized to receive criminal history information
Street No. Street or P.O. Box Contact Name (Mandatory for all school submissions) 6. _____
City State Zip Code () 7. _____
Contact Telephone No..

Name of Applicant: 8. _____
(please print) Last First MI

Alias: _____ Driver's License No. _____
Last First

Date of Birth: _____ Sex: Male Female Misc. No. **BIL** - 9. _____
Agency Billing Number (if applicable)

Height: _____ Weight: _____ Misc. No: _____

Eye Color: _____ Hair Color: _____ Home Address: 10. _____
Street or P.O. Box

Place of Birth: _____
City, State and Zip Code

SOC: _____

Your Number: 11. _____ Level of Service DOJ 12. FBI
OCA No. (Agency Identifying No.)

If resubmission, list Original ATI No. 13. _____

Employer: (Additional response for agencies specified by statute)

14. _____
Employer Name
Street No. Street or P.O. Box Mail Code (five digit code assigned by DOJ) _____
City State Zip Code () _____
Agency Telephone No. (optional)

Live Scan Transaction Completed By: _____ Date: _____
Name of Operator

Transmitting Agency _____ ATI No. _____ Amount Collected/Billed _____

ORI: 1. Type of Application: 2.
Code assigned by DOJ

Job Title or Type of License, Certification or Permit: 3.

Agency Address Set Contributing Agency:

4.
Agency authorized to receive criminal history information

5.
Mail Code (five digit code assigned by DOJ)

Street No. Street or P.O. Box

6.
Contact Name (Mandatory for all school submissions)

City State Zip Code

() 7.
Contact Telephone No.

Name of Applicant: 8.
(please print) Last First MI

Alias: Last First

Driver's License No. _____

Date of Birth: _____ Sex: Male Female

Misc. No. **BIL** - 9.
Agency Billing Number (if applicable)

Height: _____ Weight: _____

Misc. No: _____

Eye Color: _____ Hair Color: _____

Home Address: 10.
Street or P.O. Box

Place of Birth: _____

City, State and Zip Code

SOC: _____

Your Number: 11.
OCA No. (Agency Identifying No.)

Level of Service DOJ 12. FBI

If resubmission, list Original ATI No. 13.

Employer: (Additional response for agencies specified by statute)

14.
Employer Name

Street No. Street or P.O. Box

Mail Code (five digit code assigned by DOJ)

City State Zip Code

()
Agency Telephone No. (optional)

Live Scan Transaction Completed By: _____ Date: _____
Name of Operator

Transmitting Agency _____ ATI No. _____ Amount Collected/Billed _____

**GUIDELINES FOR COMPLETING
"REQUEST FOR LIVE SCAN SERVICE FORM"**

CATEGORY	INSTRUCTION	COMMENT
1) ORI:	ENTER ASSIGNED AGENCY ORI CODE	MUST BE REQUESTED PRIOR TO SUBMITTING LIVE SCAN
2) TYPE OF APPLICATION:	ENTER TYPE OF APPLICATION	EXAMPLE: PEACE OFFICER, STATE EMPLOYEE, EMPLOYMENT, LICENSE
3) JOB TITLE OR TYPE OF LICENSE, CERTIFICATION OR PERMIT:	ENTER JOB TITLE OR TYPE OF LICENSE, CERTIFICATION OR PERMIT FOR WHICH THE APPLICANT IS APPLYING	IF APPLICANT IS A VOLUNTEER, ENTER VOLUNTEER
4) AGENCY ADDRESS SET CONTRIBUTING AGENCY:	ENTER AUTHORIZED AGENCY NAME, STREET ADDRESS OR P.O. BOX, CITY, STATE AND ZIP CODE	PLEASE PRINT OR ATTACH A PRE-PRINTED LABEL
5) MAIL CODE:	ENTER AGENCY'S UNIQUE 5 DIGIT MAIL CODE ASSIGNED BY DOJ	THIS CODE APPLIES TO THOSE AGENCIES WHO HAVE REQUESTED RESPONSES TO BE RETURNED BY ELECTRONIC MAIL OR FAX. MUST BE REQUESTED PRIOR TO SUBMITTING LIVE SCAN
6) CONTACT NAME:	CONTACT PERSON WITHIN THE AUTHORIZED AGENCY	THIS IS MANDATORY FOR APPLICANTS REQUIRING A CHILD ABUSE INDEX CHECK
7) CONTACT TELEPHONE NUMBER:	CONTACT PERSON'S PHONE NUMBER	THIS IS MANDATORY FOR APPLICANTS REQUIRING A CHILD ABUSE INDEX CHECK
8) NAME OF APPLICANT & PERSONAL DESCRIPTORS:	ENTER APPLICANT'S FULL NAME, ANY KNOWN ALIAS, DATE OF BIRTH, GENDER, HEIGHT, WEIGHT, EYE & HAIR COLOR, PLACE OF BIRTH, SOCIAL SECURITY NUMBER, DRIVER'S LICENSE NUMBER	
9) MISC NO. BIL.:	ENTER AGENCY'S BILLING NUMBER	IF APPLICABLE. IF NOT A BILLABLE AGENCY APPLICANT SHOULD BE PREPARED TO PAY AT THE LIVE SCAN SITE
10) HOME ADDRESS:	ENTER APPLICANT'S HOME ADDRESS	THIS IS MANDATORY FOR APPLICANTS REQUIRING A CHILD ABUSE INDEX CHECK AND WHERE THE STATUTE REQUIRES A DUAL RESPONSE
11) YOUR NUMBER:	AGENCY IDENTIFYING NUMBER OR OCA NUMBER	IDENTIFYING NUMBERS YOUR AGENCY HAS ASSIGNED TO THIS APPLICANT (IF ANY)
12) LEVEL OF SERVICE:	CHECK THE BOX FOR DOJ (CALIF LEVEL OF SERVICE) AND/OR FBI (FEDERAL LEVEL OF SERVICE)	
13) ORIGINAL ATI NO.:	ONLY ENTER IF THIS IS A RE-SUBMISSION	
14) EMPLOYER:	ENTER ONLY IF A DUAL RESPONSE IS REQUIRED BY STATUTE	IF NOT REQUIRED BY STATUTE LEAVE BLANK

APPLICANT

LEAVE BLANK

TYPE OR PRINT ALL INFORMATION IN BLACK
LAST NAME NAM FIRST NAME MIDDLE NAME

FBI LEAVE BLANK

APPENDIX II B

SIGNATURE OF PERSON FINGERPRINTED

X

ALIASES AKA

X

O
R
I

CA0349400
BU OF ID & INFO
SACRAMENTO, CA

DATE OF BIRTH DOB
Month Day Year

X

RESIDENCE OF PERSON FINGERPRINTED

X

CITIZENSHIP CTZ

X

SEX X RACE X HGT X WGT X EYES X HAIR X PLACE OF BIRTH POB

X

SIGNATURE OF OFFICIAL TAKING FINGERPRINTS

EMPLOYER AND ADDRESS

[NAME OF COUNTY DIRECTOR]

University of CA, Cooperative Ext.

UCCE County Office address)

REASON FINGERPRINTED

VOLUNTEER / 4-H Leader / 11105.3PC

RI: Z-0001

FBI NO. FBI

X

ARMED FORCES NO. MNU

X

SOCIAL SECURITY NO. SOC

X

MISCELLANEOUS NO. MNU

X

LEAVE BLANK

CLASS _____

REF. _____

ALL SECTIONS ABOVE MARKED " X " MUST BE COMPLETED

1. R. THUMB

2. R. INDEX

3. R. MIDDLE

4. R. RING

5. R. LITTLE

6. L. THUMB

7. L. INDEX

8. L. MIDDLE

9. L. RING

10. L. LITTLE

LEFT FOUR FINGERS TAKEN SIMULTANEOUSLY

L. THUMB

R. THUMB

RIGHT FOUR FINGERS TAKEN SIMULTANEOUSLY

FEDERAL BUREAU OF INVESTIGATION
UNITED STATES DEPARTMENT OF JUSTICE
CJIS DIVISION/CLARKSBURG, WV 26306

APPENDIX II E

APPLICANT

1. LOOP



CENTER
OF LOOP

DELTA

THE LINES BETWEEN CENTER OF
LOOP AND DELTA MUST SHOW

2. WHORL



DELTA

THESE LINES RUNNING BETWEEN
DELTA MUST BE CLEAR

3. ARCH



ARCHES HAVE NO DELTAS

TO OBTAIN CLASSIFIABLE FINGERPRINTS:

1. USE BLACK PRINTER'S INK.
2. DISTRIBUTE INK EVENLY ON INKING SLAB.
3. WASH AND DRY FINGERS THOROUGHLY.
4. ROLL FINGERS FROM NAIL TO NAIL, AND AVOID ALLOWING FINGERS TO SLIP.
5. BE SURE IMPRESSIONS ARE RECORDED IN CORRECT ORDER.
6. NOTATE IN THE APPROPRIATE FINGER BLOCKS IF APPLICANT IS MISSING ONE OR MORE FINGERS FOR ANY REASON. IF NOT MISSING, ALL TEN IMPRESSIONS MUST BE PROVIDED WITH SCARS AND DEFORMITIES NOTATED.
7. IF SOME PHYSICAL CONDITION MAKES IT IMPOSSIBLE TO OBTAIN PERFECT IMPRESSIONS, SUBMIT THE BEST THAT CAN BE OBTAINED.
8. EXAMINE THE COMPLETED PRINTS TO SEE IF THEY CAN BE CLASSIFIED, BEARING IN MIND THAT MOST FINGERPRINTS FALL INTO THE PATTERNS SHOWN ON THIS CARD (OTHER PATTERNS OCCUR INFREQUENTLY AND ARE NOT SHOWN HERE).

THIS CARD FOR USE BY:

1. LAW ENFORCEMENT AGENCIES IN FINGERPRINTING APPLICANTS FOR LAW ENFORCEMENT POSITIONS*
2. OFFICIALS OF STATE AND LOCAL GOVERNMENTS FOR PURPOSES OF EMPLOYMENT, LICENSING, AND PERMITS, AS AUTHORIZED BY STATE STATUTES AND APPROVED BY THE ATTORNEY GENERAL OF THE UNITED STATES. LOCAL AND COUNTY ORDINANCES, UNLESS SPECIFICALLY BASED ON APPLICABLE STATE STATUTES DO NOT SATISFY THIS REQUIREMENT.*
3. U.S. GOVERNMENT AGENCIES AND OTHER ENTITIES REQUIRED BY FEDERAL LAW.**
4. OFFICIALS OF FEDERALLY CHARTERED OR INSURED BANKING INSTITUTIONS TO PROMOTE OR MAINTAIN THE SECURITY OF THOSE INSTITUTIONS.

LEAVE THIS SPACE BLANK

INSTRUCTIONS:

- * 1. PRINTS MUST FIRST BE CHECKED THROUGH THE APPROPRIATE STATE IDENTIFICATION BUREAU, AND ONLY THOSE FINGERPRINTS FOR WHICH NO DISQUALIFYING RECORD HAS BEEN FOUND LOCALLY SHOULD BE SUBMITTED FOR FBI SEARCH.
 2. PRIVACY ACT OF 1974 (PL. 93-579) REQUIRES THAT FEDERAL STATE, OR LOCAL AGENCIES INFORM INDIVIDUALS WHOSE SOCIAL SECURITY NUMBER IS REQUESTED WHETHER SUCH DISCLOSURE IS MANDATORY OR VOLUNTARY, BASIS OF AUTHORITY FOR SUCH SOLICITATION AND USES WHICH WILL BE MADE OF IT.
 - ** 3. IDENTITY OF PRIVATE CONTRACTORS SHOULD BE SHOWN IN SPACE "EMPLOYER AND ADDRESS". THE CONTRIBUTOR IS THE NAME OF THE AGENCY SUBMITTING THE FINGERPRINT CARD TO THE FBI.
 4. FBI NUMBER, IF KNOWN, SHOULD ALWAYS BE FURNISHED IN THE APPROPRIATE SPACE.
- MISCELLANEOUS NO. - RECORD: OTHER ARMED FORCES NO. PASSPORT NO. [FP], ALIEN REGISTRATION NO. [AR], PORT SECURITY CARD NO. [PS], SELECTIVE SERVICE NO. [SS] VETERANS' ADMINISTRATION CLAIM NO. [VA].

APPLICANT
COMPLETE BOTH SIDES

LEAVE BLANK

TYPE OR PRINT ALL INFORMATION IN BLACK

FBI LEAVE BLANK

APPENDIX II

ATURE OF PERSON FINGERPRINTED

ALIASES AKA / MAIDEN NAME
X

ORI

CA0349400
DEPT OF JUST
BU OF IDENT
SACRAMENTO, CA

DATE OF BIRTH DOB
MONTH DAY YEAR
X

SIGNATURE OF OFFICIAL TAKING FINGERPRINTS

TRIBUTING AGENCY AND ADDRESS

Name of County Director]
University of California
Cooperative Extension
[Name of County]
[UCCE Office address]

DRIVERS LICENSE NO. DDL
X

SEX
X

HGT.
X

WGT.
X

EYES
X

HAIR
X

PLACE OF BIRTH POB
X

YOUR NO. OCA
X

LEAVE BLANK

FBI NO. FBI
X

CLASS _____

STATE ID NO. SID
X

REF _____

SOCIAL SECURITY NO. SOC
VOLUNTARY - FOR ID ONLY
X

DATE FINGERPRINTS SUBMITTED

FORMATION PROVIDED ON THIS FORM MAY BE
PUTERIZED IN LOCAL, STATE AND FEDERAL FILES.

ORI: Z-0001

All Sections Above marked "X" must be completed

THUMB

2. R. INDEX

3. R. MIDDLE

4. R. RING

5. R. LITTLE

THUMB

7. L. INDEX

8. L. MIDDLE

9. L. RING

10. L. LITTLE

LEFT FOUR FINGERS TAKEN SIMULTANEOUSLY

L. THUMB

R. THUMB

RIGHT FOUR FINGERS TAKEN SIMULTANEOUSLY

REQUEST FOR LIVE SCAN SERVICE
Applicant Submission

APPENDIX II E

ORI: 1. Type of Application: 2.
Code assigned by DOJ

Job Title or Type of License, Certification or Permit: 3.

Agency Address Set Contributing Agency:

4. Agency authorized to receive criminal history information
5. Mail Code (five digit code assigned by DOJ)
6. Contact Name (Mandatory for all school submissions)
Street No. Street or P.O. Box
City State Zip Code
() 7. Contact Telephone No.

Name of Applicant: 8.
(please print) Last First MI

Alias: Last First Driver's License No.

Date of Birth: Sex: Male Female Misc. No. BIL - 9.
Agency Billing Number (if applicable)

Height: Weight: Misc. No:

Eye Color: Hair Color: Home Address: 10.
Street or P.O. Box

Place of Birth: City, State and Zip Code

SOC:

Your Number: 11. Level of Service DOJ 12. FBI
OCA No. (Agency Identifying No.)

If resubmission, list Original ATI No. 13.

Employer: (Additional response for agencies specified by statute)

14. Employer Name
Street No. Street or P.O. Box Mail Code (five digit code assigned by DOJ)
City State Zip Code () Agency Telephone No. (optional)

Live Scan Transaction Completed By: Date:
Name of Operator

Transmitting Agency ATI No. Amount Collected/Billed

REQUEST FOR LIVE SCAN SERVICE

Applicant Submission

ORI: Z-0001 Type of Application: (check one) Employment License, Certification, Permit Volunteer
Code assigned by DOJ

Job Title or Type of License, Certification or Permit: VOLUNTEER/ 4-H Leader/11105.3 P.C.

