

# 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>	