

Department of Justice Clearance Instructions for California Resident  
and Out-of-State Resident

**FOR CALIFORNIA RESIDENTS FOLLOW THESE STEPS:**

Complete the Request for Live Scan Services form by filling out the entire section of the **Applicant Information**, beginning with your name. Leave the rest of the form as provided.

TAKE THE COMPLETED APPLICATION to any San Diego County Live Scan Services Business. You can check the following link for location near you by clicking on or copying and pasting this link in your browser: <https://oag.ca.gov/fingerprints/locations>

There will be fees up to \$71.00 that you will need to pay for the Live Scan Service, including the Department of Justice to process your clearance.

**FOR OUT OF STATE - BASIC COURSE WAIVER RESIDENTS FOLLOW THESE STEPS:**

Complete the Request for Live Scan Services form by filling out the entire section of the **Applicant Information**, beginning with your name. Leave the rest of the form as provided. **DO NOT SUBMIT THE REQUEST FOR LIVE SCAN SERVICE TO A LIVE SCAN SERVICE AGENCY OR BUSINESS.** This form will be submitted with the rest of the below documents and payment that you will send to the DOJ address listed below.

Submit two (2) applicant fingerprint cards along with a money order, cashier's check, or personal check in the amount of \$51.00 to the Department of Justice. To do this you will need to find an agency that can roll your prints.

**IMPORTANT:** Write your contact phone number on the fingerprint cards in case someone needs to contact you regarding your submission. This is per DOJ please do not forget.

Finally, submit the 2-fingerprint cards, the Request for Live Scan Service form and check for \$51.00 to this address:

Department of Justice  
Agency Notification Unit  
4949 Broadway, Room H 211  
Sacramento, CA 95820  
Attention: Naomi Mascarinas

**FOR ALL APPLICANTS TO CHECK ON THE STATUS OF YOUR DOJ CLEARANCE:**

If your DOJ Clearance is not received within 7 to 10 days, contact the Department of Justice, Associate Governmental Program Analyst, Keeper of Records at (916) 210-3310 or by email at [keeperofrecords@doj.ca.gov](mailto:keeperofrecords@doj.ca.gov) to receive an update on your clearance process.