

BACKGROUND CHECKS

FEDERAL: Federal Bureau of Investigation website: www.fbi.gov



To request your own record:

for the correct procedures to follow for obtaining an FBI fingerprint background check for employment or licensing purposes.

How to Request a Copy of Your Record

The FBI offers two methods for requesting your FBI Identification Record or proof that a record does not exist.

Option 1: Submit your request directly to the FBI.

Option 2: Submit to an FBI-approved Channeler, which is a private business that has contracted with the FBI to receive the fingerprint submission and relevant data, collect the associated fee(s), electronically forward the fingerprint submission with the necessary information to the FBI CJIS Division for a national criminal history record check, and receive the electronic record check result for dissemination to the individual. Contact each Channeler for processing times.

Note: An FBI-approved Channeler cannot authenticate (apostille) fingerprint search results. A request for your FBI Identification Record or proof that a record does not exist must be submitted directly to the FBI if an authentication (apostille) is needed.

What Happens Next

If we find no record, you will receive a "no record" response. If you do have a criminal history record on file, you will receive your Identification Record or "rap sheet."

For More Information

See the responses to some frequently asked questions.

Submitting an Identification Record Request to the FBI

Step 1: Complete the [Applicant Information Form](#).

- If the request is for a couple, family, etc., all persons must sign the form.
- Include your complete mailing address. Please provide your telephone number and/or e-mail address, if available.

Step 2: Obtain a set of your fingerprints.

- Provide the original fingerprint card. Previously processed cards or copies will not be accepted.
- Your name and date of birth *must be* provided on the fingerprint card. Fingerprints should be placed on a [standard fingerprint form \(FD-258\)](#) commonly used for applicant or law enforcement purposes.
- Include rolled impressions of all 10 fingerprints and impressions of all 10 fingerprints taken simultaneously (these are sometimes referred to as plain or flat impressions).
- If possible, have your fingerprints taken by a fingerprinting technician. This service may be available at a law enforcement agency.
- To ensure the most legible prints possible, refer to the [Recording Legible Fingerprints brochure](#).

Step 3: Submit payment.

- Option 1: Obtain a money order or cashier's check for \$18 U.S. dollars made payable to the Treasury of the United States. Please be sure to sign where required.
- Option 2: Pay by credit card using the [Credit Card Payment Form](#). **Don't forget to include the expiration date of the credit card that you are using.**
- **Important note:** Cash, personal checks, or business checks WILL NOT be accepted.
- Payment must be for the exact amount.
- If the request is for a couple, family, etc., include \$18 for each person.
- If the request is for multiple copies per person, include \$18 for each copy requested.

Step 4: Review the [FBI Identification Record Request Checklist](#) to ensure that you have included everything needed to process your request.

Step 5: Mail the required items listed above—signed applicant information form, fingerprint card, and payment of \$18 U.S. dollars for each person or copy requested—to the following address:

**FBI CJIS Division – Record Request
1000 Custer Hollow Road
Clarksburg, WV 26306**

Note: Although the FBI employs the most efficient methods for processing these requests, **processing times may take approximately five to six weeks** depending on the volume of requests received.