Agency Address Set Contributing Agency:

U.C. Cooperative Extension, [COUNTY]

Agency authorized to receive criminal history information

Mail Code (five-digit code assigned by DOJ)

County Director

Contact Name (Mandatory for all school submissions)

() County Director's phone number

Contact Telephone No.

enter county office address

Street No. Street or PO Box

City State Zip Code

ALL LINES MARKED " X " MUST BE COMPLETED

Name of Applicant: X
(Please print) Last First MI

AKA's: X
Last

CDL No. X

B: X SEX: Male Female

Misc. No. BIL - OPTIONAL
Agency Billing Number (if applicable)

HT: X WT: X

Misc. No. OPTIONAL

EYE Color: X HAIR Color: X

Home Address: (Applies only if Youth Org/HRA or Public Utility submission)

POB: X

X
Street or PO Box

SOC: X

X
City, State and Zip Code

Your Number: ENTER REGION/COUNTY
OCA No. (Agency Identifying No.)

Level of Service DOJ FBI

If resubmission, list Original ATI No. enter only if resubmitting

Employer: (Additional response for Department of Social Services, DMV/CHP licensing, and Department of Corporations submissions only)
DO NOT COMPLETE THIS SECTION - DOES NOT APPLY

Employer Name

Street No. Street or PO Box

Mail Code (five digit code assigned by DOJ)

City State Zip Code

() Agency Telephone No. (Optional)

Live Scan Transaction Completed By: _____ Date _____
Name of Operator

Transmitting Agency

ATI No.

Amount Collected/Billed

TYPE OR PRINT ALL INFORMATION DO NOT FOLD APPLICATION FOR EMPLOYMENT

- PEACE OFFICER (830 PC)
- CRIMINAL JUSTICE EMPLOYEE
- STATE EMPLOYEE
- CITY/COUNTY EMPLOYEE
- SCHOOL EMPLOYEE
- OTHER EMPLOYEE

THIS EMPLOYMENT TITLE IS EXEMPT FROM THE PROVISION OF SECTION 432.7 OF THE CALIF. LABOR CODE. PLEASE CITE STATUTE OR OTHER REASON FOR EXEMPTION.

POSITION TITLE:

VOLUNTEER / 4-H Leader / 11105.3 P.C.

APPLICATION FOR LICENSE, PERMIT OR CERTIFICATION

APPLICATION FOR:

- LICENSE
- PERMIT
- CERTIFICATION
- CCW LICENSE
- OTHER (SPECIFY)

APPENDIX II B

LICENSE - PERMIT - CERTIFICATION TITLE:

AGENCY AND ADDRESS:

[Name of County Director]
University of California
Cooperative Extension
[Name of County]

[UCCE County Office Address)

(NOTE: TO INSURE CORRECT MAILING, THE ABOVE INFORMATION MUST BE COMPLETED)

PERSONAL INFORMATION

APPLICANT'S RESIDENCE ADDRESS:

Enter Applicant's Complete Address

State of California
Department of Justice
Bureau of Criminal Identification
P.O. Box 903417
Sacramento, CA 94203-4170

APPENDIX II B

GUIDELINES FOR COMPLETING "REQUEST FOR LIVE SCAN SERVICE FORM"

CATEGORY	INSTRUCTION	COMMENT
1) ORI:	ENTER ASSIGNED AGENCY ORI CODE	MUST BE REQUESTED PRIOR TO SUBMITTING LIVE SCAN
2) TYPE OF APPLICATION:	ENTER TYPE OF APPLICATION	EXAMPLE: PEACE OFFICER, STATE EMPLOYEE, EMPLOYMENT, LICENSE
3) JOB TITLE OR TYPE OF LICENSE, CERTIFICATION OR PERMIT:	ENTER JOB TITLE OR TYPE OF LICENSE, CERTIFICATION OR PERMIT FOR WHICH THE APPLICANT IS APPLYING	IF APPLICANT IS A VOLUNTEER, ENTER VOLUNTEER
4) AGENCY ADDRESS SET CONTRIBUTING AGENCY:	ENTER AUTHORIZED AGENCY NAME, STREET ADDRESS OR P.O. BOX, CITY, STATE AND ZIP CODE	PLEASE PRINT OR ATTACH A PRE-PRINTED LABEL
5) MAIL CODE:	ENTER AGENCY'S UNIQUE 5 DIGIT MAIL CODE ASSIGNED BY DOJ	THIS CODE APPLIES TO THOSE AGENCIES WHO HAVE REQUESTED RESPONSES TO BE RETURNED BY ELECTRONIC MAIL OR FAX. MUST BE REQUESTED PRIOR TO SUBMITTING LIVE SCAN
6) CONTACT NAME:	CONTACT PERSON WITHIN THE AUTHORIZED AGENCY	THIS IS MANDATORY FOR APPLICANTS REQUIRING A CHILD ABUSE INDEX CHECK
7) CONTACT TELEPHONE NUMBER:	CONTACT PERSON'S PHONE NUMBER	THIS IS MANDATORY FOR APPLICANTS REQUIRING A CHILD ABUSE INDEX CHECK
8) NAME OF APPLICANT & PERSONAL DESCRIPTORS:	ENTER APPLICANT'S FULL NAME, ANY KNOWN ALIAS, DATE OF BIRTH, GENDER, HEIGHT, WEIGHT, EYE & HAIR COLOR, PLACE OF BIRTH, SOCIAL SECURITY NUMBER, DRIVER'S LICENSE NUMBER	
9) MISC NO. BIL:	ENTER AGENCY'S BILLING NUMBER	IF APPLICABLE. IF NOT A BILLABLE AGENCY APPLICANT SHOULD BE PREPARED TO PAY AT THE LIVE SCAN SITE
10) HOME ADDRESS:	ENTER APPLICANT'S HOME ADDRESS	THIS IS MANDATORY FOR APPLICANTS REQUIRING A CHILD ABUSE INDEX CHECK AND WHERE THE STATUTE REQUIRES A DUAL RESPONSE
11) YOUR NUMBER:	AGENCY IDENTIFYING NUMBER OR OCA NUMBER	IDENTIFYING NUMBERS YOUR AGENCY HAS ASSIGNED TO THIS APPLICANT (IF ANY)
12) LEVEL OF SERVICE:	CHECK THE BOX FOR DOJ (CALIF LEVEL OF SERVICE) AND/OR FBI (FEDERAL LEVEL OF SERVICE)	
13) ORIGINAL ATI NO.:	ONLY ENTER IF THIS IS A RE-SUBMISSION	
14) EMPLOYER:	ENTER ONLY IF A DUAL RESPONSE IS REQUIRED BY STATUTE	IF NOT REQUIRED BY STATUTE LEAVE BLANK

EMPLOYEE CONFIDENTIAL SELF REPORTING FORM-BACKGROUND CHECK

The University of California Division of Agriculture and Natural Resources is checking for criminal history relative to California Penal Code 11105.3. Please fill out the following:

Name: _____

Address: _____

Date: _____

Have you ever been convicted of a crime, or are you currently under investigation, for specified offences involving sex, drugs, or violence?

YES
 NO

My signature below indicates I have given permission for background check.

Signature

Date

University of California
Agriculture and Natural Resources/Cooperative Extension (ANR/CE)
Volunteer Confidential Self-Disclosure Form

Name _____ Program _____

Address/City _____ Phone _____

The purpose for requesting the information on this form is to provide a safe environment for young people involved with ANR/CE activities. **Furnishing all information requested on this form is mandatory - failure to provide this information will delay or prevent appointment as an ANR/CE volunteer.** Local programs may also require additional information before appointing ANR/CE volunteers. University of California policy authorizes maintenance of this information. Individuals have the right to review their own records in accordance with ANR Administrative Handbook Section 402. Information on these policies may be obtained from the Controller and Business Service Director, ANR, 300 Lakeside, 6th Floor, Oakland, CA 94612-3550 or via the Internet at: <http://ucanr.org/> The official responsible for maintaining the information contained on this form is the ANR/CE County Director or other responsible administrator.

1. Have you been convicted of a felony in the last ten years? Yes No
2. Has anyone living with you been convicted of a felony in the last ten years? Yes No
3. Have you ever been convicted of child abuse, neglect or any sex offense? Yes No
4. Has anyone living with you ever been convicted of child abuse, neglect or any sex offense? Yes No
5. Has your driver's license been suspended or revoked in the last ten years? Yes No
6. Do you have a valid driver's license? Yes No

State _____ D.L.# _____ Expiration Date _____

7. Do you have vehicle insurance? Yes No

8. If you answered "Yes" to questions 1-5 (or "No" to 6 or 7), please explain.

-
-
9. Are there any other facts or circumstances involving your background or background of others in your household that would call into question your being entrusted with the supervision, guidance and care of young people? If you answered "Yes", please explain. Yes No

By signing below, I certify that the information above and on my application is true and correct. I also understand that this application must be approved and my fingerprints cleared through the Department of Justice before my service as a volunteer begins. Volunteer appointments are generally for a period of one year, negotiable annually.

Applicant Signature _____

Date _____

ANR Steps for Obtaining Employee Background Investigation Approval

I. Prospective Employee

A. Recruitment

1. Job vacancy announcement must include contingency language that background investigation clearance is required.
2. Offer letter must include contingency language that background investigation clearance is required prior to employment.
3. Prospective employee accepts job offer contingent upon successful completion of background investigation.
4. Background investigation includes a review of application materials for statements of prior convictions; reference checks; completion of the Self-reporting Form - Background Check; and relevant criminal history investigation, including fingerprinting.

B. Submit Fingerprint Forms

1. Prospective employee signs Self Reporting Form - Background Check.
2. Responsible unit administrator completes Live Scan form BCII 8016, Card FD-258 or Card BID-7 (two copies).
3. Responsible unit administrator provides prospective employee with fee for processing.
4. Prospective employee submits fingerprint form and fee at identified Live Scan Service location or other agency for processing.

C. Fingerprint Notification

1. DOJ/FBI notifies Academic Personnel Office of background investigation results.
2. Academic Personnel Office notifies responsible unit administrator of background investigation results.

3. Responsible unit administrator notifies prospective employee of background investigation results.
4. If background investigation clearance indicates no relevant criminal record, prospective employee may be hired.
5. If fingerprints are rejected due to an error in processing or incomplete information, prospective employee may be required to resubmit prints and/or provide additional information. Academic Personnel Office will provide livescan ATI transaction number to include with resubmission.
6. If background investigation indicates a relevant criminal record, prospective employee may request a copy of the report and respond to the information obtained.

D. Waiver

1. Responsible unit administrator may request a waiver from the ANR Coordinator of Academic Personnel to hire prospective employee if background investigation clearance is not received by the proposed hire date.
2. If waiver is granted, prospective employee may not work directly with youth until background investigation clearance is granted.

E. Security of Records

Results of background investigation must be destroyed by the responsible unit administrator and Academic Personnel Office in accordance with DOJ requirements when hiring decision and appeal, if any, have been completed.

II. Incumbent Employee

A. Submit Fingerprint Forms (Follow steps outlined for prospective employee.)

B. Fingerprint Notification (Follow steps outlined for prospective employee.)

C. Standing Committee

1. If background investigation indicates a relevant criminal record, a Standing Committee will determine what appropriate personnel action should be taken.

2. Incumbent employee may appeal any personnel action that results from a Standing Committee's recommendation to the extent provided in applicable personnel policies or collective bargaining agreements.

D. Security of Records (Follow steps outlined for prospective employee.)

III. County Employee

County administrator is responsible for ensuring that background investigation clearance is received for county employees prior to working with youth.

CALIFORNIA

APPLICANT LIVE SCAN SERVICES

LOCATIONS AND BUSINESS HOURS

Below is a listing of the California Department of Justice (DOJ) applicant live scan agency locations and their hours of operation. This list will be updated as additional information is received. For changes to this listing, agencies should contact a field representative at (916) 227-3332. ***PLEASE NOTE: ROLLING FEE LISTED INCLUDES ONLY THE COST FOR FINGERPRINTING. ADDITIONAL FEES WILL BE CHARGED FOR DOJ AND FBI CLEARANCE. ADDITIONAL FEES MAY APPLY FOR YOUR LICENSE OR CLEARANCE. APPLICANTS SHOULD CALL THE LIVE SCAN AGENCY TO VERIFY FEES***. Applicants are also encouraged to contact the agency to determine if an appointment for fingerprinting is recommended. Please bring a photo ID. Operators must verify the identity of the applicant prior to fingerprinting by requiring a valid photo ID. (Examples of valid ID are: California drivers license, valid out of state drivers license, California DMV ID card, military card, passport, and alien registration card/immigration/green card.)

County	Location	Hours	Rolling Fee
ALAMEDA	Alameda Co. Office of Education 313 W. Winton Ave., Rm. 172 Hayward, CA 94544 Contact: Alexandra Romero F (510) 670-7711	Mon - Fri 8:30 am- 4:00 pm (Appt. Only) Money Orders & Cashiers Checks Accepted	\$ 20.00*
	Berkeley Police Department 2100 Martin Luther King Jr. Way Berkeley, CA 94704 Contact: Records Bureau F (510) 981-5750	Mon - Fri 9:00 am-1:00 pm Wed 5:00 pm- 7:00 pm (Appt. Only) Cash & Checks Accepted	\$ 10.00*
	City of Alameda Police Dept. 1555 Oak Street Alameda, CA 94501 Contact: Sgt. Sean Lynch or Jail Staff F (510) 748-4508	Mon - Thurs 1:00 pm- 5:00 pm Sat 1:00 pm- 5:00 pm (No Appt. Necessary) Cash Only Accepted	\$ 12.00*

County	Location	Hours	Rolling Fee
ALAMEDA (Continued)	Emeryville Police Department 2449 Powell Street Emeryville, CA 94608 Contact: J. Shields or A. Robinson F (510) 596-3712 F (510) 596-3735	Tues 9:00 am- 11:00 am Wed 8:00 am- 12:00 pm Fri 1:00 pm- 3:00 pm (All Appt. Only) Cash (Exact Change) Only Accepted	No Rolling Fee* (Residents) \$ 40.00* (Non-Residents)
	Hayward Police Department 300 West Winton Avenue Hayward, CA 94544 Contact: Information Line F (510) 733-1124	Mon-Wed-Fri 1:00 pm- 4:00 pm Cash Only Accepted	\$ 20.00*
	Oakland Unified School District Fingerprinting Department 1025 - 2 nd Avenue Oakland, CA 94606 Contact: Althea Glover F (510) 879-8366	Mon - Thurs 2:00 pm- 3:30 pm Fri 9:00 am- 3:30 pm (Appt. Only) Money Orders & Cashiers Checks Accepted	\$ 20.00*
	Peralta Community College Dist./Office of Human Resources 333 East 8 th Street Oakland, CA 94606 Contact: Live Scan Appointment & Information Line F (510) 587-7841	Tues-Wed 12:45 pm- 4:45 pm Thurs-Fri 8:00 am- 4:45 pm (Appt. Only) Cashier's Check & Money Orders Accepted	\$ 25.00*
	Pleasanton USD 4665 Bernal Avenue Pleasanton, CA 94566 Contact: Claudia Rollins F (925) 485-6074	Mon - Fri 9:00 am- 3:40 pm (Appt. Only) Cash, Checks, Money Orders & Cashiers Checks Accepted	\$ 25.00*
	San Leandro Police Department 901 East 14 th Street San Leandro, CA 94577 Contact: Barbara Ebron F (510) 577-3279	Mon - Fri 10:00 am- 4:00 pm (Appt. Only) Cash, Checks & Money Orders Accepted	\$ 20.00*
	ALPINE	Alpine Co. Sheriff's Department 14777 Highway 89, P.O. Box 278 Markleeville, CA 96120 Contact: Chris Branscombe F (530) 694-2231	Mon - Fri 8:00 am- 5:00 pm (Appt. Only) Cash & Checks Accepted

