



**Los Angeles County Department of Parks and Recreation
INSTRUCTIONS FOR LIVE SCAN FINGERPRINTING
CONTRACT INSTRUCTORS**

Please complete the following for Fingerprinting Services

1. Review the list of locations that provide Live Scan Services and make an appointment if necessary. You will be charged a service fee and a DOJ processing fee. The Department of Justice processing fee is \$32 and the FBI fee is \$17. The service fee varies by location as indicated on the locations list.
2. Complete your Request for Live Scan Service application form (attached). This form will be pre-filled with required routing information.
3. Arrive at the facility at your appointed time.
4. Bring the following with you to your fingerprinting appointment:
 - a. Your completed Request for Live Scan Services application,
 - b. Driver's license or other valid form of photo identification such as a passport or State DMV ID.
 - c. The form of payment you selected when you made your appointment.
5. The technician will scan your fingerprints and submit your data. This normally takes less than five minutes.
6. You will receive a signed receipt and a copy of the completed Request for Lives Scan form, which you will need to attach to your Contract Instructor application packet. Failure to attach the completed form will delay your process.
7. The results will be sent directly to the Department of Parks and Recreation.

INSTRUCTIONS FOR COMPLETING THE 'REQUEST FOR LIVE SCAN' SERVICE FORM:

NAME OF APPLICANT: Enter Full Name

AKA's: Enter any other names used

DATE OF BIRTH: Enter Date of Birth (mm/dd/yyyy)

SEX: Check appropriate box: Male or Female

HEIGHT: Enter Height: Express in Feet and Inches respectively (Do not use fractions of an inch. Example: 5' 11", 6'-01")

WEIGHT: Enter Weight: Express in pounds (Do not use fractions of a pound; round off to nearest pound. Example: 98 lbs, 188 lbs)

EYE COLOR: Enter eye color

Black	BLK	Gray	GRY	Maroon	MAR
Blue	BLU	Green	GRN	Pink	PNK
Brown	BRO	Hazel	HAZ		

HAIR COLOR: Enter hair color

Bald	BAL	Brown	BRO		
Black	BLK	Gray/Partially	GRY	Sandy	SDY
Blond	BLN	Red/Auburn	RED	White	WHI

PLACE OF BIRTH: Enter City, State and Country

SOCIAL SECURITY NUMBER: Enter social security number. If you do not have a social security number, leave space blank.

CALIFORNIA'S DRIVER LICENSE: Enter California Driver License/Identification Card Number. If you do not have a California Driver License/Identification Card Number, leave it blank.

APPLICANT'S ADDRESS: Enter residence address, city state and zip code.

LEVEL OF SERVICE: The DOJ box is pre-selected.



REQUEST FOR LIVE SCAN SERVICE

Applicant Submission

A0693 _____ Contractor- Employee/ VCA
ORI (Code assigned by DOJ) _____ Authorized Applicant Type

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

Contributing Agency Information:

Agency Authorized to Receive Criminal Record Information _____ Mail Code (five-digit code assigned by DOJ) _____
Street Address or P.O. Box _____ Contact Name (mandatory for all school submissions) _____
City _____ State ZIP Code _____ Contact Telephone Number _____

Applicant Information:

Last Name _____ First Name _____ Middle Initial _____ Suffix _____

Other Name: (AKA or Alias)

Last Name _____ First Name _____ Suffix _____

Sex Male Female

Date of Birth _____ Driver's License Number _____

Height _____ Weight _____ Eye Color _____ Hair Color _____
Billing Number _____
(Agency Billing Number)

Place of Birth (State or Country) _____ Social Security Number _____
Misc. Number _____
(Other Identification Number)

Home Address Street Address or P.O. Box _____ City _____ State ZIP Code _____

I have received and read the included Privacy Notice, Privacy Act Statement, and Applicant's Privacy Rights.

Applicant Signature _____

Date _____

Your Number: _____
OCA Number (Agency Identifying Number)

Level of Service: 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) Original ATI Number

Employer (Additional response for agencies specified by statute):

Los Angeles County Department of Parks and Recreation
Employer Name

1000 S. Fremont Ave. Bldg A-9 West, Unit 40, 1st Floor _____ +1 (626) 588-5150
Street Address or P.O. Box Telephone Number (optional)

Alhambra _____ CA 91803 00142
City State ZIP Code Mail Code (five digit code assigned by DOJ)

Live Scan Transaction Completed By:

Name of Operator _____ Date _____

Transmitting Agency _____ LSID _____ ATI Number _____ Amount Collected/Billed _____



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 16500-16523.1; 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



REQUEST FOR LIVE SCAN SERVICE

Privacy Act Statement

Authority. The FBI's acquisition, preservation, and exchange of fingerprints and associated information is generally authorized under 28 U.S.C. 534. Depending on the nature of your application, supplemental authorities include Federal statutes, State statutes pursuant to Pub. L. 92-544, Presidential Executive Orders, and federal regulations. Providing your fingerprints and associated information is voluntary; however, failure to do so may affect completion or approval of your application.

