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## Instructions for Completing Request for Live Scan Service Applicant Submission Form

As authorized by Title 22, Division 9, Chapter 2, Article 4 and Article 5 of the California Code of Regulations, all new applicants for certification as an Emergency Medical Technician (EMT) with Contra Costa County or EMTs whose certification with Contra Costa County has lapsed beyond one year are required to submit fingerprints for a California Department of Justice (DOJ) criminal history check and a Federal Bureau of Investigation (FBI) criminal history check.

You may download a Request for Live Scan Service Applicant Submission form from the Contra Costa EMS website at [www.cccems.org/certification.php](http://www.cccems.org/certification.php). Please refer to the attached instructions sheet for completing the Request for Live Scan Services Applicant Submission Form. Live Scan terminals where you can go to be fingerprinted are located in sheriffs' offices and police departments throughout the state as well as public applicant Live Scan sites. A list of Live Scan terminal locations can be found on the Internet at the DOJ Live Scan web site at <http://ag.ca.gov/fingerprints/publications/contact.php>.

Fingerprint fees for processing the criminal history check are established by DOJ and may be subject to change. The current nonrefundable fee for this process is payable to the Department of Justice or to the Live Scan Agency doing the fingerprinting. The "rolling fee" for Live Scan fingerprinting, which is separate from the fee for processing the criminal history check(s), is paid directly to the agency conducting the Live Scan fingerprinting, and may vary by agency.

The Contra Costa EMS Agency will receive the results of the criminal history check(s) electronically within seven to ten days of being fingerprinted in most cases. However, if manual processing is required, it may take longer to receive the results and in some rare cases it may take as long as 30 days or more.

**IMPORTANT:** Please refer to the attached instruction sheet for completing the Live Scan Applicant Submission Form. If the form is not completed correctly, the fingerprints may be rejected by DOJ and you will be required to have your fingerprints taken again (there should be no charges for reprinting rejected fingerprints providing you take the reject notice with you when you go to be reprinted).

**FBI Inquiries-** If after reviewing his/her identification record, the subject thereof believes that it is incorrect or incomplete in any respect and wishes changes, corrections or updating of the alleged deficiency, he/she should make application directly to the agency which contributed the questioned information. The subject of a record may also direct his/her challenge as to the accuracy or completeness of any entry on his/her record to the FBI, Criminal Justice Information Services (CJIS) Division, ATTN: SCU, Mod. D-2, 1000 Custer Hollow Road, Clarksburg, WV 26306. The FBI will then forward the challenge to the agency which submitted the data requesting that agency to verify or correct the challenged entry. Upon the receipt of an official communication directly from the agency which contributed the original information, the FBI CJIS Division will make any changes necessary in accordance with the information supplied by that agency. [Order No. 1134-86, 51 FR 16677, May 6, 1986, as amended by Order NO. 2258-99, 64 FR 52226, Sept. 28, 1999]

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Directions for completion of fingerprint background check for EMT certification/recertification

1. Access the "Request for Live Scan Service" form available at [http://www.cchealth.org/groups/ems/pdf/BCII\\_8016.pdf](http://www.cchealth.org/groups/ems/pdf/BCII_8016.pdf)

2. Complete the "Applicant Information" section as detailed below:

- Last Name: Enter your last name
- First Name: Enter your first name
- Middle Initial: Enter your middle initial
- Suffix: Enter suffix, if any
- Other Name (AKA or Alias): Enter any other names used
- Date of Birth: Enter your date of birth
- Sex: Check the appropriate box
- Driver's License Number: Enter California Drivers License number
- Height: Enter your height
- Weight: Enter your weight
- Eye Color: Enter your eye color
- Hair Color: Enter your hair color
- Billing Number: leave blank
- Misc. Number: leave blank
- Place of Birth: Enter your place of birth
- Social Security Number: Enter your social security number
- Home Address: Enter your street address, including city, state and zip code

**DO NOT COMPLETE ANY OTHER FIELDS ON THE FORM!**

(If the form is filled out incorrectly, DOJ may reject it, requiring the background check to be repeated, including additional fees.)

3. Contact a Live Scan Agency and make an appointment, if needed. Locations of Live Scan agencies can be found on the internet at <http://ag.ca.gov/fingerprints/publications/contact.php>.

4. The fee for the background check will be paid to the Livescan Agency, in addition to any fees charged by that agency for their services. This fee varies from agency to agency.