County	Location	Hours	Rolling Fee
AMADOR	Amador Co. Sheriff's Department 700 Court Street Jackson, CA 95642 Contact: Holly Pabst F (209) 223-6515	Mon & Wed 1:00 pm- 4:00 pm Cash & Checks Accepted	\$ 5.00*
BUTTE	Butte Co. Sheriff's Department 33 County Center Drive Oroville, CA 95965 F (530) 538-7391	Mon - Fri 8:00 am- 5:00 pm Cash & Checks Accepted	\$ 10.00*
	Chico Police Department 1460 Humboldt Road Chico, CA 95928 F (530) 895-4900	Tues & Wed 8:30 am- 10:30 am (Appt. Only) Closed on Holidays Cash & Checks Accepted	\$ 10.00*
	Cal-State Univ. Chico P.D. 2 nd and Normal Chico, CA 95929-0133 F (530) 898-5372	Mon - Fri 5:00 pm- 8:00 pm (Appt. Only) Cash & Checks Accepted	\$ 10.00*
	Gridley-Biggs Police Department 685 Kentucky Street Gridley, CA 95948 Contact: Lis Lewis F (530) 846-5670	Mon-Wed-Fri 8:00 am- 12:00 pm Tues-Thurs 12:00 pm- 5:00 pm Cash, Checks, Money Orders & Cashiers Checks Accepted	\$ 12.00*
	Paradise Police Department 5595 Black Olive Drive Paradise, CA 95969 Contact: Jody Perrott F (530) 872-6241	Mon - Thur 8:00 am- 4:00 pm (Appt. Only) Cash & Checks Accepted	\$ 10.00*
CALAVERAS	Calaveras Co. Sheriff's Dept. 891 Mountain Ranch Road San Andreas, CA 95249 Contact: Kathy Frost F (209) 754-6696	Mon - Fri 8:00 am- 2:00 pm (Appt. Only) Cash Exact Change & Checks Accepted	\$ 7.50*
COLUSA	Colusa Co. Sheriff's Department 929 Bridge Street Colusa, CA 95932 Contact: Bertha Ortega F (530) 458-0233	Mon - Fri 8:00 am- 4:00 pm Cash & Checks Accepted	\$ 10.00*

County	Location	Hours	Rolling Fee	
CONTRA COSTA	Brentwood Police Department 500 Chestnut Street Brentwood, CA 94513 Contact: Reception F (925) 634-6911	Mon - Fri 10:00 am- 12:00 pm (Appt. Only) Cash & Checks Accepted	\$ 30.00*	
	Contra Costa Co. Sheriff's Dept. 500 Court Street, 2 nd Floor Martinez, CA 94553 F (925) 957-7100	Mon - Fri 8:00 am- 5:00 pm (Appt. Only) Cash & Checks Accepted	\$ 20.00*	
	El Cerrito Police Department 10900 San Pablo Avenue El Cerrito, CA 94530 F (510) 215-4400	Mon - Fri 8:00 am- 4:30 pm (Appt. Only) Cash & Checks Accepted	\$ 25.00* (residents) \$ 30.00* (non-residents)	
	Lafayette Police Department 3675 Mt. Diablo Boulevard #130 Lafayette, CA 94549 Contact: Cathy Surges F (925) 283-3680	Mon - Fri (Call for Appt. Times) (Appt. Only) Cash, Checks, & Money Orders Accepted	\$ 20.00* (residents) \$30.00* (non-residents)	
	Mt. Diablo Region YMCA 395 Civic Drive, Suite G Pleasant Hill, CA 94523 Contact: Gayle Garcia F (925) 887-4612	Mon - Fri 7:00 am- 5:00 pm (Appt. Only) Cash, Money Orders & Credit Cards Accepted	\$ 25.00*	
	Pittsburg Police Department 65 Civic Avenue Pittsburg, CA 94565 Contact: Reception F (925) 252-4119	Mon-Tues-Thurs-Fri 10:00 am- 11:00 am (Appt. Only) Checks Only Accepted	\$ 25.00*	
	San Pablo Police Department 13880 San Pablo Avenue San Pablo, CA 94806 F (510) 215-3130	Mon - Fri Call for Scheduling (Appt. Only) Cash & Checks Accepted	\$ 30.00*	
	San Ramon Police Department 2220 Camino Ramon San Ramon, CA 94583 F (925) 973-2700	Mon - Fri 9:00 am- 11:30 am 2:00 pm- 4:00 pm (Appt. Only) Cash & Checks Accepted	\$ 20.00*	
	DEL NORTE	Del Norte Co. Sheriff's Dept. 650 Fifth Street Crescent City, CA 95531 Contact: Michael Leauitt F (707) 464-9518	Tues & Fri 9:00 am- 10:00 am Cash, Checks & Money Orders Accepted	\$ 10.00*

County	Location	Hours	Rolling Fee
EL DORADO	El Dorado Co. Sheriff's Dept. 300 Fair Lane Placerville, CA 95667 F (530) 621-5702	Mon - Fri 8:00 am- 3:30 pm (Appt. Only) Cash, Checks & Money Orders Accepted	\$ 12.00*
	El Dorado Co. Sheriff's Dept. 1360 Johnson Blvd., Suite 100 South Lake Tahoe, CA 96150 F (530) 573-3000	Tues -Wed 1:00 pm- 3:30 pm (Appt. Only) Cash & Checks Accepted	\$ 12.00*
	South Lake Tahoe Police Dept. 1352 Johnson Blvd. South Lake Tahoe, CA 96150 F (530) 542-6100	Wed 8:00 am- 11:30 am Thur 1:00 pm-3:30 pm Cash, Checks & Money Orders Accepted	\$ 10.00*
FRESNO	City of Fresno Human Resources Division 2600 Fresno Street Fresno, CA 93721 Contact: Sharon Harris F (559) 498-1575	Tues 12:00 pm- 4:00 pm Wed 8:00 am- 12:00 pm Thurs 12:00 pm- 4:00 pm (Appt. Only) Money Orders & Cashiers Checks Accepted	\$ 15.00*
	Coalinga Police Department 270 North 6 th Street Coalinga, CA 93622 Contact: Cynthia Mills F (559) 935-2313, Ext 160	Mon - Fri 8:00 am- 4:00 pm (Appt. Only) Cash Only Accepted	\$ 12.00*
	Fresno Co. Sheriff's Department 1225 M Street Fresno, CA 93721 F (559) 488-3403 F (559) 488-2567	Mon - Fri 10:00 am- 12:00 pm 12:30 pm- 3:00 pm Closed: 12:00 pm- 12:30 pm Closed: Major Holidays Cash, Checks, Money Orders & Cashiers Checks Accepted	\$ 15.00*
	Sanger Police Department 1700 7 th Street Sanger, CA 93657 Contact: Richard Franco -Records Supervisor F (559) 876-6361	Mon - Fri 9:00 am- 3:00 pm (Appt. Only) Closed: Major Holidays Cash, Checks & Money Orders Accepted	\$ 15.00*

County	Location	Hours	Rolling Fee
FRESNO (Continued)	Selma Police Department 1935 East Front Street Selma, CA 93662 Contact: Sgt. Alvarez F (559) 896-7254	Tues 8:30 am- 12:00 pm 1:00 pm- 1:30 pm (Appt. Only) Errors and incomplete forms may cause delays Cash, Checks & Credit Cards Accepted	\$ 15.00*
GLENN	Glenn Co. Sheriff's Department 543 West Oak Street Willows, CA 95988 Contact: Chris Hinde F (530) 934-6441	Tues 10:00am- 2:00 pm Thurs 9:00 am- 11:00 am Cash Exact Change & Checks Accepted	\$ 12.00*
HUMBOLDT	Arcata Police Department 736 "F" Street Arcata, CA 95521 Contact: Live Scan Operator F (707) 822-2428	Mon - Fri 9:00 am- 12:00 pm 1:00 pm- 3:00 pm Cash, Checks, Money Orders & Credit Cards Accepted	\$ 12.00*
	Eureka Police Department 604 "C" Street Eureka, CA 95501 Contact: Lt. Zanotti F (707) 441-4060	Tues-Wed-Fri 9:00 am- 12:00 pm Thurs 1:00 pm- 3:30 pm (Walk-in Service - Expect Delays) Cash, Checks, Money Orders & Cashiers Checks Accepted	\$ 10.00*
	Fortuna Police Department 621 - 11 th Street Fortuna, CA 95540 Contact: Sandi Bertain F (707) 725-7550	Mon - Thurs 1:00 pm- 4:00 pm Cash & Checks Accepted	\$ 10.00*
	Humboldt Co. Sheriff's Dept. 826 Fourth Street Eureka, CA 95501 F (707) 445-7251	Tues - Thurs 8:00 am- 4:30 pm Cash & Money Orders Accepted	\$ 12.00*
	Humboldt State Univ. P.D. 1 Harpst Street Arcata, CA 95521-8299 Contact: Aleli Lawson F (707) 826-4667	Mon - Fri 9:00 am- 11:00 am 1:00 pm- 3:00 pm Cash & Checks Accepted	\$ 12.00*

County	Location	Hours	Rolling Fee
IMPERIAL	Imperial Co. Sheriff's Department 328 Applestill Road El Centro, CA 92244 Contact: Live Scan Operator F (760) 339-6346	Mon - Thurs 9:00 am- 3:30 pm Cash, Money Orders & Cashiers Checks Accepted	\$ 22.00*
INYO	Bishop Police Department 207 W. Line Street Bishop, CA 93514 F (760) 873-5866	Tues & Thurs 3:00 pm- 5:00 pm Cash & Checks Accepted	\$ 10.00*
	Inyo Co. Sheriff's Department 550 S. Clay Street Independence, CA 95326 F (760) 878-0370	Mon - Fri 8:00 am- 4:00 pm (Appt. Only) Cash & Checks Accepted	\$ 10.00*
KERN	Kern Co. Sheriff's Department 1415 Truxton Avenue Bakersfield, CA 93301 F (661) 868-5545	Mon - Fri 8:00 am- 4:00 pm Excluding Holidays Walk-ins accepted Cash & Checks Accepted	\$ 10.00*
	Kern Co. Sheriff's Department 1350 Norris Road Bakersfield, CA 93308 F (661) 391-7788 F (661) 391-6790	Mon - Fri 8:00 am- 4:00 pm Excluding Holidays Walk-ins accepted Cash & Checks Accepted	\$ 10.00*
	Kern Co. Sheriff's Department Mojave Substation 1771 Hwy. 58 Mojave, CA 93501 F (661) 824-2471	Tues-Wed-Thurs 1:30 pm- 3:45 pm (Appt. Only) Cash & Checks Accepted	\$ 10.00*
	Shafter Police Department 201 Central Valley Highway Shafter, CA 93283 Contact: On Duty Dispatcher F (661) 746-6341	Mon - Fri 9:00 am- 5:00 pm Cash & Checks Accepted	\$ 10.00*
	Taft Police Department 320 Commerce Way Taft, CA 93268 F (661) 763-3101	Sun - Sat 24 hrs Cash, Checks & Money Orders Accepted No Credit Cards	\$ 10.00*
KINGS	Hanford Police Department 425 North Irwin Street Hanford, CA 93230 F (559) 585-2540	Mon - Fri 3:00 pm- 4:30 pm Cash, Checks, or Money Orders Accepted	\$ 10.00*

County	Location	Hours	Rolling Fee
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KINGS
(Continued)

Kings Co. Sheriff's Department
1444 Lacey Blvd.
Hanford, CA 93232
Contact: Elaine Angel
F (559) 582-3211 Ext 4362

Mon & Fri
12:00 pm- 3:00 pm
(Walk-ins)
Tues-Wed-Thur
9:00 am- 3:45 pm
(Appt. Only)
Cash & Money Orders
Accepted

\$ 14.00*

LAKE

Lake County Juvenile Hall
1111 Whalen Way
Lakeport, CA 95453
Contact: Sherrell Gillaspie
F (707) 263-3025

Tues
8:30 am- 11:30 am
1:30 pm- 3:30 pm
(Call Ahead To Ensure
Staffing Is Available)
Cash Only Accepted

\$ 12.00*

Lake County Office of Education
1152 South Main Street
Lakeport, CA 95453
Contact: Kandee Stolesen
F (707) 262-4151

Mon - Fri
8:30 am- 4:00 pm
(Appt. Only)
2nd Wed of Ea. Month
4:30 pm- 7:00 pm
(Appt. Only)
Cash (Exact Change)
Only Accepted

\$ 12.00*

Lake Co. Sheriff's Department
1431 Hoyt Avenue
Lakeport, CA 95453
Contact: Brenda Storey
F (707) 262-0626

Tues
1:00 pm- 5:00pm
Thurs
8:30 am- 3:30 pm
(Appt. Only)
Cash & Checks Accepted

\$ 10.00*

LASSEN

Lassen Co. Sheriff's Department
1405 Sheriff Cady Lane
Susanville, CA 96130
F (530) 251-5250

Mon - Fri
8:00 am- 11:00 am
1:00 pm- 4:00 pm
Excluding Holidays
Cash & Money Orders
Accepted

\$ 5.00*

LOS ANGELES

Cal-Poly Pomona Univ. Police
3801 West Temple Ave., Bldg. 91
Pomona, CA 91768
F (909) 869-6738

Mon - Fri
8:30 am- 4:30 pm
(Appt. Only)
Cash & Checks Accepted

\$ 15.00*

County	Location	Hours	Rolling Fee
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LOS ANGELES
(Continued)

Cal-State Los Angeles
5151 State University Drive
Los Angeles, CA 90032
F (323) 343-3700

Mon - Fri
10:00 am- 3:30 pm
(No Appt. Necessary - Last applicant will be accepted no later than 2:00 pm - Allow 30 minutes for processing)
Closed on Holidays
Checks & Money Orders Accepted

\$ 12.00*

Cal-State Northridge
9757 Zelzah Ave.,
Bldg #14, 1st Floor
Dept. of Public Safety
Northridge, CA 91330-8282
F (818) 677-2113

Mon - Fri
8:00 am- 5:00 pm
(Appt. Only)
Closed 12:00-1:00 pm/lunch
Closed on Holidays
Cash & Checks Accepted

\$ 20.00*

CSU, Long Beach University
State Police
1331 Palo Verde Ave.
Long Beach, CA 90840
F (562) 985-5055

Mon - Thurs
1:00 pm- 4:00 pm
Cash & Checks Accepted

\$ 15.00*

Cerritos College P.D.
11110 Alondra Blvd.
Norwalk, CA 90650
Contact: Debbie
F (562) 924-3618
F (877) 477-4688

Mon - Fri
9:00 am- 12:00 pm
3:00 pm- 9:00 pm
Cash, Checks, Money Orders & Visa or Mastercard Accepted

\$ 15.00*

Citrus Community College District
1000 West Foothill Blvd.
Glendora, CA 91741-1899
F (626) 583-8830
F 1-877- 477-4688
(Phone lines are open 24-hours for scheduling appointments)

Mon - Fri
9:00 am- 8:00 pm
Sat
9:00 am- 4:00 pm
(Appt. or Walk-ins)
Cash, Checks, Money Orders & Visa or Mastercard Accepted

\$ 15.00*

City of Burbank
Dept. of Parks and Recreation
1111 West Olive Ave.
Burbank, CA 91506
F (818) 238-5340

