

## Antelope Valley Livescan Locations: RAPSHEET

To better assist you, we need a copy of your Rap Sheet. Please visit one of the locations listed below to obtain one. After you have received it, please submit to our offices for review.

*If you receive a government benefit SSI, CalWORKs, GR, Unemployment Benefits, etc. please fill out FEE- WAIVER attached and mail to the Department of Justice. You will get \$25 fee waived.*

### **Palmdale School District-**

**Address:** 39139 10th St E, Palmdale, CA 93550

**Phone:** [Marilyn \(661\) 789-6531](tel:(661)789-6531) - \$33

### **Westside Union School District-**

**Address:** 41914 50th St W, Quartz Hill, CA 93536

**Phone:** [\(661\) 722-0716](tel:(661)722-0716) Press 1- \$20

**By appointment only!**

### **American Post Parcel-**

**Address:** 43759 15th St W, Lancaster, CA 93534

**Phone:** [\(661\) 942-1150](tel:(661)942-1150) -\$23



Neighborhood Legal Services  
of Los Angeles County

March 1, 2019

**RECORD REVIEW**

(Live Scan)

California Penal Code sections 11120 through 11127 afford a person an opportunity to obtain a copy of his or her record, if any, contained in the files of the California Department of Justice's (DOJ) Bureau of Criminal Information and Analysis (BCIA). Pursuant to California Penal Code section 11121 an individual who submits for a record review may refute any erroneous or inaccurate information contained therein. Pursuant to California Penal Code section 11124, the purpose of a record review is to provide an individual or designee indicated on the background check request with a copy of the individual's record or notice of a no record existence.

The applicant may use the information received to answer questions regarding past criminal history, or to complete an application or questionnaire. Pursuant to California Penal Code sections 11125, 11142, and 11143 this process is not to be used to obtain a copy of criminal history information to furnish to a person or agency for purposes such as certification, employment, licensing, immigration, or visa. A violation of these sections is a misdemeanor.

The DOJ will only mail a response to the applicant and to the designee as identified by the applicant on the BCIA 8016RR form.

The following items are necessary to insure the processing of your request. Failure to follow the procedures may result in a delay in processing or rejection of your application.

**GUIDELINES FOR COMPLETING "REQUEST FOR LIVE SCAN SERVICE" (BCIA 8016RR)**

CATEGORY	INSTRUCTION	COMMENT
1) Type of Application	Place a check mark or "x" in the Record Review box.	Check only "Record Review" DO NOT check the "Foreign Adoption" box.
2) Reason for Application	Write a brief explanation of why you need a copy of your criminal history record.	Examples of explanation: <u>personal use</u> , verify accuracy of record, update FBI record, prison visit, or to fill out an application.
3) Applicant Information	Enter your full name, any known alias, date of birth, sex, height, weight, eye and hair color, place of birth, social security number, and California driver's license number.	<b>Name, date of birth, and sex are Mandatory fields and must be provided.</b>  All others are optional.
4) Applicant Address	Enter your street address or P.O. Box.	<b>This is a mandatory field and must be completed.</b>
5) Daytime Telephone Number	Enter a telephone number you can be reached at from 8:00 am to 5:00 pm. Please include area code.	A telephone number is useful in helping resolve problems, which could result in a delay in the processing of your request.
6) Designee	Enter the name, address, and city of the designee for a copy of the response to be mailed to.	<b>This is an Optional field if the applicant designates an individual.</b>

The following link is a listing where Live Scan fingerprinting services are available to the public, which includes the fee charged by the agency for the fingerprinting service, the types of payment accepted, and the hours of operation.  
<http://ag.ca.gov/fingerprints/publications/contact.php>

Go to your selected Live Scan agency, and have your fingerprint impressions taken. Your total cost will include the \$25.00 Record Review background check fee, plus the fingerprint service fee determined by the Live Scan agency. If you have any questions regarding your record review, please contact the Record Review Unit at (916) 227-3835.





CALIFORNIA PENAL CODE  
Article 5. Examination of Records

**11120.** As used in this Article, "record" with the respect to any person means the state summary criminal history information as defined in subdivision (a) of Section 11105, maintained under such person's name by the Department of Justice.

**11121.** It is the function and intent of this article to afford persons concerning whom a record is maintained in the files of the bureau an opportunity to obtain a copy of the record compiled from such files, and to refute any erroneous or inaccurate information contained therein.

**11122.** Any person desiring a copy of the record relating to him or herself shall obtain an application form furnished by the department which shall require his or her fingerprints in addition to such other information as the department shall specify. Applications may be obtained from police departments, sheriff departments, or the Department of Justice. The fingerprinting agency may fix a reasonable fee for affixing the applicant's fingerprints to the form, and shall retain such fee.

**11123.** The applicant shall submit the completed application directly to the department. The application shall be accompanied by a fee not to exceed twenty-five dollars (\$25) that the department determines equals the cost of processing the application and providing a copy of the record to the applicant. All fees received by the department under this section are hereby appropriated without regard to fiscal years for the support of the Department of Justice in addition to such other funds as may be appropriated therefor by the Legislature. Any request for waiver of fee shall accompany the original request for the record and shall include a claim and proof of indigence.

