

FINGERPRINTING: CUSTOMER INSTRUCTIONS

1. The City of Sacramento frequently requires permit applicants and/or those involved in certain professions to submit Live Scan fingerprint results.
2. You may go anywhere that offers Live Scan fingerprinting to start this process.
3. It is very important that you follow these instructions. Failure to do so may result in your background results not being remitted to the City and you will have to be fingerprinted again.
4. Fingerprinting results cannot be transferred or obtained from another agency (e.g., if you were fingerprinted for the City of San Diego, the City of Sacramento will not be able to view those results). You will need to be fingerprinted again for the City of Sacramento.
5. The instructions are different if you are being fingerprinted within the State of California or in another state, so please read carefully.
6. All fingerprint forms (except out-of-state fingerprinting) can be submitted via email to businesspermits@cityofsacramento.org, delivered, or mailed to the following address:

City of Sacramento, Revenue Division
ATTN: Permits Fingerprinting
915 I Street, Room 1201
Sacramento, CA 95814

- a. Out-of-state fingerprint forms, cards, and payment **MUST** be mailed in.

In-State Fingerprinting Instructions

- Take the State of California REQUEST FOR LIVE SCAN (BCIA 8016) form to an authorized live scan fingerprint facility.
 - Be sure you are using the form with the Applicant Type that corresponds with the permit or position you are applying for (e.g., cannabis, taxi driver, etc.)
 - The top of this form must be completed with the City of Sacramento's information (see example below). Please use the pre-filled form provided to you by the City. If this information is not completed correctly, the City will not receive your background results and you will have to be re-fingerprinted.

Applicant Submission

AD510 ORI (Code assigned by DOJ)	CANNABIS Authorized Applicant Type
PERMIT Type of License/Certification/Permit <u>OR</u> Working Title (Maximum 30 characters - if assigned by DOJ, use exact title assigned)	
Contributing Agency Information:	
CITY OF SACRAMENTO BUSINESS PERMITS Agency Authorized to Receive Criminal Record Information	14569 Mail Code (five-digit code assigned by DOJ)
915 I STREET ROOM 1201 Street Address or P.O. Box	BUSINESS PERMITS & TAXES Contact Name (mandatory for all school submissions)
SACRAMENTO City	CA 95814 State ZIP Code
	(916) 808-5852 Contact Telephone Number

- Pay the applicable fees charged by that facility
- Once completed, submit the following forms to the City of Sacramento (within 14 days from the days of livescan):
 - The State of California Live Scan form
 - A copy of your driver license or government issued identification card (e.g., passport, military ID)
 - Expired or invalid identification will not be accepted
 - Please submit these forms along with the permit application packet associated with the permit you are applying for (e.g., food vending vehicle driver, pedicab driver)
 - If you are being fingerprinted as an interested party in a cannabis business, you must submit the two-page cannabis interested party information form.

Out-of-State Fingerprinting Instructions

- Obtain 2 fingerprint cards, FD-258
 - These can typically be obtained from local law enforcement agencies
- Fill out the fingerprint cards according to the attached numbered instruction sheet.
- DO NOT SIGN THE FINGERPRINT CARDS UNTIL INSTRUCTED TO DO SO AT THE FINGERPRINT LOCATION
- Have ink fingerprints taken by a certified fingerprint roller, be advised there may be a fee associated with the ink fingerprinting and this fee is separate from the fee assessed by the City of Sacramento for processing your out-of-state fingerprint cards

- Once completed, submit the following documents to the City of Sacramento (within 14 days from the days of livescan):
 - Both fingerprint cards
 - A copy of your driver license or government issued identification card (e.g., passport, military ID)
 - Expired or invalid identification will not be accepted.
 - Fingerprint processing fee (\$88); checks/money orders made payable to:
City of Sacramento
 - The application(s) associated with permit or position you are applying for (e.g., food vending vehicle driver, pedicab driver, cannabis business interested party)
 - If your permit application form was completed and submitted online, you do not need to submit an additional form.
 - If you are being fingerprinted as an interested party in a cannabis business, you must submit the two-page cannabis interested party information form.

- The above documents **MUST** be mailed to the following address:

City of Sacramento, Revenue Division
ATTN: Permits Fingerprinting
915 I Street, Room 1201
Sacramento, CA 95814

- **If the City is unable to view your Live Scan results or does not have a corresponding application form, we will be unable to complete the clearance process. You will be required to be fingerprinted again, at your own cost.**

- Questions? Contact Permits & Taxes at 916-808-8500 or businesspermits@cityofsacramento.org