Mon - Fri
9:00 am- 12:30 pm
4:00 pm- 6:30 pm
(Appt. Only)
Cash Only Accepted

\$ 15.00*

County	Location	Hours	Rolling Fee
LOS ANGELES (Continued)	City of Glendale 613 E. Broadway Personnel Room 100 Glendale, CA 91206 F (818) 548-2110	Mon - Thurs 9:30 am- 3:30 pm Money Orders & Cashiers Checks Accepted Call to verify fees	\$ 15.00*
	Claremont Police Department 570 West Bonita Ave. Claremont, CA 91711 F (909) 399-5411	Mon - Tues 8:00 am- 10:30 am 1:30 pm- 3:00 pm Wed-Thurs-Fri 1:30 pm- 3:00 pm (Appt. Only) Cash, Checks & Visa or Mastercard Accepted	\$ 10.00*
	Culver City Police Department 4040 Duquesne Ave. Culver City, CA 90232 F (310) 253-6110	Mon - Tues 8:00 am- 6:30 pm Wed 8:00 am- 3:30 pm Thurs - Fri 11:00 am- 6:00 pm (Appt. Only) Cash & Visa or Mastercard Accepted	\$ 20.00*
	El Camino College 16007 South Crenshaw Blvd. Torrance, CA 90506 F (310) 660-6140	Tues & Thur 9:00 am- 8:00 pm (Appt Only) Sat 9:00 am- 2:45 pm (Appt. Only) Cash & Checks Accepted	\$ 15.00*
	Inglewood Unified School Dist. Personnel Office 401 S. Inglewood Ave. Inglewood, CA 90301 Contact: Linda Porter F (310) 419-2750	Mon - Fri 8:30 am- 4:00 pm (Appt. Only) Money Orders Only Accepted	\$ 12.00*
	Long Beach Police Department 400 W. Broadway Long Beach, CA 90802 Contact: Walter Williams F (562) 570-7267	Tues - Fri 7:30 am- 3:45 pm (Appt. Only) Cash, Checks & Money Orders Accepted	\$ 12.00*

County	Location	Hours	Rolling Fee
LOS ANGELES (Continued)	Long Beach Unified School District 1515 Hughes Way Long Beach, CA 90810 F (562) 997-8216	Tues - Thurs 9:00 am- 4:00 pm (Appt. Only) Money Orders & Cashier Checks Accepted	\$ 12.00*
	Los Angeles Co. Sheriff's Dept. Palmdale Station 1020 E. Palmdale Blvd. Palmdale, CA 93550 Contact: Virginia Dionne F (661) 267-4300	Mon - Fri 8:00 am- 4:00 pm Cash & Checks Accepted	\$ 14.00*
	Los Angeles Co. Sheriff's Dept. Sheriff's Training Center 101 Plaza Centre Drive Monterey Park, CA 91754 F (323) 981-5864	Mon - Fri 7:00 am- 4:00 pm (Appt. Only) Billing # Only	No \$ Accepted Agencies Bill Applicants*
	Los Angeles Co. Sheriff's Dept. System Support Unit 12440 E. Imperial Highway Ste 120-W Norwalk, CA 90650 F (562) 465-7825	Mon - Fri 8:30 am- 4:00 pm (Appt. Only) Cash & Checks Accepted	\$ 14.00*
	Los Angeles Police Department Adm. Investigations Section 700 E. Temple Los Angeles, CA 90012 Contact: Monica Smith F (213) 485-3246	Thurs - Fri 1:00 pm- 5:00 pm Cash Exact Change & Checks Accepted	\$ 12.00*
	Los Angeles USD 450 North Grand Ave. Los Angeles, CA 90012-2175 F (213) 625-6591	Tues - Thurs 9:00 am- 11:00 am Money Orders & Cashier's Checks Accepted	\$ 12.00*
	Pasadena City College Police 1570 E. Colorado Blvd. Campus Police Office, CC108 Pasadena, CA 91106 F (626) 585-7484	Mon - Fri 8:00 am- 9:00 pm Cash & Checks Accepted	\$ 12.00*

County	Location	Hours	Rolling Fee
LOS ANGELES (Continued)	Pasadena USD 351 South Hudson Ave. Personnel Office Pasadena, CA 91109 F (626) 795-6981, Ext 423	Mon & Fri 9:00 am- 12:00 pm Tues -Thurs 8:00 am- 11:00 am (Appt. Only) Cash Exact Change & Money Orders Accepted	\$ 12.00*
	Redondo Beach USD 1401 Inglewood Avenue Redondo Beach, CA 90278 F (310) 379-5449	Tues & Thurs 8:30 am- 3:30 pm (Appt. Only) Cash & Money Orders Accepted	\$ 12.00*
	Rio Hondo College Police Academy 3600 Workman Mill Road Whittier, CA 90601 F (562) 692-0921 Ext 4016 (Terry) in am Ext 3169 (Rowena) in pm	Mon - Thur 8:00 am- 6:00 pm Fri 8:00 am- 5:00 pm Cash & Credit Cards Accepted	\$ 15.00*
	Santa Monica/Malibu USD 1651 16 th Street Santa Monica, CA 90404 F (310) 450-8338	Tues-Wed-Thurs 11:00 am- 1:00 pm (Appt. Only) Money Orders & Cashiers Checks Accepted	\$ 12.00*
	Santa Monica Police Department 1685 Main Street Santa Monica, CA 90401 Contact: Forensic Section F (310) 458-8435	Mon - Thurs Call for Specific Appt. Time (Appt. Only) Cash & Checks Accepted	\$ 12.76*
	University of California Police UCLA 601 Westwood Plaza Los Angeles, CA 90095 F (310) 206-8126	Mon - Fri 9:00 am- 7:00 pm (Appt. Only) Cash & Checks Accepted	\$ 20.00*
	William S. Hart Union High School District Office 21515 Redview Drive Santa Clarita, CA 91350 F (661) 259-0033, Ext 0	Mon - Fri 8:30 am- 4:00 pm (Appt. Only) Cash, Checks & Money Orders Accepted	\$ 15.00*

County	Location	Hours	Rolling Fee
LOS ANGELES (Continued)	Whittier Police Department 7315 South Painter Ave. Whittier, CA 90602 Contact: Stephanie Knight-Walker F (562) 945-8237	Mon-Wed-Fri 12:00 pm- 8:00 pm (Appt. Only) Cash & Checks Accepted	\$ 10.00*
MADERA	Madera Co. Sheriff's Department 14143 Road 28 Madera, CA 93638 F (559) 675-7770	Mon - Thurs 8:00 am- 4:30 pm Fri 8:00 am- 12:00 pm (Appt. Only) Cash & Checks Accepted	\$ 8.00*
MARIN	Marin Co. Sheriff's Department 3501 Civic Center, Rm. 145 San Rafael, CA 94903 F (415) 499-7286	Mon - Fri 8:00 am-12:00 pm 1:00 pm- 4:00 pm (Appt. Only) Cash & Checks Accepted	\$ 20.00*
	Marin Co. Sheriff's Department Marin City Substation 850 Drake Ave. Marin City, CA 94965 F (415) 332-5422	Tues - Sat 8:00 am- 2:00 pm (Appt. Only) Cash & Checks Accepted	\$ 20.00*
MARIPOSA	Mariposa Co. Sheriff's Dept. 5099 Old Highway Mariposa, CA 95338 Contact: Robert Rudzik F (209) 966-3615	Tues & Thurs 1:00 pm- 4:00 pm (Other hours by appt. only) Cash & Checks Accepted	\$ 5.00* (Volunteers Free)
MENDOCINO	Fort Bragg Police Department 250 Cypress Street Fort Bragg, CA 95437 Contact: Linda Iverson F (707) 961-2800	Mon - Fri 10:00 am- 11:00 am 3:00 pm- 4:00 pm Cash & Checks Accepted	\$ 10.00*
	Mendocino Co. Sheriff's Dept. 589 Low Gap Road Ukiah, CA 95482 Contact: Erika Christian F (707) 463-5468	Mon - Fri 9:00 am- 12:00 pm 1:00 pm- 3:00 pm Cash & Checks Accepted	\$ 12.00*
	Ukiah Police Department 300 Seminary Avenue Ukiah, CA 95482 Contact: Norma D. F (707) 463-6258	Wed 9:00 am- 12:00 pm 1:00 pm- 3:00 pm Thur - Fri 9:00 am- 12:00 pm Cash Only Accepted	\$ 12.00*

County	Location	Hours	Rolling Fee
MENDOCINO (Continued)	Willits Police Department 125 East Commercial Street Willits, CA 95490 Contact: Coleen Welborn F (707) 459-6122	Mon - Fri 8:30 am- 3:30 pm Cash & Money Orders Accepted	\$ 10.00*
MERCED	Los Banos Police Department 945 5 th Street Los Banos, CA 93635 Contact: Receptionist F (209) 827-7070, ext. 11	Mon - Fri 8:30 am- 11:30 am 2:10 pm- 4:10 pm Cash & Checks Accepted	\$ 15.00*
	Merced Co. Sheriff's Department 700 West 22 nd Street Merced, CA 95340 F (209) 385-7446	Mon - Fri 8:30 am- 2:30 pm (Appt. Only) Cash & Money Orders Accepted	\$ 15.00*
MODOC	Modoc Co. Sheriff's Department 102 S. Court Street Alturas, CA 96101 F (530) 233-4416	Mon-Tues-Thurs-Fri 8:00 am- 4:00 pm (Appt. Only) Cash & Checks Accepted	\$ 10.00*
MONO	Mammoth Lakes Police Dept. 568 Old Mammoth Mammoth Lakes, CA 93546 F (760) 934-2011, Ext. 0	Mon - Sun 1:00 pm- 3:00 pm Cash & Checks Accepted	\$ 10.00*
	Mono Co. Sheriff's Department 100 Bryant Street Bridgeport, CA 93517 F (760) 932-7549	Mon-Wed-Thurs-Fri 9:00 am- 12:00 pm 1:00 pm- 4:00 pm Cash & Money Orders Accepted	\$ 10.00*
MONTEREY	Gonzales Police Department 109 4 th Street, P.O. Box 647 Gonzales, CA 93926 Contact: Naomi Caldera F (831) 675-5010	Mon - Fri 8:30 am- 11:30 am 1:30 pm- 4:30 pm (Appt. Only) Cash, Checks & Money Orders Accepted	\$ 15.00*
	Marina Dept. of Public Safety 211 Hill Crest Avenue Marina, CA 93933 Contact: Cmdr. Mark Morgan or Selai Lesu F (831) 884-1210	Mon - Fri 2:00 pm- 5:00 pm Cash & Checks Accepted	\$ 25.00*

County	Location	Hours	Rolling Fee
MONTEREY (Continued)	Monterey Co. Sheriff's Dept. 1414 Natividad Rd. Salinas, CA 93906 F (831) 755-3722	Mon - Fri 8:30 am- 4:30 pm Except Holidays Cash & Checks Accepted	\$ 10.00*
	Monterey Co. Sheriff's Dept. 250 Franciscan Way King City, CA 93930 F (831) 385-8312	Mon & Wed 8:00 am- 12:00 pm (Appt. Only) Cash & Checks Accepted	\$ 10.00*
	Monterey Police Department 351 Madison Street Monterey, CA 93940 Contact: Dennis Perrin F (831) 646-5698	Sat & Sun 12:00 pm- 5:00 pm Cash & Checks Accepted	\$ 9.00*
	Pacific Grove Police Department 580 Pine Avenue Pacific Grove, CA 93950 Contact: Records F (831) 648-3143	Tues & Thurs 2:00 pm- 4:00 pm (Appt. Only) Cash & Checks Accepted	\$ 10.00* (Applicant must provide agency billing code in order to be fingerprinted.)
	Seaside Police Department 440 Harcourt Avenue Seaside, CA 93955-0810 Contact: Betty Lauritsen F (831) 899-6292	Mon 1:30 pm- 3:30 pm Fri 9:30 am- 11:30 am (Appt. Only - Appts are subject to change - call ½ prior to confirm) Cash Only Accepted	\$ 6.00*
NAPA	Calistoga Police Department 1235 Washington Street Calistoga, CA 94515 Contact: Lt. Mike Dick F (707) 942-2810	Sun - Sat 24 hrs/day Cash & Checks Accepted	\$ 15.00*
	Napa Co. Sheriff's Department 1125 Third Street Napa, CA 94559 F (707) 253-4440 F (707) 253-4509	Tues & Thurs 9:00 am- 4:00 pm (Appt. Only) Cash & Checks Accepted	\$ 10.00*
NEVADA	Nevada Co. Sheriff's Office 950 Maidu Ave. Nevada City, CA 95959 F (530) 265-1471	Tues & Thurs 9:00 am- 4:00 pm Cash & Checks Accepted	\$ 10.25*

County	Location	Hours	Rolling Fee
NEVADA (Continued)	Nevada Co. Sheriff's Department 10879 Donner Pass Road Truckee, CA 96160 Contact: Linda Brombacker F (530) 582-7838	Tues & Thurs 2:00 pm- 4:00 pm (Appt. Only) Except Holidays Cash & Checks Accepted	\$ 10.25*
ORANGE	Buena Park Police Department 6650 Beach Blvd. Buena Park, CA 90622 Contact: Sgt. Chris Nunez or Jose Castellon F (714) 562-3950 F (714) 562-3923	Mon - Sat 9:00 am- 5:00 pm (Appt. Only) Cash & Checks Accepted Original 8016 form required	\$ 15.00* (residents) \$ 20.00* (non-residents)
	Costa Mesa Police Department 567 W. 18 th Street Costa Mesa, CA 92627 F (714) 327-7450	Mon - Fri 8:15 am- 3:15 pm (Appt. Only) Cash & Checks Accepted	\$ 15.00*
	Costa Mesa Police Department 99 Fair Drive Costa Mesa, CA 92626 Contact: Jeanette Chervony F (714) 754-5281	Thurs 8:30 am- 5:00 pm (Appt. Only) Cash & Checks Accepted	\$ 15.00*
	Fullerton Police Department 237 W. Commonwealth Ave. Fullerton, CA 92832 F (714) 738-5374	Mon - Fri Call for Specific Appt. Time (Appt. Only) Cash, Checks & Credit Cards Accepted	\$ 15.00*
	Huntington Beach Police Dept. 2000 Main Street Huntington Beach, CA 92648 Contact: Records Technician F (714) 536-5641	Tues - Fri 8:00 am- 12:30 pm (Appt. Only) Cash, Checks & Credit Cards Accepted (No American Express)	\$ 15.00* (residents) \$ 18.00* (non-residents)
	Irvine Police Department 1 Civic Center Plaza Irvine, CA 92606 F (949) 724-7000	Tues - Sat 9:00 am- 1:00 pm (Appt. Only) Cash & Checks Accepted	\$ 11.50*
	Live Scan Fingerprinting Services 13824 Red Hill Avenue Tustin, CA 92780 Contact: Candy Simone F (714) 368-0825	Mon - Fri 9:00 am- 5:00 pm (Will take walk-ins) Cash, Checks & Credit Cards Accepted	\$ 16.00*

County	Location	Hours	Rolling Fee
ORANGE (Continued)	Orange Co. Sheriff's Department 320 N. Flower Street Santa Ana, CA 92703 F (714) 834-6460	Mon - Fri 8:00 am- 5:00 pm Except Holidays (Appt. Only) Cash & Checks Accepted	\$ 10.00 w/billing code* \$ 12.00 w/o billing code*
	Orange Co. Sheriff's Department So. Operations 11 Journey Aliso Viejo, CA 92656 Contact: Front Desk F (949) 425-1801	Mon - Fri 9:00 am- 4:00 pm Sat & Sun 9:00 am- 3:00 pm (Appt. Only) Cash & Checks Accepted	\$ 10.00*
	Santa Ana USD 1601 East Chestnut Avenue Santa Ana, CA 92701 Contact: Adriana Miranda F (714) 558-5535	Mon - Fri 8:00 am- 4:30 pm (Appt. Only) Cash, Money Orders & Cashier's Check Accepted	\$ 15.00*
	Seal Beach Police Department 911 Seal Beach Blvd. Seal Beach, CA. 90740 Contact: Mickie F (562) 799-4100 F 1-877-477-4688	Mon 1:30 pm- 3:00 pm Cash & Checks Accepted	\$ 20.00*
PLACER	North Tahoe City Sub-Station 2501 North Lake Blvd. Tahoe City, CA 96145 Contact: Live Scan Clerk F (530) 581-6300	Mon - Fri 8:00 am- 3:00 pm (Appt. Only) Cash & Checks Accepted	\$ 10.00*
	Placer Co. Sheriff's Department 11500 "A" Avenue Auburn, CA 95603 F (530) 889-7800	Mon & Wed 7:00 am- 2:40 pm Fri 8:00 am- 2:40 pm (Appt. Only) Cash & Checks Accepted	\$ 10.00*
	Placer Co. Sheriff's Department (South Placer Substation) 6140 Horseshoe Bar Rd., Suite D Loomis, CA 95650 F (916) 652-2400	Mon - Thur 8:00 am- 2:00 pm (Appt. Only) Cash & Checks Only	\$ 10.00*
	Roseville Police Department 1051 Junction Blvd. Roseville, CA 95678 F (916) 774-5030	Tues - Fri 8:00 am- 5:00 pm Cash & Checks Accepted	\$ 12.00*

