



ENTERTAINMENT PERMIT PROGRAM

300 Richards Blvd., 3rd floor, Sacramento CA 95814

Phone: 916-808-3535 / E-mail: entertainpermit@cityofsacramento.org

Website: <https://www.cityofsacramento.org/entertainpermit>

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 Community Development Department – Entertainment Permit Program.
- Contact the Entertainment Permit office at entertainpermit@cityofsacramento.org to schedule an appointment to submit the appropriate forms (e.g., Entertainment Permit application or Manager Update form) and pay the fees.
- Applicant and/or manager must bring the following information to the appointment:
 - Entertainment Permit application and/or Manager Update forms
 - Live scan fees: **\$88.00 per person** (please pay with a check as cashiering services are not always available to process credit card payments)

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:
 - CDD Entertainment Permit 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.org/entertainpermit> or by contacting our office.