3-09/250.00 - Clearance Letters, Fingerprinting, License Applications, Etc.

The following procedures are provided for issuing clearance letters and taking LiveScan fingerprints at the request or consent of a person requesting fingerprinting.

Fees shall be collected at time of service. Current charges for each of the following is determined and available through Fiscal Administration:

- Citizen's Clearance Letters

  May be done in person at Records and Identification Bureau's, Public Services Unit, or requests may be mailed to the Correspondence Unit;

- Fingerprints

  Prints are processed electronically through the LiveScan system;

- License Applications

  An applicant applying for a license which is required by the county or by a city with whom the county has contracted to enforce license requirements shall be fingerprinted; and

- Examination of DOJ Records

  An applicant desiring to examine his records must submit fingerprints electronically via a LiveScan transmission to the California Department of Justice, Bureau of Identification.