

## LIVE SCAN FINGERPRINTING

The Escalon Police Department provides this service to the general public by

### **APPOINTMENT ONLY.**

Before the applicant can be fingerprinted, they must have the following:

1. A live-scan form or ink card provided by their employer/agency
2. Appointment
3. A photo ID

**FEES:** The Escalon Police Department charges a fee of \$26.00 for a livescan and \$32 for ink card. This fee is only for the fingerprinting services provided by the police department.

**OTHER FEES:** Some agencies choose to have the Department of Justice bill them at the end of the month. If an employer has chosen this method of payment, there will be a Billing Number on your live scan form. If the Billing Number field has been completed by your employer/agency, you will only be charged the police department's \$26.00 fee.

If the Billing Number field is left blank, you will be charged fees indicated by the live scan machine in addition to the police department's \$26.00 fee. The fees are based on your employer's AORI number (located on the upper left hand corner of your live scan form), and the type of service indicated on your form (DOJ, FBI, and/or CHILD ABUSE INDEX).

**PAYMENT:** Cash or Check only (make checks payable to the City of Escalon).

**APPOINTMENTS:** To make an appointment, please call (209)691-7372. Live Scan appointments are scheduled for Tuesday, Wednesday or Thursday only. If you are more than 15 minutes late for your appointment, you will be asked to reschedule.

### **DOJ Applicant Live Scan Services:**

If you would like background checks for potential employees, you will need to contact the Department of Justice to set up a live scan account.

Requests for Authorization: (916) 227-3460  
Follow-up Requests: (916) 227-3829  
Applicant Agencies to obtain forms: (916) 227-3458