County	Location	Hours	Rolling Fee
PLUMAS	Plumas Co. Sheriff's Department 50 Abernathy Lane Quincy, CA 95971 F (530) 283-6267	Mon & Wed & Sat 9:00 am- 11:00 am Fri 1:00 pm- 3:00 pm Cash & Checks Accepted	\$ 10.00*
RIVERSIDE	Banning Police Department 125 E. Ramsey Street Banning, CA 92220 F (909) 922-3170	Mon 8:30 am- 11:30 pm Wed 8:30 am- 11:30 pm 1:00 pm- 4:00 pm Cash & Money Orders Accepted	\$ 15.00*
	Beaumont Police Department 660 Orange Avenue Beaumont, CA 92223 F (909) 769-8500	Mon - Thurs 7:00 am- 5:00 pm (Appt. Only) Cash, Checks & Money Orders Accepted	\$ 10.00* Beaumont City Residents Only
	Blythe Police Department 240 North Spring Street Blythe, CA 92225 F (760) 922-6111	Mon - Fri 8:00 am- 4:00 pm Cash, Checks & Money Orders Accepted	\$ 10.00*
	Cathedral City Police Department 68-700 Avenita Lalo Guerrero Cathedral City, CA 92234 F (760) 770-0393	Mon & Tues 9:30 am- 2:30 pm Thurs - Sat 9:30 am- 2:30 pm (Appt. Only) Cash & Money Orders Accepted	\$ 10.00*
	Corona-Norco USD 2820 Clark Ave. Norco, CA 92860 F (909) 736-5060	Mon - Fri 10:30 am- 4:00 pm (Appt. Only) Money Orders & Cashiers Checks Accepted	\$ 12.00*
	Jurupa Valley SO Sub-Station 7477 Mission Blvd. Riverside, CA 92509 F (909) 955-2600	Tues-Wed-Thurs 1:00 pm- 3:40 pm (Appt. Only) Cash Only Accepted	\$ 10.00 w/billing code*
	Lake Elsinore Station 333 Limited Ave. Lake Elsinore, CA 92530 F (909) 245-3300	Mon - Thurs 10:30 am- 3:30 pm (Appt. Only) Cash, Checks & Money Orders Accepted	\$ 10.00*

County	Location	Hours	Rolling Fee
RIVERSIDE (Continued)	Moreno Valley Police Dept. 22850 Calle San Juan de Los Lagos Moreno Valley, CA 92553 F (909) 486-6700	Tues-Wed-Thurs. 9:00 am- 11:00 am 2:00 pm- 4:00 pm (Appt. Only) Cash, Checks & Money Orders Accepted	\$ 12.00*
	Murrieta Police Department 40080 California Oaks Rd. Murrieta, CA 92562 F (909) 304-COPS (2677) Ext. 6301	Tues 9:00 am- 11:00 am Thurs. 12:30 pm- 2:30 pm Sat 8:00 am- 2:00 pm (Appt. Only) Cash, Checks & Money Orders Accepted	\$ 15.00*
	Palm Desert Police Department 73520 Fred Waring Dr. Palm Desert, CA 92260 F (760) 836-1600	Tues - Thurs 1:00 pm- 4:00 pm (Appt. Only) Cash & Checks Accepted	\$ 10.00*
	Riverside Police Department 4102 Orange Street Riverside, CA 92501 F (909) 826-5700	Tues-Thurs-Fri 8:00 am- 2:30 pm (Appt. Only) Cash Only Accepted	\$ 10.00*
	Riverside Sheriff's Department Records Division 4095 Lemon Street Riverside, CA 92501 F (909) 955-2440	Mon - Fri 1:00 pm- 5:00 pm (Appt. Only) Cash Only Accepted	\$ 10.00*
	Sunline Services Group 32-505 Harry Oliver Trail Thousand Palms, CA 92276 Contact: Steve F (760) 343-3456	Mon - Fri 8:00 am - 12:00 pm Cash Only Accepted	\$ 12.00*
	UC Riverside Police Department 3500 Canyon Crest Drive Riverside, CA 92521 Contact: Deborah Hall F (909) 787-3928 Lscan@ucpd.ucr.edu	Mon - Fri 9:00 am- 2:00 pm (Appt. Only) Cash Only Accepted	\$ 12.00*

County	Location	Hours	Rolling Fee
SACRAMENTO	Department of Justice 4949 Broadway Sacramento, CA 95820 F (916) 227-3835	Mon - Fri 7:30 am- 3:30 pm Cash & Checks Accepted	\$ 10.00*
	Folsom Police Department 46 Natoma Street Folsom, CA 95630 Contact: Janelle Gurnee F (916) 565-6864	Mon - Fri 8:00 am- 4:00 pm (Appt. Preferred) Cash & Checks & Money Orders Accepted	\$ 10.00*
	Sacramento Co. Sheriff's Dept. 4005 Manzanita Ave., #58 Sacramento, CA 95608 F (916) 487-9506	Mon - Fri 9:00 am- 4:30 pm Walk-ins Only NO Cash	\$ 12.00*
	Sacramento Co. Sheriff's Dept. 10361 Rockingham Drive Sacramento, CA 95827 F (916) 875-9600	Mon - Fri 10:00 am- 2:00 pm Closed: All Holidays Checks & Money Orders Only Accepted NO CASH	\$ 12.00*
	Sacramento Co. Sheriff's Dept. 9250 Bond Road Elk Grove, CA 95624 F (916) 213-7159	Mon - Fri 9:00 am- 4:30 pm Walk-ins Only NO Cash	\$ 12.00*
	Sacramento Police Department 900 8th Street Sacramento, CA 95814 F (916) 264-5658	Mon - Fri 8:00 am- 4:30 pm Cash & Checks Accepted	\$ 12.00*
	SAN BENITO	San Benito Co. Office of Ed. 460 Fifth Street Hollister, CA 95023 Contact: Madeline Ruvacalba F (831) 637-5393, Ext. 111	Mon - Fri 8:00 am- 5:00 pm (Appt. Only) Cash & Checks Accepted
SAN BERNARDINO	Adelanto Police Department 1613 Bartlett Avenue Adelanto, CA 92301 Contact: Kathy Gibbs F (760) 246-1022	Wed 8:00 am- 10:00 am Cash & Credit Cards Accepted MUST HAVE BILLING #	\$ 11.00*
	Chino Police Department 13250 Central Avenue Chino, CA 91710 F (909) 591-9873	Mon-Wed-Thurs-Fri 8:00 am- 4:00 pm (Appt. Only) Cash & Checks Accepted	\$ 15.00*

County	Location	Hours	Rolling Fee
SAN BERNARDINO (Continued)	Colorado River Station 1111 Bailey Ave. Needles, CA 92363 Contact: Duty Officer F (760) 326-9200	Mon-Wed-Fri 10:00 am- 1:30 pm (Appt. Only) Cash & Checks Accepted	\$ 10.00*
	Desert Mountain Educational Ctr. Apple Valley Station 17800 Highway 18 Apple Valley, CA 92307 F (888) 743-1485	Mon-Tues-Thurs-Fri 8:00 am- 3:50 pm Wed 1:30 pm- 3:50 pm (Appt. Only) Money Orders & Checks Accepted	\$ 18.00 - \$ 23.00*
	Montclair Police Department 5111 Benito Street Montclair, CA 91763 F (909) 621-5873	Tues 11:00 am- 1:00 pm Wed 9:00 am- 1:00 pm Call for Specific Appt. Time (Appt. Only) Cash & Checks Accepted	\$ 12.00*
	Morongo Basin Station 6527 Whitefeather Road Joshua Tree, CA 92252 F (760) 366-4175	Tues 9:00 am- 3:00 pm Thurs 11:00 am- 3:00 pm (Appt. Only) Cash Exact Change & Checks Accepted	\$ 10.00*
	Rancho Cucamonga Station West End Educational Serv. Ctr. 8265 Aspen Ave., Suite 250 Rancho Cucamonga, CA 91730 F (888) 743-1485	Mon-Tues-Thurs-Fri 8:00 am- 3:50 pm Wed 1:30 pm- 3:50 pm (Appt. Only) Money Orders & Checks Accepted	\$ 23.00*
	San Bernardino Sheriff's Dept. Big Bear Station 477 Summit Blvd. Big Bear, CA 92315 Contact: Records F (909) 866-0100	Thursday 8:00 am-12:00 pm CALL AGENCY TO VERIFY PAYMENT	\$ 10.00*

County	Location	Hours	Rolling Fee
SAN BERNARDINO (Continued)	San Bernardino County Sheriff's Records 655 E. 3rd Street San Bernardino, CA 92415 Contact: Amber Carter F (909) 387-3699	Mon - Fri 8:00 am- 5:00 pm Cash & Checks Accepted	\$ 10.00*
	San Bernardino Co. Sheriff Victor Valley Station 14455 Civic Drive Victorville, CA 92392 F (760) 243-8720	Tues-Wed-Thurs 1:00 pm- 3:00 pm (Appt. Only) Cash & Checks Accepted	\$ 10.00*
	San Bernardino Supt of Schools 601 North E Street San Bernardino, CA 92410 F (888) 743-1485	Mon-Tues-Wed-Fri 8:00 am- 3:50 pm Wed 1:30 pm- 3:50 pm (Appt. Only) Money Orders & Checks Accepted	\$ 23.00*
SAN DIEGO	Chula Vista Police Department 276 Fourth Avenue Chula Vista, CA 91910 Contact: Business Office F (619) 691-5137	Mon - Fri 8:00 am- 12:00 am 1:00 pm- 4:00 pm (Appt. Only) Cash & Checks Accepted	\$ 20.00*
	EDA Live Scan - San Diego 450 Fletcher Parkway, Suite 207 El Cajon, CA 92020 F (619) 631-7535	Mon - Fri 10:00 am- 6:00 pm Additional weekend and/or evening hours available. Call for Appt. or book online: Cash, Money Orders, Visa, Mastercard, & Discover Accepted NO PERSONAL CHECKS	\$ 20.00*
	La Mesa Police Department 5915 Severin Drive La Mesa, CA 91942 F (619) 667-1342	Mon - Fri 10:00 am- 3:00 pm (Appt. Only) Cash & Checks Accepted	\$ 6.00*
	Oceanside Police Department 3855 Mission Avenue Oceanside, CA 92054 Contact: Oceanside PD F (760) 435-4900	Mon - Fri 8:00 am- 4:30 pm (Appt. Only) Cash & Money Orders Accepted	\$ 12.00*

County	Location	Hours	Rolling Fee
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SAN DIEGO
(Continued)

San Diego USD
Police Services/EOC Building
4100 Normal Street
San Diego, CA 92103-2682
F (619) 725-7014

Mon - Fri
8:00 am- 4:30 pm
Cash & Money Orders
Accepted

\$ 20.00*

SAN FRANCISCO

San Francisco Police Department
Hall of Justice
850 Bryant Street, Rm. 475
Window 14
San Francisco, CA 94103
Contact: Sylvan Identix
F (800) 315-4507

Mon - Fri
10:00 am- 11:00 pm
(Appt Only)
Checks, Money Orders &
Credit Cards Accepted
Personal Checks # must be
higher than 200

\$18.00*

San Francisco State Univ. Police
1600 Holloway Ave.
San Francisco, CA 94132
F (415) 338-6043

Mon - Fri
9:00 am- 5:00 pm
(Appt. Only)
Checks Only Accepted

\$25.00*

SAN JOAQUIN

Escalon Police Department
1855 Coley Avenue
Escalon, CA 95320
F (209) 838-7093

Mon - Fri
9:00 am- 3:00 pm
(Appt. Only)
Cash & Checks Accepted

\$ 10.00*

Lodi Police Department
230 W. Elm Street
Lodi, CA 95240
Contact: Danna Schmiedt
F (209) 333-6865

Thursday
1:00 pm- 4:00 pm
Cash & Checks Accepted

\$ 15.00*
(If billing code is
not provided, the
applicant must
pay the DOJ and
FBI fees.)

Manteca Police Department
1001 West Center St.
Manteca, CA 95336
F (209) 825-2565

Mon & Wed
2:00 pm- 3:45 pm
Tues & Thurs
9:00 am- 12:00 pm
Fri
10:00 am- 11:45 am
Cash & Checks Accepted

\$ 20.00*

Ripon Police Department
259 North Wilma Ave.
Ripon, CA 95366
F (209) 599-2102

Mon - Fri
8:00 am-3:00 pm
(Appt. Only)
Cash & Checks Accepted

\$ 10.00*

County	Location	Hours	Rolling Fee
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SAN JOAQUIN
(Continued)

San Joaquin Co. Office of Ed.
2901 Arch-Airport Road
Stockton, CA 95206
F (209) 468-9145

Mon - Fri
9:00 am- 4:00 pm
(Appt. Only)
Money Orders &
Cashier's Checks Only
NO Cash/Personal Checks
Accepted

\$ 12.00*

San Joaquin Delta College PD
5151 Pacific Avenue
Stockton, CA 95207
Contact: Sandra Nuss
F (209) 954-5000

Mon - Fri
9:00 am- 2:00 pm
(Appt. Only)
Check or Money Order
Accepted

\$ 12.00*

Tracy Police Department
1000 Civic Center Dr
Tracy, CA 95376
F (209) 831-4560

Tues & Thurs
9:00 am- 11:00 am
(Or By Appt.)
Cash & Checks Accepted

\$ 10.00*

SAN LUIS OBISPO

Atascadero Police Department
550 El Camino Real
Atascadero, CA 93423
Contact: Ann Banks
F (805) 461-5051

Wed - Fri
11:00 am- 4:00 pm
Cash, Checks &
Money Orders Accepted

\$ 10.00*

Paso Robles Police Department
840 10th Street
Paso Robles, CA 93446
F (805) 237-6464

Mon - Fri
8:00 am- 5:00 pm
(Appt. Only)
Cash Exact Change Only
Accepted

\$ 15.00*

San Luis Obispo Co. Office of Ed.
Education Dr. @ Highway 1
San Luis Obispo, CA 93405
F (805) 782-7236

Mon - Fri
8:00 am- 5:00 pm
(Appt. Only)
Cash & Checks Accepted

\$ 12.00*

San Luis Obispo Co. Sheriff
1585 Kansas Ave.
San Luis Obispo, CA 93401
Contact: Debbie Hernandez
F (805) 781-4575

Mon - Fri
8:15 am- 4:00 pm
(Appt. Only)
Cash & Checks Preferred

\$ 15.00*

SAN MATEO

San Mateo Co. Office of Ed.
101 Twin Dolphin Drive
Redwood City, CA 94065
Contact: Toni Klopfenstein
F (650) 802-5343

Mon - Fri
8:00 am- 5:00pm
(Appt. Only)
Money Orders &
Cashier's Checks Only
NO Cash/Personal Checks
Accepted

\$ 12.00*

County	Location	Hours	Rolling Fee
SAN MATEO (Continued)	San Mateo County Sheriff's Dept. 500 California Avenue Moss Beach, CA 94038 Contact: LeRoy Derheim F (650) 573-2801	Mon - Fri 8:30 am- 5:30 pm (Appt. Only) (Closed Every Other Friday) Cash Only Accepted	\$ 12.00*
	San Mateo County Sheriff's Dept. 400 County Center Third Floor Hallway Redwood City, CA 94063 F (650) 363-4000, ext. 8004	Mon - Fri 9:00 am- 11:30 am 1:00 pm- 4:00 pm (Appt. Only) Cash Only Exact Change	\$ 12.00*
SANTA BARBARA	Lompoc Police Department Administration 107 Civic Center Plaza Lompoc, CA 93436 Contact: Marci Langford F (805) 736-2341	Wed - Fri 8:00 am- 5:00 pm Cash Exact Change & Checks Accepted	\$ 10.40*
	Santa Barbara Police Dept. 213 E. Figuero St. Santa Barbara, CA 93102 F (805) 897-2355	Mon - Fri Come in prior to 9:00 am for walk-in same day. Call day before for following day appt. Cash Only Accepted	\$ 10.00*
	Santa Barbara Sheriff's Dept. 4434 Calle Real Santa Barbara, CA 93160 Contact: Forensics Unit F (805) 681-4117	Mon 1:00 pm- 5:00 pm Tues - Thur 8:00 am- 5:00 pm Fri 8:00 am- 12:00 pm Cash Only Accepted	\$ 7.00*
	Santa Maria Police Department 222 E. Cook Street Santa Maria, CA 93454 Contact: Donna Klevesahl F (805) 928-3781, ext 295	Tues - Thur 2:00 pm- 4:45 pm (Appt. Only) Cash & Checks Accepted	\$ 10.00*
	SANTA CLARA	Milpitas Police Department 1275 N. Milpitas Blvd Milpitas, CA 95035 Contact: Nicole Johns F (408) 586-2400	Wed 5:00 pm-9:00 pm Cash & Checks Accepted MUST LIVE OR WORK IN MILPITAS (PROOF REQUIRED).