Principal Purpose. Certain determinations, such as employment, licensing, and security clearances, may be predicated on fingerprint-based background checks. Your fingerprints and associated information/biometrics may be provided to the employing, investigating, or otherwise responsible agency, and/or the FBI for the purpose of comparing your fingerprints to other fingerprints in the FBI's Next Generation Identification (NGI) system or its successor systems (including civil, criminal, and latent fingerprint repositories) or other available records of the employing, investigating, or otherwise responsible agency. The FBI may retain your fingerprints and associated information/biometrics in NGI after the completion of this application and, while retained, your fingerprints may continue to be compared against other fingerprints submitted to or retained by NGI.

Routine Uses. During the processing of this application and for as long thereafter as your fingerprints and associated information/biometrics are retained in NGI, your information may be disclosed pursuant to your consent, and may be disclosed without your consent as permitted by the Privacy Act of 1974 and all applicable Routine Uses as may be published at any time in the Federal Register, including the Routine Uses for the NGI system and the FBI's Blanket Routine Uses. Routine uses include, but are not limited to, disclosures to: employing, governmental, or authorized non-governmental agencies responsible for employment, contracting, licensing, security clearances, and other suitability determinations; local, state, tribal, or federal law enforcement agencies; criminal justice agencies; and agencies responsible for national security or public safety.



REQUEST FOR LIVE SCAN SERVICE

Noncriminal Justice Applicant's Privacy Rights

As an applicant who is the subject of a national fingerprint-based criminal history record check for a noncriminal justice purpose (such as an application for employment or a license, an immigration or naturalization matter, security clearance, or adoption), you have certain rights which are discussed below.

- You must be provided written notification¹ that your fingerprints will be used to check the criminal history records of the FBI.
- You must be provided, and acknowledge receipt of, an adequate Privacy Act Statement when you submit your fingerprints and associated personal information. This Privacy Act Statement should explain the authority for collecting your information and how your information will be used, retained, and shared.²
- If you have a criminal history record, the officials making a determination of your suitability for the employment, license, or other benefit must provide you the opportunity to complete or challenge the accuracy of the information in the record.
- The officials must advise you that the procedures for obtaining a change, correction, or update of your criminal history record are set forth at Title 28, Code of Federal Regulations (CFR), Section 16.34.
- If you have a criminal history record, you should be afforded a reasonable amount of time to correct or complete the record (or decline to do so) before the officials deny you the employment, license, or other benefit based on information in the criminal history record.³

You have the right to expect that officials receiving the results of the criminal history record check will use it only for authorized purposes and will not retain or disseminate it in violation of federal statute, regulation or executive order, or rule, procedure or standard established by the National Crime Prevention and Privacy Compact Council.⁴

If agency policy permits, the officials may provide you with a copy of your FBI criminal history record for review and possible challenge. If agency policy does not permit it to provide you a copy of the record, you may obtain a copy of the record by submitting fingerprints and a fee to the FBI. Information regarding this process may be obtained at <https://www.fbi.gov/services/cjis/identity-history-summary-checks>.

If you decide to challenge the accuracy or completeness of your FBI criminal history record, you should send your challenge to the agency that contributed the questioned information to the FBI. Alternatively, you may send your challenge directly to the FBI. The FBI will then forward your challenge to the agency that contributed the questioned information and request the agency to verify or correct the challenged entry. Upon receipt of an official communication from that agency, the FBI will make any necessary changes/corrections to your record in accordance with the information supplied by that agency. (See 28 CFR 16.30 through 16.34.) *You can find additional information on the FBI website at <https://www.fbi.gov/about-us/cjis/background-checks>.*

¹ Written notification includes electronic notification, but excludes oral notification

² <https://www.fbi.gov/services/cjis/compact-council/privacy-act-statement>

³ See 28 CFR 50.12(b)

⁴ See U.S.C. 552a(b); 28 U.S.C. 534(b); 34 U.S.C. § 40316 (formerly cited as 42 U.S.C. § 14616), Article IV(c)

LOS ANGELES COUNTY LIVE SCAN LOCATIONS

Below is a list of locations where Live Scan fingerprinting services are available to the public in Los Angeles County. **Due to the COVID-19 pandemic, many Live Scan sites are temporarily closed.** Applicants should call or email Live Scan sites in advance to inquire about availability, current operating hours, fees, and acceptable forms of payment.

Government fees are required for the State (DOJ) and Federal (FBI)-level criminal history record checks. Additional fees may also be required (e.g., license or certification fees). For a list of current fee charges, please go to [Applicant Fingerprint Processing Fee](#).