STEP 1: Complete the Application



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Forms Select Language

Home • Identification Record Request/Criminal Background Check Questionnaire

Identification Record Request/Criminal Background Check Questionnaire

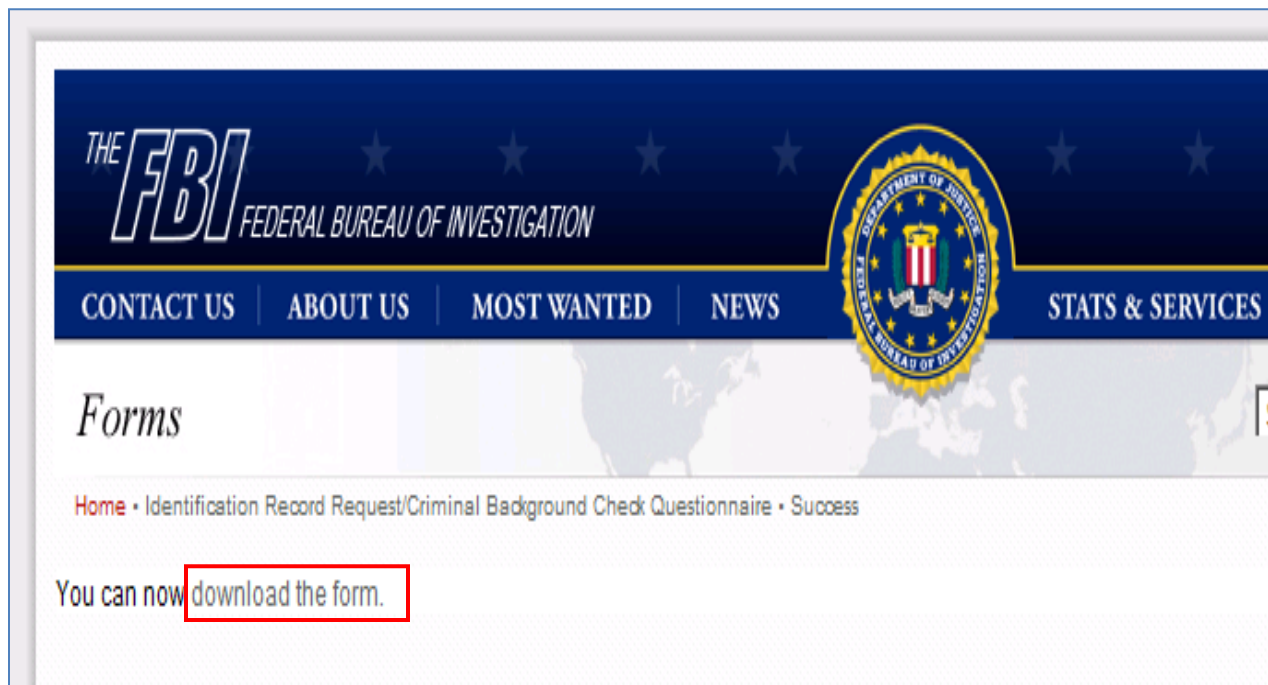
Please fill out the following questionnaire to request to download the 1-783 Applicant Information Form.

What is the reason for your request? ■

To review your own record ←

To challenge information on your record

Other



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Forms


Home • Identification Record Request/Criminal Background Check Questionnaire • Success

You can now download the form.

FBI Application for Background check (Handout)

STEP 2: Obtain a set of your fingerprints

Fingerprinting info: <http://ag.ca.gov/fingerprints/publications/contact.php#sanluisobispo>

State of California Department of Justice  [Search](#)

Office of the Attorney General *Kamala D. Harris* ~ Attorney General

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APPLICANT LIVE SCAN Fingerprint Services Locations and Hours of Operation

Below is a listing where Live Scan fingerprinting services are available to the public. This list is updated as additional information is received. However, applicants are encouraged to contact the Live Scan providers in advance to verify their current operating hours, fees, etc.

IMPORTANT PLEASE READ:

- Government fees are required for the State (DOJ) and Federal (FBI) level criminal history record checks. Additional fees may also be required (e.g., license or certification fees). For a list of current fee charges, please go to [Applicant Fingerprint Processing Fee, pdf](#)
- Locations identified by "BNR" (Billing Number Required) provide live scan services only to applicants with agency billing numbers identified on their Live Scan forms. These sites may collect rolling fees only they do not collect any other fees.
- Rolling fees vary from location to location and cover only the operator's cost for rolling the fingerprint images.
- Applicants must present valid photo identification to the Live Scan Operator. Expired identification cards will not be accepted.