County	Location	Hours	Rolling Fee
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SANTA CLARA
(Continued)

Santa Clara Co. Office of Ed.
1290 Ridder Park Drive
San Jose, CA 95731
Contact: Leslie Muniz
F (408) 453-6828

Mon-Fri
7:30 am- 4:30 pm
Tues - Thurs
7:30 am- 6:30 pm
(Appt. Only)
CALL AGENCY TO
VERIFY PAYMENT

\$ 25.00*

Santa Clara Co. Sheriff's Dept.
55 W. Younger Avenue, Rm. 172
San Jose, CA 95110
F (408) 299-2217
http://sccsheriff.org/net_mem.htm

Mon - Fri
7:00 am- 5:00 pm
(Appt. Only)
Cash & Checks Accepted

\$ 12.00*

Santa Clara Co. Sheriff's Dept.
South County Substation
12431 Monterey Road
San Martin, CA 95046
F (408) 686-3651
http://sccsheriff.org/net_mem.htm

Mon - Fri
8:00 am- 5:00 pm
(Appt. Only)
Cash Only Accepted

\$ 12.00*

Santa Clara Co. Sheriff's Dept.
West Valley Station
14374 Saratoga Ave.
Saratoga, CA 95070
F (408) 867-9715
http://sccsheriff.org/net_mem.htm

Mon - Fri
8:00 am- 4:00 pm
(Appt. Only)
Cash & Checks Accepted

\$ 12.00*

Stanford University
Dept. of Public Safety
711 Serra Street
Stanford, CA 94305
F (650) 725-2499

Mon - Fri
8:30 am- 4:00 pm
(Appt. Only)
8:00 am- 11:00 am
1:00 pm- 3:00 pm
(Walk-ins)
(Appts. Receive Priority)
Cash & Check Accepted

\$ 12.00*

SANTA CRUZ

Santa Cruz Co. Office of Ed.
Human Resources Office
809-H Bay Ave.
Capitola, CA 95010
F (831) 479-5354

Mon - Fri
9:00 am- 11:00 am Public
12:30 pm- 4:00 pm Schools
Money Orders &
Checks Accepted

\$15.00*

County	Location	Hours	Rolling Fee
SANTA CRUZ (Continued)	Santa Cruz County Sheriff's Center @ Cabrillo College Building 950 6500 Soquel Drive, Building 950 Aptos, CA 95003 Contact: Ramona Farfan F (831) 479-6314	Mon - Thurs 10:00 am- 12:00 pm 1:00 pm- 4:00 pm (Appt. Only) Cash & Checks Accepted	\$ 15.00 - 17.00*
	Santa Cruz Co. Sheriff's Office 701 Ocean Street, Room 340 Santa Cruz, CA 95060 Contact: Julie Arias F (831) 454-3007	Mon - Fri 8:00 am- 5:00 pm (Appt. Only) Cash, Checks & Money Orders Accepted NO Credit Cards	\$ 15.00*
	Watsonville Police Department 215 Union Street Watsonville, CA 95076 Contact: Leona Hanson F (831) 728-6001	Mon - Thur 5:30 pm- 7:30 pm (Appt. Only) Cash & Checks Accepted	\$ 15.00*
SHASTA	Anderson Police Department 2220 North Street Anderson, CA 96007 Contact: Shelly Blair/Val Lorbel F (530) 378-6600	Mon - Fri 8:30 am- 11:30 am 1:30 pm- 4:30 pm Cash & Checks Accepted	\$ 12.50*
	Redding Police Department 1313 California Street Redding, CA 96001 Contact: Record Supervisor F (530) 225-4244	Tues - Thurs 8:00 am- 12:00 pm Cash & Checks Accepted	\$ 10.00*
	Shasta Co. Sheriff's Department 20509 Shasta Street Contact: Diane Phay Burney, CA 96013 F (530) 335-4511	Mon - Fri 9:00 am- 4:00 pm Closed on Holidays Cash & Checks Accepted NO Credit Cards	\$ 12.00*
	Shasta Co. Sheriff's Department 1525 Court Street Redding, CA 96001 F (530) 245-6025	Mon - Fri 8:00 am- 11:00 am 1:00 pm- 4:00 pm Cash & Checks Accepted	\$ 10.00 - \$ 12.00*
SIERRA	Sierra Co. Sheriff's Department 100 Courthouse Square Downieville, CA 95936-3700 F (530) 289-3700	Mon - Fri 8:00 am- 11:00 am Cash & Checks Accepted	\$ 15.00*

County	Location	Hours	Rolling Fee
SISKIYOU	Siskiyou Co. Sheriff's Dept. 315 South Oregon Street Yreka, CA 96097 Contact: Brenda Kelley F (530) 842-8162	Tues & Wed 8:30 am- 3:00 pm (Appt. Only) Cash & Personal Checks Accepted	\$ 23.00*
SOLANO	Solano Co. Community College Police Dept. 4000 Suisun Valley Road Suisun, CA 94585 F (707) 863-7817	Mon - Fri 8:15 am- 3:30 pm (Appt. Preferred - Walk-Ins Allowed - Please Call First) Cashiers Checks & Money Orders Only	\$ 20.00*
SONOMA	Sebastopol Police Department 6850 Laguna Park Way Sebastopol, CA 95476 Contact: Kitty Mackay F (707) 829-4400	Mon - Fri 1:00 pm- 4:00 pm Cash, Checks & Money Orders Accepted	\$ 5.00* (residents) \$ 7.50* (non-residents)
	Sonoma Co. Office of Education 5340 Skylane Blvd. Santa Rosa, CA 95403 F (707) 524-2812	Mon - Fri 8:00 am- 5:00 pm (Appt. Only) Cash, Money Orders & Cashiers Checks Accepted (exact change)	\$ 13.00 - \$ 14.00*
	Sonoma Co. SO Guerneville 16255 Church Street Guerneville, CA 95446 Contact: Sgt. Bob McMenomey F (707) 869-0202	Mon - Fri (Appt. Only - call for time) Cash & Checks Accepted	\$ 10.00*
	W. Sonoma Co. HS District Office 462 Johnson Street Sebastopol, CA 95472 Contact: Patti Paladini or Sheila Christian F (707) 824-7939	Mon-Thurs-Fri 8:00 am- 1:00 pm Tues 8:00 am- 3:15 pm Wed 7:30 am- 4:00 pm (All Appt. Only) Cash & Money Orders Accepted NO PERSONAL CHECKS	\$ 15.00*

County	Location	Hours	Rolling Fee
STANISLAUS	CSU Stanislaus Public Safety 801 West Monte Vista Avenue Turlock, CA 95382 Contact: Wayne Barkhousen F (209) 667-3662	Mon - Fri 8:00 am- 11:00 am 1:00 pm- 4:00 pm (No Appt. Necessary, but will accept appt.) Cash & Major Credit Cards Accepted	\$ 25.00*
	Stanislaus Co. Sheriff's Dept. 250 E. Hackett Road Modesto, CA 95358 F (209) 525-7181	Mon-Wed-Fri 9:00 am- 4:00 pm Cash & Checks Accepted	\$ 5.00*
	Stanislaus Co. Supt. of Schools 1100 H Street Modesto, CA 95354 F (209) 525-6623	Mon - Fri 8:00 am- 5:00 pm (Appt. Only) Money Orders & Cashiers Checks Accepted	\$ 25.00*
	Turlock Police Department 900 North Palm Street Turlock, CA 95380 F (209) 668-5550, ext. 6600	Mon - Fri 8:00 am- 4:00 pm (Appt. Only) Cash, All Check Types, Money Orders & Visa Cards Accepted	\$ 10.00*
SUTTER	Sutter Co. Sheriff's Department 1077 Civic Center Yuba City, CA 95993 F (530) 822-7317	Mon - Fri 8:30 am- 4:00 pm Cash & Checks Accepted	\$ 12.00*
TEHAMA	Tehama Co. Sheriff's Department 502 Oak Street Red Bluff, CA 96080 F (530) 529-7900	Mon - Fri 9:00 am- 4:00 pm (Appt. Only) Cash & Checks Accepted	\$ 4.00*
TRINITY	Trinity Co. Sheriff's Department 101 Memorial Weaverville, CA 96093 F (530) 623-8103	Mon - Fri 8:00 am- 5:00 pm Cash & Checks Accepted	\$ 10.00*
TULARE	Porterville Police Department 350 North D Street Porterville, CA 93257 F (559) 782-7428	Tues - Thurs 2:00 pm- 4:00 pm (Appt. Only) Cash, Checks & Visa or Mastercard Accepted	\$ 13.00*

County	Location	Hours	Rolling Fee
TULARE (Continued)	Tulare Co. Sheriff's Department County Civic Center Visalia, CA 93291 F (559) 733-6226	Mon - Fri 8:00 am- 12:00 pm 1:00 pm- 4:30 pm Cash & Checks Accepted	\$ 7.00 - \$ 10.00*
	Tulare Co. Sheriff's Department Porterville Substation 379 N. 3rd Street Porterville, CA 93291 F (559) 782-4700	Mon - Fri 9:00 am- 12:00 pm 1:00 pm- 3:00 pm Money Orders & Checks Accepted	\$ 7.00*
	Visalia Police Department 303 S. Johnson Street Visalia, CA 93291 Contact: Deborah Vadnais F (559) 738-3254	Mon-Wed-Fri 8:00 am- 5:00 pm Cash & Checks Accepted	Pending*
TUOLUMNE	Sonora Police Department 100 S. Green Street Sonora, CA 95370 Contact: Debbie Dills or Carol Alley F (209) 532-8143	Mon - Fri 8:00 am- 4:00 pm (Appt. Only) Cash & Checks Accepted	\$ 10.00*
	Tuolumne Co. Sup. of Schools 175 South Fairview Lane Sonora, CA 95370 F (209) 536-2000	Mon - Fri 8:00 am- 5:00 pm (Appt. Only) Money Orders & Cashiers Checks Accepted	\$ 12.00*
	Tuolumne Co. Sheriff's Dept. Community Service Unit Jamestown Office 18250 Main Street Jamestown, CA 95327 F (209) 984-3012	Tues Walk Ins 9:00 am- 4:00 pm Wed 9:00 am- 12:00 pm (Appt. Only) Money Orders & Cashiers Checks Accepted	\$ 12.00*
VENTURA	Ventura Co. Sheriff's Department Admin./Detention 800 S. Victoria Ave. Ventura, CA 93009 F (805) 654-2371	Mon - Fri 9:00 am- 5:00 pm Cash & Checks Accepted	\$ 10.00*

County	Location	Hours	Rolling Fee
VENTURA (Continued)	Ventura Co. Sheriff's Department East Valley Station 2101 E. Olsen Road Thousand Oaks, CA 93009 F (805) 494-8208	Mon - Fri 8:00 am- 5:00 pm (Appt. Only) Cash & Checks Accepted	\$ 10.00*
	Ventura County Community College District Police Dept. 7075 Campus Road Moorpark, CA 93021 F (805) 529-5288	Mon & Wed 2:00 pm- 7:00 pm Tues & Thur 7:00 am- 3:30 pm Friday (Call for Appt.) Sat 7:00 am - 11:00 am (Appt. Only) Cash, Checks, Money Orders & Credit Cards Accepted	\$ 15.00*
YOLO	Davis Police Department 2600 5 th Street Davis, CA 95616 Contact: Karen Barry F (530) 747-5400	Tues-Thurs-Fri 7:00 am- 10:00 am 2:00 pm- 5:00 pm (Appt. Only) Cash & Checks Accepted	\$ 10.00*
	UC Davis Police Department 625 Kleiber Hall Drive Davis, CA 95616-8681 Contact: Twalla McCarty F (530) 752-6859	Mon - Fri 8:00 am- Noon 1:00 pm- 4:30 pm Closed on Holidays Cash & Checks Accepted	\$ 30.00* (University affiliated) \$ 43.00* (non-UC affiliated)
	Yolo County Sheriff's Department 41793 Gibson Road Woodland, CA 95776 Contact: Carol White F (530) 668-5280	Tues 8:00 am- 5:00 pm Thurs 1:00 pm- 4:00 pm (Appt. Only) Cash & Checks Accepted	\$ 11.00*
YUBA	Yuba Co. Sheriff's Department 215 Fifth Street Marysville, CA 95901 F (530) 749-7777	Mon & Thur 1:00 pm- 4:00 pm Cash & Checks Accepted	\$ 12.00*

BILL LOCKYER
Attorney General

State of California
DEPARTMENT OF JUSTICE



BUREAU OF CRIMINAL INFORMATION AND ANALYSIS
P.O. BOX 903387, C-121
SACRAMENTO, CA 94203-3870
Office: (916) 227-3460
Facsimile: (916) 227-4815

DIVISION OF CRIMINAL JUSTICE INFORMATION SERVICES
CRIMINAL OFFENDER RECORD INFORMATION SECURITY REQUIREMENTS
CUSTODIAN OF RECORDS DUTIES

On behalf of our agency/organization, I hereby acknowledge and agree to the following:

1. The information provided by the Department of Justice (DOJ) to this agency is **confidential** and shall not be disseminated to any other person or agency not authorized by law (Penal Code Section 11142). A violation of this section is a misdemeanor.
2. All personnel with access to Criminal Offender Record Information (CORI) will have a fingerprint background check completed through the DOJ as required by the California Code of Regulations Section 703(d) prior to the submission of fingerprints for employment, licensing, certification or volunteer purposes. (\$32 processing fee)
3. All personnel with access to CORI will have a signed "Employment Statement Form" on file acknowledging an understanding of laws prohibiting its misuse. (See Attachment A)
4. All personnel with access to CORI will be trained in the secure handling, storage, dissemination and destruction of CORI.
5. My agency/organization will have a written policy for securing access, storage, dissemination and destruction of criminal record information. This policy will include the steps to be taken to prevent unauthorized access to CORI maintained in our agency files. (See Attachment B)
6. The Department of Justice may conduct audits of the authorized persons or agencies using CORI to insure compliance with state laws and regulations. [Section 702(c) California Code of Regulations]
7. The information provided by the Department of Justice will be maintained in a secured area/locked cabinet separate from the employees personnel file and be used only for the purpose for which it was acquired.
8. Our agency/organization will notify the Department of Justice with regard to any change of agency name, address, telephone number or contact person.
9. The "No Longer Interested Notification Form" will be sent to DOJ, when applicable.