Locations identified by *BNR* (Billing Number Required) provide Live Scan services only to applicants with agency billing numbers identified on their Live Scan forms. These sites collect rolling fees only—they do not collect any other fees.

Applicants must present valid photo identification to the Live Scan operator. Expired identification cards will not be accepted.

Business Name	Address	Phone Number	Email Address
7 Days Livescan	2687 1/2 W. Pico Blvd. Los Angeles, CA 90006	(213) 365-1060	<i>Not listed</i>
WellnessMart, MD	12200 Wilshire Blvd. Los Angeles, CA 90025	(310) 820-2150	wla@wellnessmart.com
The Los Angeles Mail Center	644 N. Fuller Ave. Los Angeles, CA 90036	(323) 456-4262	lamailcenter@gmail.com
Certifix	5211 Washington Blvd., Suite 2 Commerce, CA 90040	(323) 406-1127	info@certifixlivscan.com
Hugo Enriquez Notary	200 Joy St. Los Angeles, CA 90042	(323) 388-7840	hugoenr87@gmail.com
Tiff's Live Scan	10717 S. Western Ave. Los Angeles, CA 90047	(310) 272-3658	TiffsLiveScan@gmail.com
Evans Security Training Academy	2359 W. Rosecrans Ave. Los Angeles, CA 90059	(424) 785-5554	levans4189@gmail.com
Culver Mail Box	11209 National Blvd. Los Angeles, CA 90064	(310) 478-1050	cmbwlashipcenter@yahoo.com

Business Name	Address	Phone Number	Email Address
Express Fingerprint & Notary Services	8280 Florence Ave., Suite 220 Downey, CA 90240	(562) 201-3769	expressfns@gmail.com
Certifix	13658 Hawthorne Blvd., Suite 103 Hawthorne, CA 90250	(424) 297-1239	info@certifixlivescan.com
The UPS Store 6489	5924 Pacific Blvd. Huntington Park, CA 90255	(323) 586-0233	store6489@theupsstore.com
Caballero Insurance	3945 Tweedy Blvd. South Gate, CA 90280	(323) 457-9545	gilberto@caballero-Insurance.com
Notary Public Center Los Angeles	3227 W. Century Blvd. Inglewood, CA 90303	(310) 677-5000	MyLiveScan@yahoo.com
Big Fish Bail Bonds (BNR)	2711 W. Manchester Blvd. Inglewood, CA 90305	(310) 752-0232	livescaninfo@gmail.com
Santa Monica Notary LiveScan	1424 4th St., Suite 214 Santa Monica, CA 90401	(310) 393-5390	info@santamonicalivescan.com
Santa Monica-Malibu SD	1615 16th St. Santa Monica, CA 90404	(310) 450-8338	<i>Not listed</i>
Mailboxes Galore	1820 W. Carson, Suite 202 Torrance, CA 90501	(310) 320-0220	jaygee_mbg@yahoo.com
A Fingerprints	27120 S. Vermont Ave. Torrance, CA 90502	(310) 328-8818	afingerprints888@yahoo.com
WellnessMart, MD	17356 Hawthorne Blvd. Torrance, CA 90504	(310) 370-6400	tor@wellnessmart.com
LACRIS LA SD	11515 S. Colima Rd., Suite A100 Whittier, CA 90604	(562) 345-4400	<i>Not listed</i>
The UPS Store 1578	13502 Whittier Blvd., Suite H Whittier, CA 90605	(562) 907-3800	info@certifixlivescan.com
Firearms Academy	2919 W. Beverly Blvd. Montebello, CA 90640	(323) 889-1922	firearmsacademy@live.com
Certifix	4615 Rosemead Blvd. Pico Rivera, CA 90660	(562) 364-8357	info@certifixlivescan.com

Business Name	Address	Phone Number	Email Address
Certifix	10240 Rosecrans Ave. Bellflower, CA 90706	(562) 867-5200	info@oneplacefinancial.com
AccompliCenter	3217 Carson St. Lakewood, CA 90712	(562) 444-8076	service@accomplicenter.com
The UPS Store 5824	335 E. Albertoni, Suite 200 Carson, CA 90746	(310) 217-1214	store5824@theupsstore.com
Long Beach Police Department	400 W. Broadway Long Beach, CA 90802	(562) 570-5142	<i>Not listed</i>
F & S Services, Inc.	2527 Pacific Ave. Long Beach, CA 90806	(562) 424-2020	fnsinc@hotmail.com
WellnessMart, MD	2211 Palo Verde Ave., Suite 8 Long Beach, CA 90815	(562) 598-0700	lb@wellnessmart.com
Instant ID Services	10812 McVine Ave. Sunland, CA 91040	(818) 482-5164	instantidservices@gmail.com
Pasadena Police Department	207 N. Garfield Ave. Pasadena, CA 91101	(562) 345-4400	<i>Not listed</i>
Notary and Ship Store	1146 N. Central Ave. Glendale, CA 91202	(818) 241-4011	notaryandshipstore@gmail.com
Certifix	1125 E. Broadway Glendale, CA 91205	(818) 334-2976	info@certifixlivescan.com
ASAP Copy and Print	9250 Reseda Blvd., Suite 6 Northridge, CA 91324	(818) 700-7999	asapcopy@yahoo.com
ID Center	13071 Ottoman St. Arleta, CA 91331	(818) 207-1612	betsy@idcenternotary.com
Servicios Echeverria	8245 Sunland Blvd. Sun Valley, CA 91352	(818) 768-5080	iechev2476@aol.com
Ace One Live Scan & Fingerprint	21777 Ventura Blvd., Suite 262 Woodland Hills, CA 91364	(877) 321-0009	excellentrata@yahoo.com
American Mail and Parcel	14417 Chase St. Panorama City, CA 91402	(818) 892-8334	ampcourtesy@gmail.com

