

County of Santa Clara

Parks and Recreation Department
Operations Division / Background Investigations

298 Garden Hill Drive
Los Gatos, California 95032-7669
(408) 355-2265 FAX 356-2025



Dear Applicant:

One requirement of your application or account request is that you are fingerprinted.

The Santa Clara County Sheriff's Office conducts Livescan services at several locations throughout the county.

All appointments must be booked online. NO WALK-IN'S UNLESS NOTED(*)

Log on to: <https://www.sccgov.org/sites/sheriff/Pages/livescan.aspx>

To complete this process you will be required to enter the Agency specific information on Attachment A: Live Scan Registration Information provided by the department.

LiveScan Fingerprinting is available at the following locations:

- **Santa Clara County Sheriff Office**
55 West Younger Avenue
San Jose, CA 95110
Open Monday - Friday 7:00 a.m. - 4:30 p.m.
Phone: (408) 808-4760
Payment: Cash or Check
 - **Santa Clara County Sheriff Office West Valley Station**
1601 S. De Anza Boulevard Cupertino, CA 95014
Open Monday - Friday 8:30 a.m. - 4:30 p.m.
(* Walk-in applicants UNTIL 2:30 p.m. **(subject to availability)**)
Phone: (408) 868-6614
Payment: Cash or Check
 - **Santa Clara County Sheriff Office South County Substation**
80 Highland Avenue, Bldg K
San Martin, CA 95046
Open Monday - Friday 7:30 a.m. - 4:00 p.m.
Phone: (408) 686-3651
Payment: Cash or Check
 - **Stanford University Department of Public Safety**
711 Serra Street Stanford, CA 94305
7:30 a.m. to 4:00 p.m., Monday - Friday
Phone: (650) 725-2499
Payment: Cash or Check
1. **Make an appointment for prompt service** – use the convenient on-line appointments to secure your personal appointment. Please be prompt. If you are late you will have to reschedule or WAIT for the next available opening. **Walk-in applicants at listed locations only - subject to availability.**

- Those customers requiring fingerprint CARDS, must make an appointment by phone at one of the following above locations.
 - Or you can walk-in at our Sheriff's Office Headquarters location at 55 W. Younger Avenue, San Jose, CA 95110. When you enter the building, go to the Records Division on the right. This location is open 24/7 for ink fingerprint cards. The fee is \$20.00 per card.
 - Those customers who do not have access to the internet may make an appointment by phone at one of the above locations.
 - Missed appointments may be assessed a fee equal to the local fee charged for each applicant.
2. Bring the authorized "**Request for Live Scan Service - Applicant Submission**" form or on-line appointments printouts -- Each form requires a separate printing and appointment. Additional fees may apply.
 3. **Valid photographic I.D. MUST be presented at time of service.**
Acceptable forms of I.D. are:
 1. Driver's License.
 2. California Identification Card.
 3. Military I.D.
 4. Passport.
 5. Out of state driver's license or identification card.
 6. Mexican Consulate Card.
 4. **Fingernails**
Extremely long or curved fingernails may prevent the fingers from properly contacting the printing plate and may need trimming.
 5. **Bandaged or Injured Fingers**
Applicant may need to reschedule their appointment until the injured or bandaged finger can be fingerprinted.

Once the service is completed please submit a copy of the receipt and form to Parks Department Administration, attention Matt Anderson.

Thank you,

Mike Maximovich
Senior Park Ranger #P65
408-226-5223

Attachment A: Live Scan Service Required Information

Print Notice FSP 2015

Attachment A

Live Scan Service Required Information

1. Complete the Application Type and Agency Address Set Contributing Agency information as indicated.
2. Level of Service is **DOJ**.

REQUEST FOR LIVE SCAN SERVICE

Asterisk (*) indicates a required field

Application Type	
* Agency ORI Code	<input type="text" value="A3621"/> (Code assigned by DOJ)
* Type of Application:	<input type="text" value="Volunteer"/>
* Job Title or Type of License, Certification or Permit	<input type="text" value="Range Instructor"/>

Agency Address Set Contributing Agency	
* Agency authorized to receive criminal history information:	<input type="text" value="Santa Clara County Parks"/> (Agency Name)
* Mail Code:	<input type="text" value="09386"/> (5 digit code assigned by DOJ)
Street No.:	<input type="text" value="298"/>
* Street Name or P.O. Box:	<input type="text" value="Garden Hill Dr"/>
Suite No.:	<input type="text"/>
* City:	<input type="text" value="Los Gatos"/>
* State:	<input type="text" value="CA"/>
* Zip Code:	<input type="text" value="95032"/> 4Code <input type="text" value="7669"/>
Contact Name:	<input type="text" value="Matt Anderson"/> (Mandatory for all school submission)
Telephone No.:	<input type="text" value="408"/> - <input type="text" value="355"/> - <input type="text" value="2225"/> Ext: <input type="text"/>

Applicant Information	
Your OCA Number:	<input type="text"/> (Agency Identifying/Facility/License No.)
Required for ORI = A0448	
* Level of Service:	DOJ: <input checked="" type="radio"/> Yes <input type="radio"/> No FBI: <input type="radio"/> Yes <input type="radio"/> No

To be filled in by the application, noting all required fields with an asterisk.