Signature: _____ **Date:** _____

Printed Name: _____ **Title:** _____

Agency/Organization Name: _____

Revised 4/2001

BILL LOCKYER
Attorney General

State of California @ DEPARTMENT OF JUSTICE

BUREAU OF CRIMINAL INFORMATION AND ANALYSIS P.O. BOX 903387, C-1 21

SACRAMENTO, CA 94203-3870
Office: (916) 227-3460
Facsimile: (916) 227-481

**DIVISION OF CRIMINAL JUSTICE INFORMATION
SERVICES EMPLOYEE STATEMENT FORM (ATTACHMENT A)**

You may have access to confidential criminal record information which is controlled by state and federal statutes. Misuse of such information may adversely affect the individual's civil rights and violate constitutional rights of privacy. Penal Code Section 502, prescribes the penalties relating to computer crimes. Penal Code Sections 11105 and 13300, identify who has access to criminal

As an employee of:

history information and under what circumstances it may be disseminated. Penal Code Sections 11140 - 11144 and 13301 - 13305, prescribe penalties for misuse of criminal history information. Government Code Section 6200. Prescribe felony penalties for misuse of public records.

Penal Code Sections 11142 and 13300 state:

"Any person authorized by law to receive a record or information obtained from a record who knowingly furnishes the record or information to a person not authorized by law to receive the record or information is guilty of a misdemeanor.*

Civil Code Section 1798.53, Invasion of Privacy, states:

"Any person who intentionally discloses information, not otherwise public, which they know or should reasonably know was obtained from personal or confidential information maintained by a state agency or from records within a system of records maintained by a federal government agency, shall be subject to a civil action, for invasion of privacy, by the individual."

CIVIL, CRIMINAL, AND ADMINISTRATIVE PENALTIES

- Penal Code Section 11141 : DOJ furnishing to unauthorized person (misdemeanor)
- Penal Code Section 11142: Authorized person furnishing to other (misdemeanor)
- Penal Code Section 11143: Unauthorized person in possession (misdemeanor)
- California Constitution, Article I, Section 1 (Right to Privacy)
- 1798.53 Civil Code, Invasion of Privacy
- Title 18, USC, Sections 641, 1030, 1951, and 1952

Any employee who is responsible for such misuse may be subject to immediate dismissal. Violations of this law may result in criminal and/or civil action.

I HAVE READ THE ABOVE AND UNDERSTAND THE POLICY REGARDING MISUSE OF CRIMINAL RECORD INFORMATION.

Signature

Date

Printed Name

Title

**DIVISION OF CRIMINAL JUSTICE INFORMATION SERVICES CRIMINAL OFFENDER RECORD
INFORMATION POLICY FORM (ATTACHMENT B)**

This policy has been developed to meet the requirements of the State of California, Department of Justice, Division of Criminal Justice Information Services, for any agency that receives Criminal Offender Record Information (CORI).

To all employees: To ensure the suitability of employees accessing confidential criminal history records, all employees with access to CORI shall be fingerprinted and processed through the California Department of Justice.

The overall responsibility for the administration of this rests with the agency head or person in charge.

1. Record Security: Any questions regarding the release, security and privacy of Criminal Offender Record Information (CORI) are to be resolved by the agency head or person in charge.
2. Record Destruction: It is recommended that the state summary of CORI obtained for employment, licensing or certification purposes be destroyed once a decision is made to employ, license, or certify the subject of the record. Retention beyond this time should be based on documented legal authority and need.
3. Record Dissemination: CORI shall be used only for the purpose for which it was requested.
4. Record Storage: CORI shall be securely maintained and accessible only to the agency head or his/her designee who are committed to protect CORI from unauthorized access, use, or disclosure.
5. Record Reproduction: CORI may not be reproduced for secondary dissemination.

Training: The agency head shall:

1. Understand and enforce this policy.
2. Be fingerprinting and have a criminal history clearance.
3. *Have on file a signed copy of the attached Employee Statement Form (which is itself a part of this policy) which acknowledges an understanding of law prohibiting misuse of CORI.*

Penalties: Misuse of CORI is a criminal offense. Misuse of CORI may result in criminal or civil prosecution and/or administrative action up to and including loss of access to information maintained by the Department of Justice.

I HAVE READ THE ABOVE AND UNDERSTAND THE POLICY REQUIREMENTS.

Signature

Date:

Printed Name:

Title:

Agency/Organization Name:

SECURITY OF CRIMINAL OFFENDER RECORD INFORMATION

Criminal Offender Record Information (CORI) is information identified through fingerprint submission to the DOJ with a criminal record or "No Record". It is confidential information disseminated to applicant agencies authorized by California statute for the purposes of employment, licensing, certification and volunteer clearances. The following information describes each agency's responsibility toward accessing, storage, handling, dissemination and destruction of CORI.

Background

Penal Code Sections 11105 and 13300 identify who may have access to criminal history information and under what circumstances it may be released.

The California Department of Justice (DOJ) maintains the California Law Enforcement Telecommunications System (CLETS) that provides law enforcement agencies with information directly from federal, state and local computerized information files. However, restrictions have been placed on the user to ensure that the rights of all citizens of California are properly protected.

Article 1, Section 1 of the California Constitution grants California citizens an absolute right to privacy. Individuals or agencies violating these privacy rights place themselves at both criminal and civil liability. Laws governing Californian's right-to-privacy were created to curb, among other things, the excessive collection and retention of personal information by government agencies, the improper use of information properly obtained for a proper purpose, and lack of a reasonable check on the accuracy of existing records. (*White v. Davis (1975) 13 Cal. 3d 757,775.*)

Employment Background Checks

It is only through the submission of fingerprints to the DOJ that the true identity of an individual can be established. In a 1977 lawsuit (*Central Valley v. Younger*), the court ruled that only arrest entries resulting in conviction, and arrest entries that indicate active prosecution, may be provided for evaluation for employment, licensing, or certification purposes.

Exceptions

Some statutory provisions, such as those relating to youth organizations, schools and financial institutions, further limit information dissemination to conviction for specific offenses. Records provided for criminal justice agency employment as defined in Section 13101 of the Penal Code are exempt from these limitations. In addition, arrest information for certain narcotic and sex crimes, irrespective of disposition, will be provided for employment with a human resource agency as defined in Section 1250 of the Health and Safety Code. Other exceptions are listed in the CLETS Policies, Practices and Procedures (Section 1.6.1).

Unauthorized Access and Misuse

The unauthorized access and misuse of CORI may affect an individual's civil rights. Additionally, any person intentionally disclosing information obtained from personal or confidential records maintained by a state agency or from records within a system of records maintained by a governmental agency has violated various California statutes. There are several code sections which provide penalties for misuse or unauthorized use of CORI.

Authorized Access

Criminal Offender Record Information shall be accessible only to the Records Custodian and/or hiring authority charged with determining the suitability for employment or licensing of an applicant. The information received shall be used by the requesting agency solely for the purpose for which it was requested and shall not be reproduced for secondary dissemination to any other employing or licensing agency.

The retention and sharing of information between employing and licensing agencies are strictly prohibited. The retention and sharing of information infringe upon the right of privacy as defined in the California Constitution, and fails to meet the compelling state interest defined in *Loder v. Municipal Court* (1976) 17 Cal. 3d 859. In addition, maintenance of CORI separate from the information maintained by the DOJ precludes subsequent record updates and makes it impossible for DOJ to control dissemination of CORI as outlined in Section 11105 of the Penal Code.

CLETS Policies, Practices and Procedures states that any information transmitted or received via CLETS is confidential and for official use only by authorized personnel (Section 1.6.4). The California Code of Regulations, Article 1, Section 703, addresses the "right and need" to know CLETS-provided information.

The Bureau of Criminal Identification and Information recommends that state summary criminal history records obtained for employment, licensing or certification purposes are to be destroyed, once a decision is made to employ, license or certify the subject of the record. Agencies should retain the State Identification Number (SID) for the purpose of "No Longer Interested" for subsequent arrest notification services pursuant to Penal Code Section 11105.2.

Retention of criminal history records beyond this time should be based on documented legal authority and need. Any records retained must be stored in a secured, confidential file. The agency should designate a specific person responsible for the confidentiality of the record and have procedures to prevent further dissemination of the record, unless such dissemination is specifically provided for by law or regulation.

As an agency receiving background clearance information in response to the submission of applicant fingerprint cards to DOJ you are aware of the regulations regarding the security of the hard copy information which you currently receive. The purpose of this Subscriber Agreement is to restate existing regulations and clarify how they apply to the electronic receipt of this same information via fax or e-mail. There are no new regulations. Items 1, 2, 4, 5, and 7 restate existing regulations relative to receiving hard copy information; item 2 has been expanded to include electronic information. Items 3 and 6 are intended to clarify these regulations relative to electronic information.

APPLICANT FINGERPRINT RESPONSE

SUBSCRIBER AGREEMENT

In accordance with section 11077 of the Penal Code, the Attorney General is responsible for the security of criminal offender record information. Section 707(a) of the California Code of Regulations requires that **“Automated systems handling criminal offender record information and the information derived therefrom shall be secure from unauthorized access, alteration, deletion or release. The computer terminals shall be located in secure premises”**.

This agreement is between the (name of agency) _____ and the California Department of Justice for the purposes of the exchange of criminal offender record information. The above agrees that:

1. Criminal offender record information and the information derived therefrom shall be accessible only to the records custodian and/or hiring authority charged with determining the suitability of the applicant.
2. Confidential information received electronically or via mail shall be used solely for the purpose for which it was requested and shall not be reproduced for secondary dissemination.
3. Notwithstanding other statutory authority, information received shall not be stored electronically and will be destroyed after the hiring or licensing determination. Destruction of this information shall be to the extent that the identity of the individual can no longer be reasonably ascertained.
4. Criminal history background checks have been completed on all individuals with access or proximity to terminals or fax machines receiving criminal offender record information.
5. Staff with access to criminal offender record information have received training and counseling on the handling of criminal offender record information and have signed employment statement forms acknowledging an understanding of the criminal penalties for the misuse of criminal offender record information (Penal Code Sections 502, 11142 and 11143).

6. Reasonable measures shall be taken to locate terminals and fax machines in a secure area to provide protection from unauthorized access to criminal offender record information by other than authorized personnel. Access is defined as the ability to view criminal offender record information on a terminal or on paper.
7. Pursuant to Section 702 of the California Code of Regulations, authorized agencies violating this agreement may lose direct access to criminal offender record information maintained by the Department of Justice.

Agency Name

Agency Address

Agency Phone Number

Signature of Official

Printed Name of Official

Title of Official

Date

Please return the Request Form, Notification of ORI, Mail Code and/or Billing Number Assignment and Subscriber Agreement to:

Department of Justice
Applicant Processing Program-Live Scan Request
P.O. Box 903417
Sacramento, CA 94203-4170



THE DEPARTMENT OF JUSTICE

**BUREAU OF CRIMINAL IDENTIFICATION AND
INFORMATION**

APPLICANT PROCESSING PROGRAM

LIVE SCAN REQUEST PACKET

**DEPARTMENT OF JUSTICE
BUREAU OF CRIMINAL IDENTIFICATION AND INFORMATION
APPLICANT PROCESSING PROGRAM
LIVE SCAN REQUEST PACKET**

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**STATE OF CALIFORNIA
DEPARTMENT OF JUSTICE
BUREAU OF CRIMINAL IDENTIFICATION AND INFORMATION
APPLICANT LIVE SCAN**

OVERVIEW

Applicant Live Scan is a system for the electronic submission of applicant fingerprints and the subsequent automated background check and response. Live scan technology replaces the process of recording an individual's fingerprint patterns manually through a rolling process using ink and a standard 8" x 8" fingerprint card. Fingerprints can be printed and submitted on an 8" x 8" fingerprint card* or digitized through an electronic process (Live Scan), enabling the electronic transfer of the fingerprint image data, in combination with personal descriptor information, to central computers at the Department of Justice. This transfer of information takes place in a matter of seconds, instead of the days required to send hard copy fingerprint cards through the U.S. mail. The applicant visits an Applicant Live Scan satellite location where the fingerprint images and related data are electronically transmitted to the Department of Justice. The recent, rapid expansion of the number of applicant live scan devices has resulted in an ever increasing volume of applicants availing themselves of live scan technology.

With live scan, instead of the hard fingerprint card used in the manual process, the applicant is provided with a "Request for Live Scan Service" form (BCII 8016). The applicant is also provided with a list of nearby live scan locations and must go to one of the specified locations to submit fingerprints. At these locations, a trained operator enters the information from the BCII 8016 form into the live scan terminal and initiates the live scan fingerprinting process. After successful electronic capture of the fingerprint images and the accompanying data, the information is electronically transmitted to the Department of Justice.

Once the fingerprints and data are received by the Department of Justice they are electronically processed by the DOJ Networked AFIS Transaction Management System (NATMS). Most live scan submissions which have no data or quality errors and do not result in possible criminal history matches are processed automatically and are responded to electronically. Live scan transmissions requiring analysis of a criminal record are electronically sent to the Applicant Response Unit for analysis and dissemination. Live scan submissions are responded to by electronic mail, fax and/or U.S. mail when the electronic mail response or fax is not available.

The Department of Justice will also coordinate other electronic processes resulting from the automated submissions of fingerprints, including forwarding the fingerprints to the FBI (if required) and coordinating the collection of associated fees.

In order to request this service, you must first be authorized by the Department of Justice. You can obtain the forms to start the authorization process at www.caag.state.ca.us/fingerprints/forms.htm. If your agency has been previously authorized, complete the appropriate forms in this packet and submit them to the Department of Justice.

The demands on the Applicant Program continue to increase as the legislature and various public and private agencies recognize the importance of requiring fingerprint based criminal background checks for various employment, licensing and certification purposes. We sincerely hope that this information will be useful and will answer your questions about the electronic processing of fingerprints in California.

*** While DOJ strongly encourages the use of live scan technology, the use of the manual hard card will still be accepted and processed utilizing the standard FD-258 fingerprint card. These can be ordered by calling (916) 322-2209.**

EXAMPLE
REQUEST FORM FOR ASSIGNMENT OF
CONTRIBUTING AGENCY ORI AND/OR RESPONSE MAIL CODE

In order to submit via live scan, you must have an ORI code to identify your agency. Also, if you wish to receive an electronic or FAX response, you must request a Response Mail Code. Note that electronic responses will be sent to a secure electronic mailbox from which you will retrieve your messages. Please check below all that apply. If you wish to receive responses by mail, you need only request an ORI for live scan transmission. **In order to receive a Mail Code number, you must have a completed Subscriber Agreement (copy enclosed) on file or included with this request.**

Request for ORI ① Request for Electronic Mailbox Mail Code Request for Fax Mail Code

Contributing Agency Name: ② _____

Mailing Address: _____

City, State and Zip Code: _____

Contact Person Name: ③ _____ Phone Number: (____) _____ ④ _____

Please check the box(es) for the types of applicants for whom you will be submitting:

Employment ⑤ _____

Title or Position (i.e., Classified Employee)

License, Certification, Permit ⑥ _____

⑦ _____

Identify Licensing Agency (as it would appear on Fingerprint card, i.e. Dept of Social Services)

Volunteers ⑧

- If all responses will go to the same Electronic Mailbox or Fax number, please check and provide information here:

⑨

Electronic Mailbox - All Submissions
If no Mailbox, Fax Number _____

- If you wish to designate more than one Electronic Mailbox or Fax number to receive responses at different locations (according to application type), please check and provide information here:

⑩ Electronic Mailbox- Employment
If no Mailbox, Fax number _____

Electronic Mailbox - License, Certification, Permit
If no Mailbox, Fax number _____

Electronic Mailbox - Volunteers
If no Mailbox, Fax number _____

ORI's and mail code number(s) will be assigned by the DOJ and returned to you on the attached form. Please fill in your agency address as indicated and enclose the form with your request.