If your agency/business would like to be listed on the Attorney General's Website listing of Public Applicant Live Scan Sites, please send your request by e-mail to: livescansupport@doj.ca.gov . Your website listing will be posted within 30 days after your Private Service Provider application is approved. The process to become a Private Service Provider will take 8 to 12 weeks from receipt of a complete and accurate application. This time frame does not include obtaining your fingerprint roller certificate.

*List of all SLO County Fingerprinting locations is attached at the end.

STATE OF CALIFORNIA: State of California website: www.courts.ca.gov/

The screenshot shows the top navigation bar of the California Courts website. The 'Self-Help' menu item is highlighted with a red box. Below the navigation bar, the page title is 'Online Self-Help Center'. A search bar is located on the right side. The main content area is divided into several sections: 'GETTING STARTED' with links like 'Finding Free and Low-Cost Legal Help', 'SMALL CLAIMS' with links like 'Suing Someone', 'SENIORS & CONSERVATORSHIP' with links like 'Elder Abuse', 'PROBLEMS WITH MONEY' with links like 'Cases for \$10,000 or Less', and 'CRIMINAL LAW' with links like 'Cleaning Your Criminal Record'. A 'Take Our Survey' button is also visible.

This screenshot shows a detailed view of the 'CRIMINAL LAW' section. The 'CRIMINAL LAW' heading and its sub-sections are enclosed in a red box. A red arrow points to the link 'Cleaning Your Criminal Record'. Other sections visible include 'How to Change an Adult's Name', 'How to Pay Your Tickets', 'SENIORS & CONSERVATORSHIP', 'PROBLEMS WITH MONEY', and 'APPEALS'. A 'SELF HELP FEEDBACK FORM' is located on the right side of the page.



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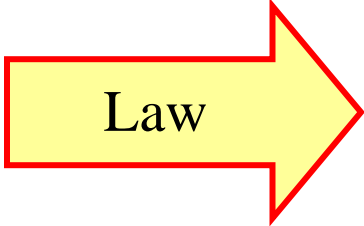
Cleaning Your Record

This guide only deals with criminal convictions obtained in California. Other states, the military, and the federal government may have similar procedures, but you must check with them to find out what is required. Try the [Public Defender's Office](#) for the county you were convicted in, the Judge Advocate General's Office ([Navy](#)), ([Army](#)), ([Air Force](#)) for military convictions, or the [Federal Defender's Office](#) for federal convictions.

Important Notice: This guide is intended as an information tool to assist you with cleaning up your criminal record. We do not guarantee any results for a particular case, and **the information in this guide is not intended as legal advice.**

If the Public Defender's Office represented you in your criminal case, it may be able to assist you. In some counties, the public defender may help you even if that office did not represent you in your case.

Click to [find the public defender in your county](#). You can also get advice from a private lawyer. Click here for help finding a lawyer.



[California Labor Code section 432.7](#) says that an employer cannot ask someone applying for a job for information about an arrest or detention that did not end in a conviction. Also, an employer cannot ask about a referral to or participation in any diversion program. An employer is also not supposed to look for any record of arrest (from any source) that did not end in a conviction. If this information comes to the employer's attention anyway, the employer cannot use that record as a factor in hiring, promoting, or terminating that person. But this same code section says that the employer may ask an employee or someone applying for a job about an arrest for which he or she is out on bail or released on his or her own recognizance pending trial. A conviction, for purposes of this code section, includes pleas, verdicts, or findings of guilt.

Because in general people are protected from having to disclose to an employer an arrest if it did not result in a conviction, this guide will focus on cases where someone has actually been convicted and does not fall under the protection of this Labor Code section.


+ [expand all](#) - [collapse all](#)

Find out the details of your convictions	+
Get a copy of the information on your criminal record	+
Figuring out your options	+
Figuring out if you are eligible for a dismissal	+
Other situations	+
What a dismissal will do	+
File your petition with the court	+
Certificate of Rehabilitation and Pardon	+

Get a copy of the information on your criminal record

The information on your criminal record information can be obtained from a variety of sources.

