



www.slobigs.org, office@slobigs.org, fax (805) 781-3029

San Luis Obispo: 142 Cross Street, Suite 140 (805) 781-3226
Mailing Address: P.O. Box 12644, San Luis Obispo, CA 93406

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Live Scan Locations in SLO County (2019)	Hours	Rolling Fee	Acceptable Forms of Payment
ARROYO GRANDE - DM5 Digital Impressions Live Scan and Notary 405 East Branch Street, Suite #109A Arroyo Grande, CA 93420 (805) 280-8817 digitalimpressionslivescan@gmail.com	<u>Mon - Thurs:</u> 10:00AM-4:00PM Walk-ins & Appt. <u>Friday:</u> 11:00AM-3:00PM Walk-ins & Appt. <u>Sat - Sun:</u> 11:00AM-4:00PM Appt. only	\$25 Additional \$10 fee on weekends	Cash Cashier's Check Checks Credit Cards Debit Cards Money Order
ATASCADERO - U53 * Atascadero Police Dept. 5505 El Camino Real Atascadero, CA 93422 (805) 461-5051	<u>Thursday:</u> 12:00PM-3:30PM Appt. only	\$33	Cash Checks Money Order
ATASCADERO Morro Road Education Center 8005 Morro Road Atascadero, CA 93422 (805) 782-7236	<u>Friday:</u> 8:30AM-4:00PM	\$20	Cash Cashier's Check Checks Credit Cards Money Order
ATASCADERO - EP5 Perry's Parcel & Gift 7395 El Camino Real . Atascadero, CA 93422 (805) 466-3200 Fax (805) 466-7719 operations@perrysparcel.com	<u>Mon - Fri:</u> 9:30AM-5:00PM Walk-ins <u>Saturday:</u> 10:00AM-4:00PM Walk-ins	\$25	Billing Accounts Cash Cashier's Check Checks Credit Cards Debit Cards
MORRO BAY - U56 Morro Bay Police Department 850 Morro Bay Blvd, Morro Bay, CA 93442 (805) 772-6225 tponder@morro-bay.ca.us	<u>Mon - Fri:</u> 9:00AM-1:00PM Appt. only	\$23	Billing Accounts Cash Checks
PASO ROBLES - U52 * Paso Robles Police Dept. 900 Park Street Paso Robles, CA 93446 (805) 227-7500 Fax (805) 238-5592 prcity.com	<u>Mon - Fri:</u> 8:00AM-4:30PM Appt. only	\$37	Cash Cashier's Check Checks Company Checks Credit Cards Debit Cards
SAN LUIS OBISPO - FP2 The UPS Store 4581 3940-7 Broad Street San Luis Obispo, CA 93401 (805) 549-0200 store4581@theupsstore.com	<u>Mon-Fri:</u> 8:30AM-6:00PM <u>Sat-Sun:</u> 9:00AM-4:30PM	\$35	Cash Cashier's Check Checks Credit Cards Money Order



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SAN LUIS OBISPO - V25 * Cuesta College Police Department CCPD Business Office (live scan location) Highway 1, Building 6600A San Luis Obispo, CA 93405	<u>Mon - Fri:</u> 10:00AM-3:00PM Appt. only	\$15	Cash Check Credit Card Debit Card
SAN LUIS OBISPO - U59 San Luis Obispo Co. Office of Edu. 3350 Education Drive, , Highway 1 San Luis Obispo, CA 93405 (805) 782-7236	<u>Mon - Thurs:</u> 8:30AM-4:00PM Appt. only	\$20	Cash Cashier's Check Checks Credit Cards Money Order
SAN LUIS OBISPO - U55 * San Luis Obispo Co. Sheriff 1585 Kansas Avenue San Luis Obispo, CA 93401 (805) 781-4575	<u>Tues - Fri:</u> 8:00AM-4:00PM Appt. only	\$21	Cash Checks

ALL FEES SUBJECT TO CHANGE



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STATE OF CALIFORNIA
BCIA 8016
(Rev. 05/2018)

DEPARTMENT OF JUSTICE
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REQUEST FOR LIVE SCAN SERVICE

Print Form

Reset Form

Applicant Submission

A6235
ORI (Code assigned by DOJ)

Volunteer
Authorized Applicant Type

Volunteer
Type of License/Certification/Permit OR Working Title (Maximum 30 characters - if assigned by DOJ, use exact title assigned)

Contributing Agency Information:
Big Brothers Big Sisters of San Luis Obispo County
Agency Authorized to Receive Criminal Record Information
P.O. Box 12644
Street Address or P.O. Box
San Luis Obispo CA 93406
City State ZIP Code
05190
Mail Code (five-digit code assigned by DOJ)
Jenny Luciano
Contact Name (mandatory for all school submissions)
(805) 781-3226
Contact Telephone Number

