

Frequently Asked Questions – Live Scan

Why am I fingerprinted?

Government Code section 1030 requires that each candidate be fingerprinted as part of the Background Investigation. Each fingerprint is scanned into a computer database at the Department of Justice and checked against criminal records nationwide. Information received may include charges that have been dismissed.

When am I fingerprinted?

Candidates will be Live Scanned during the background investigation process. Once all required background documents have been submitted, candidates will receive an email from the Hiring Coordinator informing them they are going into backgrounds. In that same email, there will be instructions stating who to contact to schedule your Live Scan.

Do I need to schedule my Live Scan right away?

Yes. Fingerprint results can take anywhere from a few days to a few months, and sometimes longer, to receive results. It is important to schedule your Live Scan right away (once you are informed you are going into backgrounds) to avoid delays during the background investigation.

Do I need to bring anything with me to my Live Scan appointment?

Yes, your Driver's License and Social Security Card (name on card must match ID)

How do I check my Live Scan results?

You can check your fingerprinting results by calling the Department of Justice's 24-hour automated telephone services at (916) 227-4557. You will need your birth date and the 10-digit Automated Transaction (ATI) number which is located at the bottom of the Applicant Live Scan Request Form. The ATI number always appears in the following sequence: one (1) letter; three (3) numbers; three (3) letters and three (3) numbers.