

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

Request for Live Scan Service for California Resident:

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 copy and paste this link in your browser: <https://oag.ca.gov/fingerprints/locations>

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

Request for Live Scan Service for OUT OF STATE Resident/Basic Course Waiver form, specific instructions:

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.

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.

Write your contact phone number on the fingerprint cards in case someone needs to contact you regarding your submission.

Submit the fingerprint cards, 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

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:

You may contact the Associate Governmental Program Analyst at the DOJ's Keeper of Records at (916) 210-3310 or by email at keeperofrecords@doj.ca.gov to receive an update on your clearance process.