Here is a list of the most common sources:

1. Your court papers received at the time of conviction.
2. Your attorney, parole officer, probation officer, or contacts within the courts or law enforcement community.
3. The superior court where you were convicted. They will only have information for convictions from that county and not other counties. You will need to make a copy of all of your orders of judgment.
4. The [California State Dept. of Justice, Criminal Record Review Unit](#)  They will have your criminal record's information for the entire state of California. Make sure you follow the directions for requesting your criminal record carefully. You can also contact them by telephone at: 916-227-3400

There is a fee, but you may qualify for a fee waiver. You must provide written proof of your income. It may take several weeks for the record to arrive in the mail.

Criminal Records - Request Your Own

Access to criminal history summary records maintained by the DOJ is restricted by law to legitimate law enforcement purposes and authorized applicant agencies. However, individuals have the right to request a copy of their own criminal history record from the Department to review for accuracy and completeness. Requests from third parties are not authorized and will not be processed.

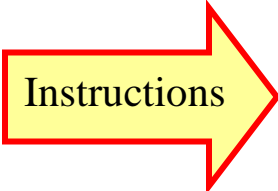
To receive a copy of **YOUR** criminal history record, individuals must submit fingerprint images, pay a \$25 processing fee to the DOJ, and follow the instructions below.

CALIFORNIA RESIDENTS

All California Applicants must submit Live Scan fingerprints.
[Instructions, pdf](#) | [En Español, pdf](#).

- Use the Live Scan Form (Form BCIA 8016RR, pdf)
- Check "Record Review" as the "Type of Application".
- Enter "Record Review" on the "Reason for Application" line.
- Fill out all your personal information.
- Take the completed form to any Live Scan site for fingerprinting services.

Fingerprinting services are available at most local police departments, sheriff's offices or any public applicant Live Scan site. To find the sites nearest to you, their fingerprint rolling fees, and acceptable methods of payment, see [Public Live Scan Sites](#).



Instructions

Once you have received your Record Review response, if you want to challenge the contents of your criminal record, you must complete the "Claim of Alleged Inaccuracy or Incompleteness" (form BCIA 8706), which will be included with your Record Review response if there is criminal information on your record. Mail the completed form, along with a copy of your criminal history record, to the address indicated on the form. Your challenge must specifically state the basis for the claim of inaccuracy or incompleteness and include any available proof or corroboration to substantiate your claim.

Other information:

Information on dismissals, expungements or pardons can be found on the same website under "Cleaning your Record":

	+ expand all - collapse all
Find out the details of your convictions	+
Get a copy of the information on your criminal record	+
Figuring out your options	+
Figuring out if you are eligible for a dismissal	+
Other situations	+
What a dismissal will do	+
File your petition with the court	+
Certificate of Rehabilitation and Pardon	+

Fingerprinting information for San Luis Obispo County

SAN LUIS OBISPO COUNTY RETURN TO COUNTIES			
Location	Hours	Rolling Fee	Acceptable Forms of Payment
AAROYO GRANDE - GK1 Paragon Services (805) 710-5107 or (805) 710-5108 gloria@paragonservices.org jim@paragonservices.org	<u>Mon - Fri:</u> - Appt. only <u>Saturday:</u> - Appt. only * Mobile Services Available	\$25	Billing Accounts Cash Cashier's Check Checks Company Checks Corporate Accounts
ARROYO GRANDE - U57 / U63 * Arroyo Grande Police Dept. 200 N. Halcyon Road Arroyo Grande, CA 93420 (805) 473-5113 AGPD@arroyo grande.org	<u>Monday:</u> 1:30PM-4:30PM Appt. only <u>Tuesday:</u> 3:00PM-4:30PM Appt. only <u>Wednesday:</u> 1:30PM-4:30PM Appt. only <u>Thursday:</u> 10:00AM-4:30PM Appt. only <u>Friday:</u> 3:00PM-4:30PM Appt. only	\$10	Cash Checks
ATASCADERO - U53 * Atascadero Police Dept. 5505 El Camino Real . Atascadero, CA 93422 (805) 461-5051	<u>Wednesday:</u> 11:00AM-4:00PM Appt. only <u>Thursday:</u> 11:00AM-4:00PM Appt. only <u>Friday:</u> 11:00AM-4:00PM Appt. only	\$30	Cash Checks Money Order
MORRO BAY - U56 Morro Bay Police Department 850 Morro Bay Blvd Morro Bay, CA 93442 (805) 772-6225 tponder@morro-bay.ca.us	<u>Mon - Fri:</u> 9:00AM-1:00PM Appt. only	\$20	Billing Accounts Cash Checks

