



## JACKSON POLICE DEPARTMENT

SCOTT MORRISON, Chief of Police • 33 -D Broadway • Jackson, CA. 95642 • (209) 223-1771

### LIVE SCAN

The Jackson Police Department offers Live Scan fingerprinting services to the general public. Live Scan digitally captures an individual's fingerprints so that they may be transmitted electronically to the State of California Department of Justice (DOJ) and/or the FBI. The California DOJ provides an automated service for criminal history background checks that may be required as a condition of employment, licensing, certification, foreign adoptions or VISA/Immigration clearances.

#### **HOURS:**

MONDAY –FRIDAY, **10am-4pm** (*with the exception of furlough Fridays*)

Walk-ins are welcome during hours listed above, however previously made appointments have priority.

**Appointments are highly recommended.**

**For an appointment, please call (209) 223-1771.**

#### **LIVE SCAN REQUISITES:**

1. Bring **3 COPIES** of a completed Live Scan form, unless provided with a triplicate form. (Applicants must get instructions and the forms required for fingerprinting services from the agency requiring their criminal history background check (i.e., employer, youth sports league, etc.).
2. Bring a valid (non-expired) government-issued photo ID card (e.g. DMV Driver's License or ID, Passport, Military ID Card). Please Note: Expired ID information cannot be accepted.
3. We accept cash, money orders, debit and credit cards only (**no checks**).
4. The Live Scan process will take 15-20 minutes.

#### **FEES:**

Fees vary for each license, depending on the Department of Justice, FBI and Child Abuse Index. The Jackson Police Department charges \$25.00 for a rolling fee. The rolling fee is **in addition to DOJ/FBI fees** for Live Scan. **We collect all background check fees on behalf of the DOJ/FBI unless a billing code from another agency is noted.**

#### **RESULTS:**

Since the DOJ normally responds to the applicant agency, please check with the agency first. If a requesting agency does not have results yet and digital Live Scan fingerprints were submitted, you can use the 24-hour Automated Telephone Service: (916) 227-4557. You will need the following information: (1) your date of birth; and (2) the 10-digit Automated Transaction Identifier (ATI) number that appears at the bottom of the Request for Live Scan Services Form.