



**County of San Diego  
DEPARTMENT OF GENERAL SERVICES – OFFICE OF SECURITY SERVICES  
5560 OVERLAND AVE, SAN DIEGO, CA 92123-1294  
2<sup>nd</sup> Floor Suite 210**

**Contractor Clearance Background Check**

**Contractor's staff requesting clearance to work for the County of San Diego must comply with all of the following requirements.**

- 1. Please go to a live scan facility to have your fingerprints electronically scanned. You will need to take your Driver License and Social Security card to the live scan facility. The live scan facility will collect a fee of **\$52.00** which is required by the Department of Justice. (See attached suggested LIVESCAN locations.**
- 2. Return to the County Security Office with the live scan and security clearance request forms. All forms must be printed and completed in order to process your clearance. You will need to bring a **check or money order** for **\$20.00** made payable to the "Sheriff's Department". Bring your *Social Security Card and a Driver License/CA ID*. **If you are a non-US citizen please bring a Permanent Resident Card or INS Work permit.****
- 3. Background clearances generally take 6-8 weeks.** The County Security Office will notify your employer of the results. When you have been notified you have received a successful background check, please return to the County Security Office for a photo/ID. A fee of **\$15.00, check or money order** payable to: the **Department of General Services** is required to receive your badge. Background packets will only be held for 3 months after the employer is notified.

**ID badges must be worn and be visible at all times when working in County Facilities. Under no circumstances can ID badges be given or shared with others.**

Office of Security Services  
Phone: (858) 694-2387  
Fax: (858) 278-3023

Hours of Operation to process and receive contractor badges:  
**MONDAY, WEDNESDAY, AND FRIDAYS**  
**8:00 -11:30 am and 1:00 pm - 3:00 pm**



# San Diego County SHERIFF'S DEPARTMENT

## SECURITY CLEARANCE REQUEST RELEASE AND WAIVER

To Whom It May Concern:

I hereby authorize any investigator or authorized representative of the San Diego County Sheriff's Department bearing this release and waiver, or a copy of it, to obtain or copy any information in your files concerning, but not limited to, my employment records, personal history, DMV records, and criminal records (adult and juvenile).

I hereby release you, your organization, or others from liability or damage, which may result from furnishing the information required.

The information entered on this form is to be used to assist the Sheriff's Department in determining my fitness and qualifications for a position of trust and responsibility.

**TYPE OR PRINT IN INK**

Name: \_\_\_\_\_ Sex: \_\_\_\_\_  
(Last, First, Middle) (M or F)

Other Names You Have Been Known By: \_\_\_\_\_

\_\_\_\_\_  
(Street, Apt #) (City) (State) (Zip Code)

Date of Birth: \_\_\_\_\_ Place of Birth: \_\_\_\_\_  
(Month, Day, Year) (City, State/Country)

Driver License Number/State: \_\_\_\_\_ Telephone Number: \_\_\_\_\_

Social Security Number: \_\_\_\_\_ Height: \_\_\_\_\_ Weight: \_\_\_\_\_

Eye Color: \_\_\_\_\_ Hair Color: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**\*\*THE FOLLOWING INFORMATION IS TO BE COMPLETED BY THE PROSPECTIVE EMPLOYER\*\***

Photo Identification and Social Security Number Verified By: \_\_\_\_\_

Employer: \_\_\_\_\_  
(i.e. Security, Janitorial, etc.)

Requested: \_\_\_\_\_  
(Authorized Representative Name, Phone Number and Mail Stop)

Area of Primary Assignment: \_\_\_\_\_

***A copy of your picture identification and social security card must be presented with this form.***



### REQUEST FOR LIVE SCAN SERVICE

#### Applicant Submission

A1953

ORI (Code assigned by DOJ)

NON-SWORN LEA

Authorized Applicant Type

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

#### Contributing Agency Information:

DEPT OF GENERAL SERVICES, SECURITY

Agency Authorized to Receive Criminal Record Information

5560 OVERLAND AVE, 2ND FLOOR SUITE 210

Street Address or P.O. Box

SAN DIEGO

City

CA 92123

State ZIP Code

07283

Mail Code (five-digit code assigned by DOJ)

DENNIS MACDADE, SECURITY MANAGER

Contact Name (mandatory for all school submissions)

(858) 694-2387

Contact Telephone Number

#### Applicant Information:

Last Name

Other Name

(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

First Name

Middle Initial

Suffix

First

Suffix

Driver's License Number

Billing

Number

(Agency Billing Number)

Misc.

Number

(Other Identification Number)

City

State

ZIP Code

Your Number:

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

## LIVESCAN LOCATIONS

| COUNTY           | LOCATIONS  | HOURS   |
|------------------|--|---|
| <b>SOUTH</b>     | QWIK Prints<br>629 3rd Ave.<br>(619-585-0022)  | walk ins  |
| <b>SOUTH</b>     | Fingerprint Impressions<br>Mobile Services-Businesses<br>(619) 572-7783                    | Mon-Thurs<br>6:30am-3:30pm<br>Fridays 6:30am-<br>2pm          |
| <b>SOUTH</b>     | San Diego Livescan<br>135 Civic Center Drive #202<br>National City 91950<br>(619) 851-6483 | Mon-Friday<br>9:30-4:30<br>Sat by Appt only                   |
| <b>NORTH</b>     | Oceanside Police<br>3855 Mission Ave.<br>(760-435-4900)                                    | Mon-Fri<br>8-4:30   |
| <b>NORTH</b>     | Delmar Livescan<br>3830 Valley Ctr. Dr. Ste 705<br>San Diego<br>(858) 342-2389             | Mon-Friday 9-6<br>Sat-Sun 10-4<br>Also Free mobile<br>service |
| <b>NORTH</b>     | SD Livescan<br>12937 Pomerado Rd Ste F<br>Poway, Ca 92064<br>(858) 842-3838                | Mon-Friday<br>9:30-4:30<br>Sat by Appt only                   |
| <b>EAST</b>      | Fingerprinting Services<br>772 Jamacha Rd.<br>El Cajon<br>(619) 593-9993                   | M-F 9-6 Sat 9-3   |
| <b>SAN DIEGO</b> | Axis LiveScan<br>8333 Clairemont Mesa Blvd<br>#212.<br>(619-654-7801)                      | Mon-Fri 10-7<br>Sat. 10-6pm (for<br>appts)                    |
| <b>SAN DIEGO</b> | Mobile Livescans<br>Fingerprint Impressions<br>6780 Miramar Road #101<br>(619) 572-7783    | Mon-Thurs 6:30-<br>3:30<br>Friday 6:30-2:00                   |
| <b>SAN DIEGO</b> | Alive Scan<br>2707 Garnet Ave. #3 (858)<br>349-0204  | Mon- Friday 9-6<br>Walk-ins & Appts                           |

## County Of San Diego

### Reasons for Being Disqualified on Your Background Check

- **Convicted felon**
- **Convicted of a theft or theft-related crime, i.e.,:**
  - Petty Theft**
  - Forgery**
  - Possession of Stolen Property**
  - Embezzlement**
  - Battery**
  - Assault**
  - Welfare Fraud**
- **Convicted of crimes of moral turpitude:**
  - Peeping Toms**
  - Prostitution**
  - Registered Sex Offender**
- **Showing patterns of criminal behavior**
- **Exhibiting patterns of anti-social behavior**
- **Convicted of alien smuggling**
- **Active warrants or cases shall be disqualified temporarily until he/she provides proof that the warrants or administrative holds have been resolved.**
- **Criminal charges pending, that if convicted would be disqualifying will be temporarily disqualified pending the disposition of those charges**