**11124.** When an application is received by the department, the department shall determine whether a record pertaining to the applicant is maintained. If such record is maintained, the department shall furnish a copy of the record to the applicant or to an individual designated by the applicant. If no such record is maintained, the department shall so notify the applicant or the individual designated by the applicant. Delivery of the copy of the record, or notice of no record, may be by mail or other appropriate means agreed to by the applicant and the department.

**11125.** No person or agency shall require or request another person to furnish a copy of a record or notification that a record exists or does not exist, as provided in Section 11124. A violation of this section is a misdemeanor.

**11126.** (a) If the applicant desires to question the accuracy or completeness of any material matter contained in the record, he or she may submit a written request to the department in a form established by it. The request shall include a statement of the alleged inaccuracy or completeness of the record, and its materiality, and shall specify any proof or corroboration available. Upon receipt of request, the department shall review the record to determine if the information correctly reflects the source documents, and if it does not, the department shall make the necessary corrections and shall provide the applicant with a corrected copy of the record. If the accuracy of the source documents is questioned, the department shall forward it to the person or agency which furnished the questioned information. This person or agency shall within 30 days of receipt of the written request for clarification, review its information and forward to the department the results of the review.

(b) If the agency concurs, the allegations of inaccuracy or incompleteness of the record, and finds that the error is material, it shall correct its record and shall so inform the department, which shall correct the record accordingly. The department shall inform the applicant of its correction of the record under this subdivision within 30 days. The department and the agency shall notify all persons and agencies to which they have disseminated the incorrect record in the past 90 days of the correction of the record, and the applicant shall be informed that the notification has been given. The department and the agency shall also notify those persons or agencies to which the incorrect record has been disseminated which have been specifically requested by the applicant to receive notification of the correction of the record, and the applicant shall be informed that the notification has been given.

(c) If the department or the agency denies the allegations of inaccuracy or incompleteness in the record, the matter shall be referred for administrative adjudication in accordance with Chapter 5 (commencing with Section 11500) of Part 1, Division 3, Title 2 of the Government Code for determination of whether material inaccuracy or incompleteness exists in the record. The department shall be the respondent in the hearing. If a material inaccuracy or incompleteness is found in any record, the department and the agency in charge of that record shall be directed to correct it accordingly. The department and the agency shall notify all persons and agencies to which they have disseminated the incorrect record in the past 90 days of the correction of the record, and the applicant shall be informed that the notification has been given. The department and the agency shall also notify those persons or agencies to which the incorrect record has been disseminated which have been specifically requested by the applicant to receive notification of the correction of the record, and the applicant shall be informed that the notification has been given. Judicial review of the decision shall be governed by Section 11523 of the Government Code. The applicant shall be informed of the decision within 30 days of its issuance in accordance with Section 11518 of the Government Code.

**11127.** The department shall adopt all regulations necessary to carry out the provisions of this article.



# INSTRUCTIONS ON HOW TO GET YOUR DEPARTMENT OF JUSTICE RAP SHEET AND FINGERPRINT LIVESCAN

**YOU WILL NEED A FINGERPRINT LIVESCAN (COST IS APPROXIMATELY \$20) TO OBTAIN YOUR RAP SHEET (COST IS \$25). THE \$25 RAP SHEET FEE CAN BE WAIVED IF YOU ARE ELIGIBLE FOR A FEE WAIVER**

INSTRUCTIONS IF ELIGIBLE FOR FEE WAIVER	INSTRUCTIONS IF <u>NOT</u> ELIGIBLE FOR A FEE WAIVER OR CAN PAY BOTH FEES
<p><b>STEP 1:</b> If your family receives food stamps, CalWORKs or similar government benefits or is very low income you may be eligible to waive the \$25 <b>Rap Sheet</b> fee. <b>You must still pay the fingerprint fee.</b> Requesting the waiver will add approximately 2 weeks to the process of obtaining your <b>Rap Sheet</b>.</p>	<p><b>STEP 1:</b> Fill out the "<b>Request for Live Scan Service</b>" and make 2 copies. The original is for the <b>Department of Justice (DOJ)</b> and copies are for you and the <b>Live Scan</b> agency. The <b>DOJ</b> charges \$25.00 for a copy of your <b>Rap Sheet</b>. You must also pay approximately \$20.00 for a Live Scan fingerprint fee.</p>
<p><b>STEP 2:</b> Fill out the "<b>Application and Declaration for Waiver of Fee for Obtaining Criminal History Record Waiver</b>", attach your proof of income, and prepare a brief letter addressed to <b>California Department of Justice (DOJ), Record Review Unit, P. O. Box 903417, Sacramento, CA 94203-4170</b> stating you are requesting a copy of your <b>Rap Sheet</b> because you want to expunge your convictions. <b>Fax this request to fax no. (916) 227-1964.</b></p>	<p><b>STEP 2:</b> Present your "<b>Request for Live Scan Service</b>" and copies AND a valid California driver license, ID or passport to a local <b>Live Scan</b> site.</p> <p>See attached list for locations near you. You should call the site in advance to verify hours of operation, fees and acceptable forms of payment.</p>
<p><b>STEP 3:</b> If your <b>Fee Waiver</b> is approved, the <b>DOJ</b> will send you a preprinted "<b>Request for Live Scan Service</b>" about 2 weeks later. Fill out the remainder of the "<b>Request for Live Scan Service</b>" and make 2 copies. The original is for the <b>DOJ</b>; the copies are for you and the <b>Live Scan</b> agency.</p> <p><i>If you do <b>not</b> receive the Request after 2 weeks, call the DOJ at (916) 227-3835 to make sure that your documents are being processed. Leave your full name and a telephone number in their voicemail so they can return your call.</i></p>	<p><b>STEP 3:</b> The Police will process your "<b>Request for Live Scan Service</b>", fees and scan your fingerprints.</p>
<p><b>STEP 4:</b> Take the preprinted "<b>Request for Live Scan Service</b>" forms and copies AND a valid California driver license, ID or passport to a local <b>Live Scan</b> site.</p> <p>See attached list for locations near you. You should call the site in advance to verify hours of operation, fees and acceptable forms of payment.</p>	<p>You should receive your <b>Rap Sheet</b> in 8 to 10 weeks.</p>
<p><b>STEP 5:</b> The Police will process your "<b>Request for Live Scan Service</b>", fees and scan your fingerprints.</p> <p>You should receive your <b>Rap Sheet</b> in 8 to 10 weeks.</p>	





