

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>STEP 1: If your family receives food stamps, CalWORKs or similar government benefits or is very low income you may be eligible to waive the \$25 Rap Sheet fee. You must still pay the fingerprint fee. Requesting the waiver will add approximately 2 weeks to the process of obtaining your Rap Sheet.</p>	<p>STEP 1: Fill out the "Request for Live Scan Service" and make 2 copies. The original is for the Department of Justice (DOJ) and copies are for you and the Live Scan agency. The DOJ charges \$25.00 for a copy of your Rap Sheet. You must also pay approximately \$20.00 for a Live Scan fingerprint fee.</p>
<p>STEP 2: Fill out the "Application and Declaration for Waiver of Fee for Obtaining Criminal History Record Waiver", attach your proof of income, and prepare a brief letter addressed to California Department of Justice (DOJ), Record Review Unit, P. O. Box 903417, Sacramento, CA 94203-4170 stating you are requesting a copy of your Rap Sheet because you want to expunge your convictions. Fax this request to fax no. (916) 227-1964.</p>	<p>STEP 2: Present your "Request for Live Scan Service" and copies AND a valid California driver license, ID or passport to a local Live Scan 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>STEP 3: If your Fee Waiver is approved, the DOJ will send you a preprinted "Request for Live Scan Service" about 2 weeks later. Fill out the remainder of the "Request for Live Scan Service" and make 2 copies. The original is for the DOJ; the copies are for you and the Live Scan agency.</p> <p><i>If you do not 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>STEP 3: The Police will process your "Request for Live Scan Service", fees and scan your fingerprints.</p>
<p>STEP 4: Take the preprinted "Request for Live Scan Service" forms and copies AND a valid California driver license, ID or passport to a local Live Scan 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 Rap Sheet in 8 to 10 weeks.</p>
<p>STEP 5: The Police will process your "Request for Live Scan Service", fees and scan your fingerprints.</p>	
<p>You should receive your Rap Sheet in 8 to 10 weeks.</p>	