SAN LUIS OBISPO COUNTY [RETURN TO COUNTIES](#)

Location	Hours	Rolling Fee	Acceptable Forms of Payment
<p>NIPOMO - DW2 Certifix dbw The UPS Store # 6031 110 S Mary Avenue, 2 Nipomo, CA 93444 1 (805) 929-0055 / 1 (800) 710-1934, Ext 1 info@certifixlivescan.com</p>	<p><u>Mon - Fri:</u> 8:30AM-6:30PM Walk-ins <u>Saturday:</u> 9:00AM-3:00PM Walk-ins * Mobile Services Available</p>	<p>\$20</p>	<p>Billing Accounts Cash Cashier's Check Corporate Accounts Credit Cards Debit Cards Money Order</p>
<p>PASO ROBLES - S85 CCIS Inc. dbw The UPS Store #6119 2425 Goldenhill Road, Suite 106 Paso Robles, CA 93446 (805) 237-7302 contact@ccislivescan.com</p>	<p><u>Mon - Fri:</u> 12:00PM-5:00PM Walk-ins <u>Saturday:</u> 9:00AM-2:00PM Walk-ins</p>	<p>\$25</p>	<p>Billing Accounts Cash Corporate Accounts Credit Cards Debit Cards</p>
<p>PASO ROBLES - U52 * Paso Robles Police Dept. 900 Park Street Paso Robles, CA 93446 (805) 227-7500</p>	<p><u>Mon - Fri:</u> 8:00AM-5:00PM Appt. only</p>	<p>\$25</p>	<p>Cash</p>
<p>SAN LUIS OBISPO - X51 * Cal Poly State University Police Dept. (805) 756-6663 livescan@calpoly.edu</p>	<p><u>Mon - Fri:</u> 8:00AM-5:00PM Appt. only</p>	<p>\$15</p>	<p>Billing Accounts Cash Cashier's Check Checks Company Checks Corporate Accounts Money Order</p>
<p>SAN LUIS OBISPO - XH1 CCIS Live Scan dbw The UPS Store #0941 793 East Foothill Blvd, Suite A San Luis Obispo, CA 93405 (800) 485-1958 contact@ccislivescan.com</p>	<p><u>Mon - Fri:</u> 9:00AM-5:00PM Walk-ins <u>Saturday:</u> 9:00AM-3:00PM Appt. only * Mobile Services Available</p>	<p>\$25</p>	<p>Billing Accounts Cash Corporate Accounts Credit Cards Debit Cards</p>

SAN LUIS OBISPO COUNTY [RETURN TO COUNTIES](#)

Location	Hours	Rolling Fee	Acceptable Forms of Payment
(805) 781-4575			
SAN LUIS OBISPO - J38 San Luis Obispo County YMCA 1020 Southwood Drive San Luis Obispo, CA 93401 (805) 543-8235	<u>Mon - Fri:</u> 7:00AM-7:00PM Appt. only	\$20	Cash Cashier's Check Credit Cards Money Order