PRINT

RESET

## APPLICATION FOR RECORD REVIEW PROCESSING FEE WAIVER CLAIM AND PROOF OF INDIGENCE

### APPLICANT INFORMATION

Full Name: \_\_\_\_\_

Street or Mailing Address: \_\_\_\_\_

City, State, Zip Code: \_\_\_\_\_

### PROOF OF INDIGENCE

As mandated by Penal Code section 11123, an individual may request a waiver of the record review processing fee. Any request for a fee waiver must include a claim and proof of indigence. Please check one of the three (3) following options to indicate how you are confirming your claim of indigence.

- ☐ I receive government assistance and have attached a copy of my documentation.

*Examples of governmental assistance include, but are not limited to, Supplemental Security Income (SSI), California Work Opportunity and Responsibility to Kids (CalWORKs) program, unemployment benefits, or disability insurance.*

- ☐ I am incarcerated in a local, state, or federal correctional institute/facility.

Institution/facility name: \_\_\_\_\_

Institution/inmate number: \_\_\_\_\_

- ☐ I am indigent based on my annual income and the number of people in my household.

*As shown in the table below, based on the number of people in your household, if your income is at or below 250% of the annual Federal Poverty Guidelines, you may certify your status as indigent.*

Family Size	Annual Income	Family Size	Annual Income	Family Size	Annual Income	If you have more than 12 people in your household, add \$4,320 for each additional person.
1	\$30,350	5	\$73,550	9	\$116,750	
2	\$41,150	6	\$84,350	10	\$127,550	
3	\$51,950	7	\$95,150	11	\$138,350	
4	\$62,750	8	\$105,950	12	\$149,150	

*\* Annual Federal Poverty Level published in the Federal Register on January 18, 2018.*

Upon completion of this Application for Record Review Processing Fee Waiver Claim and Proof of Indigence, mail to:

California Department of Justice  
Bureau of Criminal Information and Analysis  
Record Review Unit  
PO Box 903417  
Sacramento, CA 94203-4170

Forms not completely filled out cannot be processed by the DOJ and therefore an attempt will be made to return the form to the sender. If you have any questions regarding this form or the record review process, please contact the Record Review Unit via email at [recordreview@doj.ca.gov](mailto:recordreview@doj.ca.gov).

### DECLARATION

I, the undersigned, declare that I am unable to pay the fee to obtain a copy of my California state summary criminal history record without impairing my obligation to meet the common necessities of life. I declare, under the penalty of perjury, that the forgoing is true and correct.

X \_\_\_\_\_

Signature

\_\_\_\_\_

Date



## APPLICATION FOR RECORD REVIEW PROCESSING FEE WAIVER CLAIM AND PROOF OF INDIGENCE

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### Privacy Notice

As Required by Civil Code § 1798.17

**Collection and Use of Personal Information.** The California Justice Information Services (CJIS) Division in the California Department of Justice collects the information requested on this form as authorized by Penal Code section 11123. The CJIS Division uses this information to process an applicant's request for waiver of fees required when an applicant desires a copy of their own state summary criminal history information. The Department of Justice'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.

**Access to Your Information.** You may review the records maintained by the CJIS Division in the Department of Justice 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 an applicant's request for waiver of fees, we may need to share the information you give us with other government 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 Record Review Unit manager by phone at (916) 227-3835, by email at [recordreview@doj.ca.gov](mailto:recordreview@doj.ca.gov), or via mail at:

California Department of Justice  
Bureau of Criminal Information and Analysis  
Record Review Unit  
PO Box 903417  
Sacramento, CA 94203-4170