Business Name	Address	Phone Number	Email Address
ASAP Livescan Fingerprinting	8741 Van Nuys Blvd., Suite 202 Los Angeles, CA 91402	(818) 335-6851	<i>Not listed</i>
WellnessMart, MD	17629 Sherman Way Van Nuys, CA 91406	(818) 659-7778	<i>Not listed</i>
Valley Guard Training	16140 Cohasset St. Van Nuys, CA 91406	(818) 989-7825	alan@valleyguardtraining.com
Postal Annex 15005	13535 Ventura Blvd., Suite C Sherman Oaks, CA 91423	(818) 788-2387	pa15005@postalannex.com
American Fingerprinting Livescan	1526 N. San Fernando Rd. Burbank, CA 91504	(818) 434-0340	aflivescan@sbcglobal.net
Kramertime, Inc.	10153 1/2 Riverside Dr. Toluca Lake, CA 91602	(818) 505-9350	jonathan@mبتolucalake.com
Postal Annex 15009	1171 E. Alostta Ave. Azusa, CA 91702	(626) 771-2340	pa15009@postalannex.com
Global Security Training Academy	571 N. Azusa Ave. Covina, CA 91722	(323) 627-7986	makaticop928@gmail.com
The UPS Store 6983	1041 N. Grand Ave. Covina, CA 91724	(626) 364-3351	store6983@theupsstore.com
Rapid Income Tax & Auto	13042 1/2 Valley Blvd. La Puente, CA 91746	(626) 581-5221	TAXES626@gmail.com
1 Advanced LiveScan Fingerprinting	1407 Foothill Blvd. La Verne, CA 91750	(909) 596-0039	ABhiriddhi@aol.com
Certifix	385 S. Lemon Ave., Suite E Walnut, CA 91789	(909) 345-1271	info@certifixlivescan.com
Alhambra Police Department	211 S. 1st St. Alhambra, CA 91801	(562) 345-4400	<i>Not listed</i>
Certifix	51 S. Garfield Ave. Alhambra, CA 91801	(626) 283-4293	info@certifixlivescan.com
Certifix	1120 W. Valley Blvd. Alhambra, CA 91803	(626) 586-1263	info@certifixlivescan.com

Business Name	Address	Phone Number	Email Address
Mail America	1752 E. Avenue J Lancaster, CA 93535	(661) 940-6343	mailamerica@hotmail.com
Ave L Mail N More	4083 W. Avenue L Lancaster, CA 93536	(661) 722-2136	avelmailnmore@gmail.com
Mail America	2551 E. Avenue S, Suite G-1 Palmdale, CA 93550	(661) 273-0999	mailamerica@hotmail.com
Avenue P Mail N More	3053 Rancho Vista Blvd., Suite H Palmdale, CA 93551	(661) 266-4459	mohidd@hotmail.com
Certifix	1142 S. Diamond Bar Blvd. Diamond Bar, CA 91765	(909) 345-0959	info@certifixlivescan.com
Academy Security Training	25202 Crenshaw Blvd., Suite 103 Torrance, CA 90505	(310) 413-3547	<i>Not listed</i>
AA Live Scan and Notary Services	5870 Melrose Ave., Suite 3 Los Angeles, CA 90038	(323) 467-2255	la.mailcall@gmail.com
Royal Security Training Academy	1111 W. 6th St., Suite 100 Los Angeles, CA 90017	(213) 481-0860	<i>Not listed</i>
A1 Livescan Notary Shipping	9250 Reseda Blvd., Suite 2B Northridge, CA 91324	(818) 349-4600	info@a1livescannotaryshipping.com
#1 All Safe & Secure Live Scan Fingerprint	4172 Pacific Coast Hwy, Suite 103 Torrance, CA 90505	(310) 373-3202	elsie@SafeSecureUSA.com