



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

1. Receive and print out a Livescan sheet from Pomona Hope with information filled out. (If the information is not filled out on the livescan form, please use the information below to be filled out at the livescan fingerprinting location).

Pomona Hope's ORI Code: AA695
Pomona Hope's Mail Code: 12034
Pomona Hope's address: 401 N Gibbs St, Pomona, CA 91767
Under "Job title," enter: Volunteer
Under "Contact Name", enter: Lisa Drake
Under "Contact Phone Number", enter: 909-629-1781
Under "level of service, check "DOJ" and "FBI"

2. Call some of the following locations nearest you (listed below) 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 and in the box above, but they may still ask).
- When you go to get fingerprinted, bring with you a driver's license or ID card.

3. **Return a copy of the completed Live Scan form** to Outreach Director, Nora Codina, on the day of or before working with the students.

Locations

Below are a few known locations that provide fingerprinting services. Please note that every location varies in pricing. Make sure you research other locations in your area and compare the cost. You can also visit <https://oag.ca.gov/fingerprints/locations> for a complete list of locations by county. The average cost for both DOJ/FBI background checks is **approximately \$45**.

POMONA

- **Carlisle Essential Products and Services**
399 W Mission Blvd St # F Pomona CA,91766, (909) 620.6804
Contact: LaShara Carlisle (Loan Signing Agent| Live Scan Technician)
 - **\$40** to Pomona Hope volunteers/interns
 - No appointment needed until 5 pm

- Appointments after 5 pm are available via this link <https://calendly.com/lcarlisleessentialps/15min> . A \$5.00 deposit is required which will go towards the cost of service.
- **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
 - Walk-in: M-Thurs 8 am-3:30 pm. Friday 8am-12pm.

CLAREMONT

- **UPS Store** 310 N. Indian Hill Blvd., Claremont, CA 91711 (909) 621-2112 (*University Village at the corner of Indian Hill and Bonita*)
 - Walk-in: 8:30 am-6:30 pm
 - Appointments available (Visit [Website](#))
- **UPS Store** 2209 E. Baseline Rd., Claremont, CA 91711 (909) 920-5000
Walk-in; 8 am-6:30 pm ([Website](#))
- **Claremont Police Department** 570 W Bonita Ave, Claremont, CA 91711 (909) 399-5411
 - Requires appointment (Visit [Website](#) for additional information).

LA VERNE

- **Postal Annex** 1502 Foothill Blvd, Suite 103, La Verne, CA 91750, (909) 596-6110
 - Walk-in; 9 am-6 pm.
 - Appointments available (Visit [Website](#))
- **City of La Verne Police Department** 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).**
 - Walk-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
 - Walk-in; M-F until 6 pm
- **UPS Store** 6939 Schaefer Ave Ste d, Chino, CA 91710 (909) 465-1688
 - Recommend an appointment

- **City of Chino Hills Police Department** 14077 Peyton Dr, Chino Hills, CA 91709
(909) 364-2000
 - Wednesdays 1-4 pm by appointment only - Cash only!

REIMBURSEMENT OF LIVE SCAN FEES

As you know, Pomona Hope is a non-profit organization, and funds for our after-school program are very limited. We kindly ask that volunteers and interns cover the cost of their own Livescan. However, if this causes a significant financial burden, you may request a **50%** (receipt required) cost reimbursement from the Outreach Director, **after one month of volunteering consistently**. In the event, you are unable to pay at the time of the appointment or you cannot wait for 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 hardship. 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 Livescan information cannot be utilized.

*** How long does it take for the DOJ, and 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 that the applicant's fingerprints have 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 the 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).