

# **IMPORTANT INFORMATION FOR LIVE SCAN FINGERPRINTING**

## **APPLICANTS:**

### ***What is Live scan?***

Live scan is an inkless electronic system designed to capture an individual's fingerprint images and demographic data (name, sex, race, date of birth, etc.) in a digitized format that can be transmitted to the Department of Justice and other agencies for processing. Live scan fingerprint technology provides a fast, easy way of capturing fingerprint images and transmitting them to get a quick criminal history record response.

### ***How does it work?***

Fingerprint impressions are taken by placing an individual's fingers against a glass platen and scanning them. The scanned images are digitized and packaged with the demographic information that must be keyed into the system. Both sets of data are then electronically forwarded to the Department Of Justice system for processing. Most live scan submissions are processed and results returned within 72 hours.

### ***Live Scan Fingerprinting Services***

The Contra Costa Community College District Police Department offers Livescan services to the campus community and the general public. Livescan technology allows digitally scanned fingerprints to be submitted electronically to the Department of Justice within a matter of minutes and allows criminal background checks to be processed usually within 72 hours. While the District Police provides the Livescan printing service, **it is the responsibility of the applicant to obtain the correct forms for their fingerprinting services.**

### ***How to make an appointment?***

Livescan fingerprinting services are available at Contra Costa College Police Department in San Pablo, the Contra Costa County Sheriff Department in Martinez and as of July 1, 2010 Diablo Valley College Police Department in Pleasant Hill.

Contra Costa College appointments please call: (510) 236-2820 to schedule an appointment.

County Sheriff Department please call: (925) 957-7100 to schedule an appointment.

Diablo Valley College location please call: (925) 685-1230 x2338

### ***What do I need to bring with me?***

Applicants must bring to their appointment a completed Livescan Request Form (located on the CCCC website) and should have a valid social security number on the form along with a valid form of government issued photo identification and the identification presented must be current! **Expired identification, DMV photo receipts will not be accepted per Department of Justice requirements.**

Examples of acceptable forms of identification are:

- State ID (U.S. state),
- Passport,
- Permanent Resident Card or
- Military ID.
- Current School ID if you are 18 years or younger

\*Expired IDs are not accepted as means of verifying Identification.