



REQUEST FOR LIVE SCAN SERVICE

Applicant Submission

Employee ID: _____

Instructions:

1. Fill in the blanks in the highlighted areas with clear print.
2. Make an appointment with the Contra Costa County Sheriff's Office by calling 925-957-7104, Monday-Friday from 9:00am-5:00pm. **No Walk-Ins! Without an appointment, you will NOT be seen!**
3. Bring this completed form with valid forms of ID (State ID (U.S. state), Passport, Permanent Resident Card or Military ID, if non-US has to be translated in English) to **2530 Arnold Drive, Ste. 170, Martinez, CA 94453** during your appointment time. Do not go to any other Sherriff Department locations.
4. Be on time. **If 10 minutes late, you must re-schedule.**
5. Give one copy to the Sheriff's Department, one copy to the college, and one copy to yourself.

ORI: <u>A0594</u> <small>Code Assigned by DOJ</small> Job Title: <input checked="" type="checkbox"/> Police Officer / Auxiliary	Type of Application: <u>Police Officer - Fire Arms</u>
Agency authorized to receive criminal history information <u>Contra Costa Community College District</u> <small>Agency Address Set Contributing Agency</small> <u>500 Court Street, 4th Floor</u> <small>Street No. Street or PO Box</small> <u>Martinez CA 94553</u> <small>City State Zip Code</small>	
<u>02154</u> <small>Mail Code (five-digit code assigned by DOJ)</small> <u>Lorena Cortez</u> <small>Contact Name (Mandatory for all school submissions)</small> <u>(925) 229-6851</u> <small>Contact Telephone No.</small>	
Name of Applicant: _____, _____ <small>(Please Print) Last First MI</small> Alias: _____ Date of Birth: _____ Sex: <input type="checkbox"/> Male <input type="checkbox"/> Female Height: _____ Weight: _____ Eye Color: _____ Hair Color: _____ Place of Birth: _____ Social Security Number: _____	
Driver's License No. _____ Agency Billing No. <u>144392</u> Misc. No: _____ Home Address: _____	
Your Number: _____ <small>OCA No. (Agency Identifying No.) If resubmission, list original ATI No.</small>	
Level of Service: <input checked="" type="checkbox"/> DOJ <input checked="" type="checkbox"/> FBI	
Employer: (Additional Response for Agencies listed by Statute) Campus Location: <input type="checkbox"/> DO <input type="checkbox"/> DVC <input type="checkbox"/> LMC <input type="checkbox"/> CCC <input type="checkbox"/> Off Campus/Other <hr/> <small>Street No. Street or PO Box</small> _____ <small>Mail Code (five digit code assigned by DOJ)</small> _____ <small>City State Zip Code</small> _____ <small>Agency Telephone No. (Optional)</small> _____	
Live Scan Transaction Completed By: _____ <small>Name of Operator Date</small> <hr/> <small>Transmitting Agency ATI No.</small> _____ <small>Amount Collected/Billed</small> _____	

IMPORTANT INFORMATION FOR LIVE SCAN FINGERPRINTING APPLICANTS

What is Live Scan?

Live scan is an inkless electronic system designed to capture an individual's fingerprint images and demographic data (name, sex, race, date of birth, etc.) in a digitized format that can be transmitted to the Department of Justice and other agencies for processing. Live scan fingerprint technology provides a fast, easy way of capturing fingerprint images and transmitting them to get a quick criminal history record response.

How does it work?

Fingerprint impressions are taken by placing an individual's fingers against a glass platen and scanning them. The scanned images are digitized and packaged with the demographic information that must be keyed into the system. Both sets of data are then electronically forwarded to the Department of Justice system for processing. Most live scan submissions are processed and results returned within 72 hours.

Live Scan Fingerprinting Services:

Live Scan technology allows digitally scanned fingerprints to be submitted electronically to the Department of Justice within a matter of minutes and allows criminal background checks to be processed usually within 72 hours. It is the responsibility of the applicant to obtain the correct forms for their fingerprinting services.

How to make an appointment:

Make an appointment with the Contra Costa County Sheriff's Office by calling 925-957-7104, Monday-Friday from 9:00am-5:00pm. **No Walk-Ins! Without an appointment, you will NOT be seen!**

Bring this completed form with valid forms of ID (State ID (U.S. state), Passport, Permanent Resident Card or Military ID, if non-US has to be translated in English) to:

**Contra Costa County Sheriff's Department
2530 Arnold Drive, Ste. 170
Martinez, CA 94453**

Do not go to any other Sheriff Department locations. Be on time. **If 10 minutes late, you *must* re-schedule.**

What do I need to bring with me?

Applicants must bring to their appointment a completed Live Scan Request Form (also located on the CCCC website at <http://www.4cd.edu/hr/fingerprinting/Forms/AllItems.aspx>) and should have a valid social security number on the form along with a valid form of government issued photo identification, and the identification presented must be current! Expired identification, DMV photo receipts will not be accepted per Department of Justice requirements.

Examples of acceptable forms of identification are:

- State ID (U.S. state),
- Passport,
- Permanent Resident Card or
- Military ID,
- Current School ID if you are 18 years or younger

*Expired IDs are not accepted as means of verifying identification.

What are the final steps?

Give one copy to the Sheriff's Department, one copy to the college, and keep one copy for yourself.