

LIVE SCAN FINGERPRINTING INSTRUCTIONS

Fill out all of the information in the middle box of both attached forms, from "Name of Applicant" to "Home Address" on both forms. Take the completed forms to your appointment.

- To ensure the safety of everyone and the efficiency of the Fingerprint/Livescan services please:
- Be on time. Late appointments will be asked to reschedule.
- Individuals with open wounds on their fingers cannot be fingerprinted, please reschedule when healed.
- Perfume, lotion, or oil based products should not be worn the day of the appointment.
- All cell phones and non-medical related electronic devices should be turned off prior to entering the facilities.
- Pets and nonessential individuals should not attend an applicant's appointment.

Fingerprint/Live Scan services are offered at two locations in Marin County.

1. **MAIN OFFICE:** For the Main Office at Marin Commons location, please call at **Least 5 Days In Advance**, telephone the Marin County Sheriff's Office to make an appointment.

Main Office – Marin Commons

1600 Los Gamos, Ste. 200
San Rafael, CA 94903
(415) 473-7286

Hours of Operation

Monday - Wednesday, 7:30 AM - 4:30 PM
Thursday 7:30 AM - 4 PM

By appointments only!

DIRECTIONS:

Going south on Hwy. 101, take the Lucas Valley Road/Smith Ranch Road exit.
Turn left onto Lucas Valley Road
Turn left onto Los Gamos Drive

2. **MARIN CITY SUBSTATION:** The Marin City Substation only offers same day appointments. Call after 7:40 on the morning you wish to make an appointment.

Marin City Substation

850 Drake Ave
Marin City, CA 94965
(415) 473-5381

Hours of Operation

Tuesday - Friday, and every other Monday
8:00 AM - 3:00 PM

SUBJECT TO STAFF AVAILABILITY!

*Same day appointments only - call
after 7:40 am!*



REQUEST FOR LIVE SCAN SERVICE

Applicant Submission

A8126 VOLUNTEER
ORI (Code assigned by DOJ) Authorized Applicant Type

VOLUNTEER/11105.3 PC
Type of License/Certification/Permit OR Working Title (Maximum 30 characters - if assigned by DOJ, use exact title assigned)

Contributing Agency Information:

CAYOMARIN CO FOUR H Agency Authorized to Receive Criminal Record Information		a06323 Mail Code (five-digit code assigned by DOJ)
1682 NOVATO BLVD. STE. 150-B Street Address or P.O. Box		KIMBERLY RODEGERDTS Contact Name (mandatory for all school submissions)
NOVATO City	CA 94947 State ZIP Code	(530) 750-1383 Contact Telephone Number

Applicant Information:

Last Name		First Name	Middle Initial	Suffix
Other Name (AKA or Alias) Last		First		Suffix
Date of Birth	Sex <input type="checkbox"/> Male <input type="checkbox"/> Female	Driver's License Number		
Height	Weight	Eye Color	Hair Color	
Place of Birth (State or Country)	Social Security Number			
Home Address Street Address or P.O. Box	City		State	ZIP Code

Your Number: UCCE/MARIN/4H
OCA Number (Agency Identifying Number)

Level of Service: DOJ FBI

If re-submission, list original ATI number:
(Must provide proof of rejection) Original ATI Number

Employer (Additional response for agencies specified by statute):

Employer Name	Mail Code (five digit code assigned by DOJ)
Street Address or P.O. Box	
City State ZIP Code	Telephone Number (optional)

Live Scan Transaction Completed By:

Name of Operator	Date
Transmitting Agency LSID	ATI Number Amount Collected/Billed



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 1682 NOVATO BLVD. STE. 150-B _____ KIMBERLY RODEGERDTS _____
 Street Address or P.O. Box _____ Contact Name (mandatory for all school submissions) _____
 NOVATO _____ CA 94947 _____ (530) 750-1383 _____
 City _____ State ZIP Code _____ Contact Telephone Number _____

Applicant Information:

Last Name _____ First Name _____ Middle Initial _____ Suffix _____
 Other Name _____ First _____ Suffix _____
 (AKA or Alias) Last _____
 Date of Birth _____ Sex Male Female _____
 Height _____ Weight _____ Eye Color _____ Hair Color _____
 Place of Birth (State or Country) _____ Social Security Number _____
 Home _____
 Address Street Address or P.O. Box _____ City _____ State _____ ZIP Code _____

Your Number: UCCE/MARIN/4H _____
 OCA Number (Agency Identifying Number)

Level of Service: DOJ FBI

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