

I NEED A LIVESCAN FOR POMONA HOPE. WHAT SHOULD I DO?

1. Receive and print out Livescan sheet from Pomona Hope with information filled out
2. Call some of the following locations nearest you and ask the following questions:
 - a. Do I need to make an appointment to complete a Livescan background check?
 - b. What will it cost me?
 - c. If I am a student at _____ is there a discounted price for me?
 - FYI: our Livescan goes through DOJ and FBI. Our **ORI # is AA695** and our **Mail Code # is 12034** (Information is on the form but they may still ask).
3. Return a copy of the completed Live Scan paperwork to Pomona Hope staff on the day of or before working with the students.

Locations

CLAREMONT

- **Claremont Police Department** 570 W Bonita Ave, Claremont, CA 91711 (909) 399-5411
 - Requires appointment
- **UPS Store** 2209 E. Baseline Rd., Claremont, CA 91711 (909) 620-5000
 - Drop in; 8am-5:30pm

POMONA

- **Pomona Police Department** 490 W Mission Blvd, Pomona, CA 91766 (909) 620-2155
 - Requires appointment
 - Call for pricing
- **CPP CAMPUS SECURITY** (909) 869-6738 (recorded info line)
 - For Cal Poly students: this option may be significantly cheaper
 - Drop in: M-Thurs 8am-3:30pm. Friday 8am-12pm.

- **LA VERNE - POLICE DEPT.** 2061 3rd St, La Verne, CA 91750 (909) 596-1913
 - Partnership with ULV; students please call this may be the cheapest option. **You might need a student discount code which you can get directly from ULV (not Pomona Hope).**
 - Drop in; Tuesday and Wednesday 11:30am-6pm - Cash or check only

CHINO HILLS

- **UPS Store** 13089 Peyton Dr ste c, Chino Hills, CA 91709 (909) 902-0425
 - Drop in; M-F until 6pm
- **UPS Store** 6939 Schaefer Ave ste d, Chino, CA 91710 (909) 465-1688
 - Recommend an appointment
- **POLICE DEPT.** 14077 Peyton Dr, Chino Hills, CA 91709 (909) 364-2000
 - Wednesdays 1-4pm by appointment only - Cash only!

***Fees vary over time and location. However, the average cost for DOJ/FBI is \$50.**

*As you know, Pomona Hope a non-profit organization and funds for our after-school program are very limited. We kindly ask that volunteers and interns to cover the cost of their Live Scan. However, if it is a significant financial burden for you, you may request a **50%** (receipt required) cost reimbursement from the Outreach Director. In the event you are unable to pay at the time of the appointment or you cannot wait for a partial reimbursement, please talk to the Outreach Director. We do not want anyone to be discouraged from volunteering due to this requirement if it creates a financial burden. We are happy to help! We appreciate your understanding and contribution to Pomona Hope in this way.*

FREQUENTLY ASKED QUESTIONS:

*** Do I need to do a live scan again if I have already done it once or more before?**

*Yes. The DOJ does not share your information with other agencies. It is against the law for different agencies to share confidential fingerprint results with each other. An applicant's Live Scan form acts as a release for a criminal history response to be sent to the specified requesting agency. This means that you must submit a new application each time a criminal history is requested of you; therefore you must go through the Live Scan process again. Previous Live Scan information **CANNOT** be utilized.*

*** How long does it take for the DOJ, FBI to process the fingerprints, and send results?**

The time it takes for a live scan to process can vary from a few days to a few weeks. The results are made available to an authorized representative of the requesting agency (Pomona Hope) listed on the Request for Live Scan Service form via the DOJ website. Specific results of the Live Scan are not shared with the Outreach Director or staff of Pomona Hope. The Outreach Director is only notified whether the applicant has been cleared or not.

*** What happens if my fingerprints are rejected?**

Sometimes, fingerprints may be rejected for reasons beyond our control. The most common reasons are the applicant's fingerprints have the characteristics that are difficult to capture in the live scan process. This would include cuts, scars and calluses. If an applicant has fingerprints rejected on this basis, there is a possibility that a new scan may be required.

***Can I request personal criminal history background check results for myself? In other words, I want to do a record review on my own to find out about myself, and obtain fingerprint clearance?**

Individuals have the right to request a copy of their own criminal history record from DOJ to review the information for accuracy and completeness. You may request a background clearance for yourself based on fingerprints, and other personal information. California Department of Justice only accepts Live Scan fingerprints for personal record review checks. As the State's central repository for criminal history records, the California Department of Justice provides an automated fingerprint submission service for conducting criminal background checks that may be required as a condition of employment, licensing, certification, child placement, or entry into the United States or another country. Criminal history background checks from the FBI may be conducted using in-rolled fingerprints on paper cards (generally on FBI FD-258 cards).