**GUIDELINES FOR COMPLETING
“REQUEST FORM FOR ASSIGNMENT OF CONTRIBUTING
AGENCY ORI AND/OR RESPONSE MAIL CODE”**

CATEGORY	INSTRUCTIONS	COMMENTS
1) Request for ORI, Electronic Mailbox Mail Code or Fax Mail Code:	Request for ORI box is mandatory if you want to submit via live scan. Your agency will be assigned a code by DOJ. Check other boxes if you wish to receive an Electronic or FAX response.	Note: Electronic responses will be sent to a secure electronic mailbox from which you will retrieve your messages.
2) Contributing Agency Name and Mailing Address:	Agency name as you currently submit on your fingerprint cards, or the name that appears on your authorization letter. Your agency’s mailing address, agency’s city, state and zip code.	
3) Contact Person:	Enter name of the person within your agency DOJ can contact if any questions arise.	
4) Phone Number:	Enter the contact person’s phone number.	
5) Employment:	Check this box if you submit for employees and enter title or position. If you submit for all employees, state “all employees”	
6) License, Certification, Permit:	Check this box if you submit for licenses, certifications or permits and enter the types. If you submit for all licenses, certifications and permits, enter “all”.	
7) Identify Licensing Agency:	If you checked the License, Certification, Permit box, please provide the licensing agency as it would appear on a fingerprint card.	
8) Volunteers:	Check this box if you submit for volunteers.	
9) Electronic Mailbox or FAX number:	Check this box if ALL SUBMISSIONS will be going to the same electronic mailbox and or FAX number. If FAX provide the agency’s Fax number.	
10) Designate More Than One Electronic Mailbox or FAX number:	Check the boxes that apply. If FAX please provide the Agency’s Fax numbers.	Note: Electronic mailbox will be set up according to application type.

REQUEST FORM FOR ASSIGNMENT OF CONTRIBUTING AGENCY ORI AND/OR RESPONSE MAIL CODE

In order to submit via live scan, you must have an ORI code to identify your agency. Also, if you wish to receive an electronic or FAX response, you must request a Response Mail Code. Note that electronic responses will be sent to a secure electronic mailbox from which you will retrieve your messages. Please check below all that apply. If you wish to receive responses by mail, you need only request an ORI for live scan transmission. **In order to receive a Mail Code number, you must have a completed Subscriber Agreement (copy enclosed) on file or included with this request.**

Request for ORI Request for Electronic Mailbox Mail Code Request for Fax Mail Code

Contributing Agency Name: _____

Mailing Address: _____

City, State and Zip Code: _____

Contact Person Name: _____ Phone Number: (____) _____

Please check the box(es) for the types of applicants for whom you will be submitting:

Employment _____

Title or Position (i.e., Classified Employee)

License, Certification, Permit _____

Identify Licensing Agency (as it would appear on Fingerprint card, i.e. Dept of Social Services)

Volunteers

● If all responses will go to the same Electronic Mailbox or Fax number, please check and provide information here:

Electronic Mailbox - All Submissions
If no Mailbox, Fax Number _____

● If you wish to designate more than one Electronic Mailbox or Fax number to receive responses at different locations (according to application type), please check and provide information here:

Electronic Mailbox- Employment
If no Mailbox, Fax number _____

Electronic Mailbox - License, Certification, Permit
If no Mailbox, Fax number _____

Electronic Mailbox - Volunteers
If no Mailbox, Fax number _____

ORI's and mail code number(s) will be assigned by the DOJ and returned to you on the attached form. Please fill in your agency address as indicated and enclose the form with your request.



**BUREAU OF CRIMINAL IDENTIFICATION
AND INFORMATION**
P.O. BOX 903417
SACRAMENTO, CA 94203-4170

**NOTIFICATION OF
ORI, MAIL CODE AND/OR BILLING NUMBER ASSIGNMENT**

Requesting Agency - please provide complete address. Also, please enclose a self-addressed mailing label so that we may return important information to you.

[_____]

[_____]

Listed below are the ORI, Mail Code and/or Billing Number assigned to your agency for applicant responses. Should your Internet address or Fax number change, you must notify the Department of Justice immediately. Please forward any changes to the above address, **Attention: Applicant Program.**

ORI _____

Mail Code _____

Billing Number _____

If separate response locations have been requested, the assigned codes are as follows:

Type	ORI	Mail Code
Employment	_____	_____
Licensing, Certification or Permit	_____	_____
Volunteer	_____	_____

Please return the Request Form, Notification of ORI, Mail Code and/or Billing Number Assignment and Subscriber Agreement to:

Department of Justice
Applicant Processing Program-Live Scan Request
P.O. Box 903417
Sacramento, CA 94203-4170



BUREAU OF CRIMINAL IDENTIFICATION AND INFORMATION
4949 BROADWAY
P.O. BOX 903417
SACRAMENTO, CA 94203-4170
Public: (916) 227-3823

APPLICANT SUBMITTING AGENCY REQUEST TO CHANGE :

- Agency Name
- Agency Address
- E-mail Address for Applicant Responses
- Fax Number for Applicant Responses
- Contact Person / Phone Number

OLD INFORMATION	CURRENT (NEW) INFORMATION
Agency Name: _____	Agency Name: _____
Agency Address: _____ _____	Agency Address: _____ _____
E-mail Address: _____	E-mail Address: _____
Fax Number : _____	Fax Number : _____
Contact Person / Phone #: _____	Contact Person / Phone #: _____

Requestor Information	
Name: _____	Agency Name: _____
Signature: _____	AORI _____ Mail Code _____
Date: _____	Telephone Number: _____

Mail or fax this form to:

Department of Justice
Applicant Processing Program
P.O. Box 903417
Sacramento, CA 94203-4170

Fax number: (916) 227-2000

FOR DOJ USE ONLY:

- _____ Update Authorized Agency List
- _____ Update ORI Tables
- _____ Update RDU Mailing Labels
- _____ Notify Record Security
- _____ Notify Field Operations
- _____ Notify Accounting

DEPARTMENT OF JUSTICE APPLICANT LIVE SCAN BILLING PROCEDURES

With the implementation of Applicant Live Scan, the Department of Justice (DOJ) developed new procedures for the collection of fees and billing information. The first requirement for participation in this Applicant Live Scan is providing the DOJ with billing authorization to allow fee collection for services provided. Authorization must be provided in one of the following ways:

- Non-state live scan agencies (e.g. public schools) must complete a Memorandum of Understanding;
- State agencies (e.g. Social Services) with live scan devices must complete a new Interagency Agreement even if they currently have one; or
- Applicant agencies which wish to be billed for submitting fingerprints via live scan must complete a Fingerprint Services Billing Account Application.

These documents will result in the assignment of a unique billing number which must be entered by the live scan operator on all live scan transmissions. If your agency already has a billing number for the processing of manual fingerprint cards, the same billing number can be used for applicant live scan.

The following actions must occur to generate a monthly invoice for services and to ensure that the correct agency is billed for services received.

- The live scan operator must input a billing number on every applicant live scan transmission sent to the DOJ. The billing number keyed should be either the number for the live scan agency or the licensing applicant agency, to be determined as follows:
 - **Live Scan Agency:** If the live scan agency collects cash or a check for payment of the DOJ and/or federal services, the live scan agency **must be** the agency billed. In this case, the operator must always enter the billing number of the live scan agency into the transmission.

Please note: If the applicant is fee exempt, the live scan operator must still enter the live scan agency's billing number into the transmission. No charges will be billed to the agency for fee exempt transmissions.
 - **Applicant Agency:** If the live scan agency does not collect payment, then the contributing applicant agency **must be** the agency billed. In this case, the live scan operator must always enter the applicant agency's billing number on the transmission. This number is found in the Contributing Agency Section (in the area titled "BIL") of the Request for Live Scan Applicant Submission form. This form must be provided by the applicant. If the applicant is not fee exempt, does not pay for services and there is no "BIL" number on the Applicant Submission form, the live scan operator **should not** fingerprint the applicant.

- The DOJ Accounting Office will generate invoices based on the live scan transmission information thirty days in arrears. Based on the monthly billing cycle, agencies will be billed for transmissions occurring between the first day and the last day of the prior month. Agencies will generally receive invoices within the first ten working days of the month.
- BCII Administration will provide billing detail upon request. To request detail, the agency must call (916) 227-3870 and make an initial request. The agency will then be put on a list and will receive detail monthly. The detail will consist of the applicant's name, fingerprint date, social security number (if available) and total fees billed.
- Payment to the DOJ should be made within thirty days of receipt of the billing invoice. If there are discrepancies, please pay promptly for those charges with which you agree, and short pay the invoice by the amount of charges in dispute.
- The live scan agency will be responsible for payment if the operator fails to input a billing number or inputs an incorrect billing number and/or applicant agency information, and the DOJ cannot determine which agency should be billed for the transmission.

Please call the Bureau of Criminal Identification and Information (BCII) at (916) 227-3870 to establish a billing account number only (if ORI and mail codes have already been established) and to resolve discrepancies or live scan invoice problems.

**DEPARTMENT OF JUSTICE
APPLICANT FINGERPRINT SERVICES
BILLING COVER SHEET**

Completion of this form is required for all agencies requesting an ORI number. Applicant agencies who do not wish to establish a billing account with DOJ should check the appropriate box below, complete the agency information, sign and return. Applicant agencies who currently have a billing account with DOJ or would like to establish one, please check the appropriate box and complete the applicable billing document described below.

- Do not establish a billing account at this time. Applicable fees will be paid at the time fingerprint services are rendered. (No additional forms are required.)
- Billing account currently exists with the DOJ. Account # _____.
- Establish a billing account for Applicant Fingerprint Services.

Completion of one of the enclosed billing documents is required to provide the DOJ with billing authorization to allow fee collection for services provided. Agencies with a live scan device on site are required to maintain a billing account with the DOJ. Applicant agencies without a live scan device wishing to participate in the DOJ billing process must complete and sign the billing document applicable to your agency, as described below.

- State Agencies **with** a live scan device must complete the Interagency Agreement for Live Scan Agency - (STD 13) **Note: This form must be completed even if agency already has a billing contract with DOJ.**
- Non-state agencies **with** a live scan device must complete the Live Scan Agency Memorandum of Understanding (9/98) **Note: This form must be completed even if agency has a billing contract with DOJ.**
- Applicant agencies wishing to be billed for submitting fingerprints via live scan **must** complete a Fingerprint Services Billing Account Application (11/98) **Note: Applicant agencies with an existing billing contract with DOJ do not have to submit another billing account application.**

Agency Name: _____

Address: _____

City, State, Zip: _____

Contact Person: _____

Phone: _____

Authorized Signature: _____

Printed Name and Title: _____

**DEPARTMENT OF JUSTICE-APPLICANT AGENCY FINGERPRINT SERVICES
BILLING ACCOUNT APPLICATION**

PLEASE PRINT OR TYPE

APPLICATION DATE: _____

FIRM NAME: _____

ADDRESS: _____

CITY, STATE, ZIP: _____

BILLING ADDRESS (IF DIFFERENT): _____

CONTACT PERSON: _____

TELEPHONE NUMBER: _____

FEDERAL ID*: _____

SOCIAL SECURITY NUMBER*: _____

BANK INFORMATION:

NAME/BRANCH		
STREET	CITY	ZIP
ACCOUNT NUMBER		

OWNERSHIP DATA:

_____ Sole Proprietorship	_____ Local Government
_____ Partnership	_____ State Government
_____ Corporation	_____ Federal Government
_____ School District	

REFERENCES: Please give two companies that we may contact for references.

_____	Name
_____	Address
_____	City State Zip
_____	Account Number
_____	Telephone Number

_____	Name
_____	Address
_____	City State Zip
_____	Account Number
_____	Telephone Number

I, the undersigned, have the authority to conduct business for this enterprise, and confirm that the above information is true and correct. I give my permission to the Department of Justice (DOJ) to confirm all information herein and to request a credit report at DOJ's discretion.

Signature Name and Title Telephone Number

Return to: **Department of Justice
Applicant Processing Program-Live Scan Request
P.O. Box 903417
Sacramento, CA 94203-4170**

This form constitutes an application to receive services from the DOJ and obligates the applying agency for payment of any services received. Rates are subject to change with 30 days notice. *Failure to provide a Federal ID # and Social Security Number will result in processing delays.

ORDER FORM**REQUEST FOR LIVE SCAN SERVICE - APPLICANT SUBMISSION****FORM BCII 8016/8016A****BY FAX: (916) 227-2000****BY PHONE: (916)322-2209**
Press Option 7**BY MAIL: DEPARTMENT OF JUSTICE**
APPLICANT PROCESSING PROGRAM-LIVE SCAN REQUEST
P.O. BOX 903417
SACRAMENTO, CA 94203-4170**PLEASE INCLUDE THE FOLLOWING INFORMATION:****AMOUNT ORDERED _____ (PLEASE LIMIT YOUR ORDER TO A 3 MONTH SUPPLY)****Agency Name:** _____**Contact Person:** _____**Mailing Address:** _____

Street

City

State

Zip

Phone Number: _____**Date Requested:** _____-----
FOR DOJ USE ONLY**DATE MAILED:** _____

APPLICANT FINGERPRINT TRANSACTION FOLLOW-UP REQUEST

This form is to be used for requesting the processing status of an employment, licensing or certification fingerprint clearance where no response has been received. This form is not intended to be used for updating an agency's file with current criminal history information or any other record keeping purpose.

To: Bureau of Criminal Identification and Information
 Applicant Processing Program
 P.O. Box 903417
 Sacramento, CA 94203-4170
 (916) 227- 3823 FAX (916) 227-2000

Requestor: _____

Telephone Number: _____

Date _____

Type of Application _____

FINGERPRINT CARD
 (30 Working Days)

LIVESCAN
 (7 Working Days)

ATI Transaction number _____

Contributing Agency and Address

FOLLOW-UP REQUEST FOR

CALIFORNIA FINGERPRINT CLEARANCE OR FBI FINGERPRINT CLEARANCE

Applicant's Name Last		First	Middle	
Maiden or Alias		DOB (Mandatory)	Sex	Date Print or Transaction Submitted
CII # (Optional)	SOC #		DL#	

FOLLOW-UP REPLY:

- We have no record of receipt of this fingerprint transaction. Please resubmit with a copy of a transmittal form, cancelled check for proof of previous payment, or livescan (ATI) transaction number.
- Your fingerprint transaction was received and processed. The results are attached. If your agency has an electronic mail code, please verify that the correct code was used and the e-mail or fax address shown on this response is correct.
- A search of Bureau files did show the fingerprint transaction was partially processed. However, the transaction was rejected on _____ because of poor quality fingerprints. Please reprint and resubmit with the rejection notice or with livescan (OATI) transaction number.
- Your fingerprint transaction has been received, however, there has been a delay in processing. If you do not receive a reply in 30 days, please resubmit a follow-up request with a copy of this form.
- A fingerprint transaction for a subject with a similar name and date of birth has been located and is in process. However, we are unable to determine if this is the fingerprint transaction submitted by your agency. If you do not receive a reply in 15 days, please resubmit a follow-up request with a copy of this form.
- Other _____