City of SACRAMENTO
Convention & Cultural Services

ENTERTAINMENT PERMIT PROGRAM
915 I St., 3rd floor, Sacramento CA 95814
Phone: 916-808-3535 / E-mail: entertainpermit@cityofsacramento.org
Website: https://www.cityofsacramento.gov/entertainmentpermits

ENTERTAINMENT PERMIT – LIVE SCAN PROCESS

Please review these instructions carefully.

Entertainment Permit Requirements

- Entertainment Permits applicants must pass a background check with a live scan submitted to the Department of Justice and approved by the Sacramento Police Department (SPD). The permit may be denied if the applicant fails the background check.
- A Responsible Person (Permit Holder or Manager) must be present in the entertainment establishment during all hours that the entertainment establishment is open and offering entertainment.
- The permit naming each responsible person must always be displayed in a conspicuous place in the entertainment establishment and immediately produced upon the request of any police or code enforcement officer, as well as a copy of the establishment's conditions.
- Failure to have a Responsible Person as listed on the Entertainment Permit posted at the entertainment establish is violation of the conditions and subject to an administrative penalty.

Entertainment Permit Background Check Information

- Entertainment Permit Holders and Managers are required to complete a Live Scan processed and reviewed by SPD for review and approval.
- Live scan results cannot be transferred or obtained from another agency (e.g., Alcoholic Beverage Control or a different city).
- Live Scan Fees for Entertainment Permits must be paid through the Entertainment Permit Program office.
- Contact the Entertainment Permit office at entertainpermit@cityofsacramento.org to submit the appropriate forms (e.g., Entertainment Permit application or Manager Update form) and coordinate payment of fees.
    - Live scan fees: **$88.00 per person**

Live Scan Appointment Process

- Access the City of Sacramento home page via Chrome at https://www.cityofsacramento.org/
- In the search bar type ***Get Fingerprinted*** and press ***Enter*** to search
- Click on ***Get Fingerprinted – City of Sacramento***
- Scroll down to the bottom and click on ***Bookings Calendar***
    - Select ***Police Permits***
    - Scroll down and select ***Date and Time***
    - Complete details (name, email, phone)
    - Click on ***Book***

- The applicant will receive an email confirmation regarding the appointment. Email includes link to cancel or reschedule if necessary.
- You must bring the following to you live scan appointment:
    - Entertainment Permit Receipt/Fingerprinting Fees Receipt (Proof of Paid Fees)
    - Form SPD 384: Permit Application
    - Form SPD 950: Applicant's Descriptive Information

Approval Process

- SPD will contact the Entertainment Permit Program to confirm background check clearance.
- Failure to clear background will result in the denial of the entertainment permit or listing as a manager on an entertainment permit.
- Live scan must be completed and approved before an application can be deemed complete.
- **Live scan results may take up to four to six weeks.**
- **New managers must be added to permit before they can act a "responsible person." The permit with the manager's name must be on premise.**

If you have any questions or need any additional information regarding this process,
please contact the Entertainment Permit office at 916-808-3535 or entertainpermit@cityofsacramento.org.

Entertainment Permit Program and SPD live scan forms are available
online at https://www.cityofsacramento.gov/entertainmentpermits or by contacting our office.