

# Live Scan / Ink & Paper Fingerprinting Services

There are over a hundred types of employment that require live scan fingerprinting (background checks). If you've been given a live scan form by your employer just bring it in, but if not, we'll help you through the process.

## Here are a few of the more common background checks and fees

**Record Review:** Individuals have the right to request a copy of their own criminal history record from the Department of Justice. To receive a copy of **YOUR** criminal history record, individuals must submit live scan fingerprint images. \$25 processing fee to the DOJ and \$25.00 rolling fee. **(\$50.00 TOTAL)**

**IHSS Caregiver, Valet Parking, Medical Marijuana Dispensary...** would be required to pay the following fees. Department of Justice-\$32.00 and a \$25.00 Rolling Fee = **\$57.00 TOTAL**

**Foster Family Home** would be required to pay the following fees. Department of Justice-\$32.00 FBI-\$00.00 Child Abuse Central Index-\$00.00 and a \$25.00 Rolling Fee = **\$57.00 TOTAL**

**RN / Home Care Aide / Notary Public / Real Estate Agent / Security Guard / EMT / Teacher Credentialing...** would be required to pay the following fees. Department of Justice-\$32.00 FBI-\$17.00 and a \$25.00 Rolling Fee = **\$74.00 TOTAL**

**Physician and Surgeon / Lottery License / Liquor License and some others** may be required to pay only a rolling fee because the live scan fees were included in their licensing application. The live scan form will include an **agency billing number** if applicable. \$25.00 Rolling Fee = **\$25.00 TOTAL**

**Residential Care Facility for Elderly** would be required to pay the following fees. Department of Justice-\$32.00 FBI-\$17.00 Department of Social Services-\$10.00 and a \$25.00 Rolling Fee = **\$84.00 TOTAL**

**Certified Fingerprint Roller** would be required to pay the following fees. Department of Justice-\$32.00 FBI-\$17.00 Secretary of State-\$25.00 and a \$25.00 Rolling Fee = **\$99.00 TOTAL**

**Child Care Center Employee – Pre-School with 6 or more children** would be required to pay the following fees. Department of Justice-\$42.00 FBI-\$17.00 Child Abuse Central Index-\$15.00 and a \$25.00 Rolling Fee = **\$99.00 TOTAL**

**Custodian of Records** would be required to pay the following fees. Department of Justice-\$32.00 FBI-\$17.00 DOJ confirmation fee-\$30.00 and a \$25.00 Rolling Fee = **\$104.00 TOTAL**

**Security Guard with Firearm** would be required to pay the following fees. Department of

Justice-\$32.00 FBI-\$17.00 Firearm Eligibility application fee-\$38.00 and a \$25.00 Rolling Fee  
= **\$112.00 TOTAL**

**Visa / Immigration:** California law allows you to request a record clearance from the DOJ for Visa/Immigration purposes. If you currently reside in California, with limited exceptions, you must submit your fingerprints electronically from a Live Scan site. Department of Justice-\$32.00 and a \$25.00 Rolling Fee = **\$57.00 TOTAL**

## Ink & Paper Fingerprinting

### FBI: Criminal History Summary Check (Background Check)

Results within 7-14 days

#### **Electronically Submit Your Request Directly to the FBI**

**Step 1:** Go to <https://www.edo.cjis.gov>.

**Step 2:** Follow the steps under the “Obtaining Your Identity History Summary” section.

Complete the online application - pay the **\$18.00** fee and print your receipt.

Come to us and we'll roll your fingerprints with Ink on Form FD 258. **\$25.00**

Mail completed application and FD 258 fingerprint card to:

FBI CJIS Division – Summary Request  
1000 Custer Hollow Road  
Clarksburg, WV 26306

Don't forget your ID. Below is a list of acceptable ID's.

**PRIMARY FORMS OF ID:** CA DMV Driver's License or ID or out-of-state driver's license.

## **NO ID - NO PROBLEM**

**If the applicant does not have a valid California ID we may still be able to submit the application with a combination of four secondary and/or supplemental forms of documents.**

SECONDARY FORMS OF ID: US Passport, Birth Certificate, Foreign Passport with INS stamp, Certificate of Citizenship, Marriage Certificate. Resident Alien Card, Temporary Resident ID Card, Employment Authorization Card

SUPPLEMENTAL DOCUMENTS:: Utility bill with address, Vehicle registration, Paycheck stub with name and address, Spouse/Parent Affidavit, Cancelled check or bank statement, Mortgage documents.

For a complete list of primary & secondary acceptable forms of ID and supplemental documents, please stop in and we'll help you through the process.