Applicant Information:

Last Name First Name Middle Initial Suffix
Other Name (AKA or Alias) Last First Suffix
Date of Birth Sex Male Female
Height Weight Eye Color Hair Color
Place of Birth (State or Country) Social Security Number
Home Address Street Address or P.O. Box
City State ZIP Code

Your Number: N/A N/A
OCA Number (Agency Identifying Number)

Level of Service: [X] DOJ [] FBI
(If the Level of Service indicates FBI, the fingerprints will be used to check the criminal history record information of the FBI)

If re-submission, list original ATI number:
(Must provide proof of rejection)

N/A
Original ATI Number

Employer (Additional response for agencies specified by statute):

Employer Name Mail Code (five digit code assigned by DOJ)
Street Address or P.O. Box
City State ZIP Code Telephone Number (optional)

Live Scan Transaction Completed By:

Name of Operator Date
Transmitting Agency LSID ATI Number Amount Collected/Billed

INSTRUCTIONS FOR COMPLETING REQUEST FOR LIVE SCAN SERVICE APPLICANT SUBMISSION FORM

Be sure to take identification to the live scan site. You must show ID prior to having your fingerprints taken. The following information must be printed or typed on the form. All other spaces on the form should remain blank.

Name of Applicant: Enter your full name.

Alias: Enter any other names you have used.

Date of Birth: You must provide your date of birth in order for the Secretary of State's Office to process your background check.

Sex: Gender (male or female)

Height

Weight

Eye Color

Hair Color

Place of Birth

SOC: Social Security Number.

Driver's License No.: California driver's license number. If you do not have a California driver's license, enter other identifying numbers such as another state driver's license number or California ID card number.

Agency Billing No.: Please be prepared to pay the fingerprint processing fee and the rolling fee at the live scan site (cash, check or money order). Be sure to call the live scan site to determine the acceptable type of payment and the amount of the required fee.

Agency/OCA No.: Enter your driver's license number or birth date.

IMPORTANT: Retain one copy of the Request for Live Scan Service form for your records in case you need to have your prints retaken. This copy will serve as your proof that you have paid the fingerprint processing fee so you will not be required to pay again. You may, however, be required to pay for the rolling fee.

REQUEST FOR LIVE SCAN SERVICE Privacy Notice

As Required by Civil Code § 1798.17

Collection and Use of Personal Information. The California Justice Information Services (CJIS) Division in the Department of Justice (DOJ) collects the information requested on this form as authorized by Business and Professions Code sections 4600-4621, 7574-7574.16, 26050-26059, 11340-11346, and 22440-22449; Penal Code sections 11100-11112, and 11077.1; Health and Safety Code sections 1522, 1416.20-1416.50, 1569.10-1569.24, 1596.80-1596.879, 1725-1742, and 18050-18055; Family Code sections 8700-87200, 8800-8823, and 8900-8925; Financial Code sections 1300-1301, 22100-22112, 17200-17215, and 28122-28124; Education Code sections 44330-44355; Welfare and Institutions Code sections 9710-9719.5, 14043-14045, 4684-4689.8, and 16500-6523.1; and other various state statutes and regulations. The CJIS Division uses this information to process requests of authorized entities that want to obtain information as to the existence and content of a record of state or federal convictions to help determine suitability for employment, or volunteer work with children, elderly, or disabled; or for adoption or purposes of a license, certification, or permit. In addition, any personal information collected by state agencies is subject to the limitations in the Information Practices Act and state policy. The DOJ's general privacy policy is available at <http://oag.ca.gov/privacy-policy>.

Providing Personal Information. All the personal information requested in the form must be provided. Failure to provide all the necessary information will result in delays and/or the rejection of your request.

Access to Your Information. You may review the records maintained by the CJIS Division in the DOJ that contain your personal information, as permitted by the Information Practices Act. See below for contact information.

Possible Disclosure of Personal Information. In order to process applications pertaining to Live Scan service to help determine the suitability of a person applying for a license, employment, or a volunteer position working with children, the elderly, or the disabled, we may need to share the information you give us with authorized applicant agencies.

The information you provide may also be disclosed in the following circumstances:

With other persons or agencies where necessary to perform their legal duties, and their use of your information is compatible and complies with state law, such as for investigations or for licensing, certification, or regulatory purposes;

To another government agency as required by state or federal law.

Contact Information. For questions about this notice or access to your records, you may contact the Associate Governmental Program Analyst at the DOJ's Keeper of Records at (916) 210-3310, by email at keeperofrecords@doj.ca.gov, or by mail at:

Department of Justice
Bureau of Criminal Information & Analysis Keeper of Records
P.O. Box 903417 Sacramento, CA 94203-4170