

LIVE SCAN FINGERPRINTING INSTRUCTIONS

Fill out all the information in the middle box, from "Name of Applicant" to "Home Address". Print two copies of the form and take them 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!***