

County of San Diego

DEPARTMENT OF GENERAL SERVICES - SECURITY OFFICE
5555 OVERLAND AVE, SAN DIEGO, CA 92123-1294
Building #2 Third Floor

Clearance to Work in Justice Related Facilities

(Last Update 12/17/07)

All Contractors requesting clearance to work in or have access to Court or Justice related facilities must comply with all of the following requirements. For security reasons, (there are no exceptions).

1. **Go to a live scan facility** to have your fingerprints electronically scanned. Take the Live scan form, your Driver License and Social Security card to a Live Scan facility. The Live scan facility will collect a payment of \$ 52.00 which is required by the Department of Justice. **(See attached LIVESCAN LOCATIONS for FEES)**
2. **Return to the County Security Office** with the completed live scan form and the rest of your background packet. You will need to bring a **check or money order** for \$ 20.00 made out to the "Sheriff's Department" which is for the local background check. **We don't take credit cards.** Bring two forms of IDs, (Social Security Card and a Driver License or State Issued ID card) **If you have a Permanent Resident Card you need to bring it with you or your INS Work permit.**
3. **Background clearances generally take 4 to 5 weeks.** The County Security Office will call your employer about the results of your clearance. **Only** if you passed all three clearances return to the County Security Office with \$ 15.00 in cash, check or money order payable to: **(Department of General Services)** to get your picture taken for your ID badge.

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

All Project Managers are responsible for collecting all ID badges and return them to the County Security Office.

THE COUNTY SECURITY BACKGROUND OFFICE

Phone: (858) 694-3558

Fax: (858) 576-8245

Office Hours:

MONDAY, WEDNESDAY, AND FRIDAYS

8:00 -11:30 am and 1:00 pm - 3:00 pm

**Address: San Diego County Operations Center (COC)
5555 Overland Ave, Building 2, Third Floor, Suite 2301
San Diego, Ca 92123**



Exhibit 1
 DEPARTMENT OF THE SHERIFF
 County of San Diego
 WILLIAM KOLENDER, SHERIFF
 SECURITY CLEARANCE BLDG. 2 ROOM 360
 SAN DIEGO, CA. 92123

**GENERAL SERVICES
 FACILITIES SERVICES
 SECURITY
 5655 OVERLAND AVE.
 BLDG. 2 ROOM 360
 SAN DIEGO, CA. 92123
 MS 0366**

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)

OTHER NAMES YOU HAVE BEEN KNOWN BY: _____

ADDRESS: _____
(STREET) (APT #) (CITY) (STATE) (ZIP CODE)

DATE OF BIRTH: _____ PLACE OF BIRTH: _____
(Month - Day - Year)

DRIVER'S LICENSE #: _____ TELEPHONE: _____
(INCLUDE STATE)

SOCIAL SECURITY _____

HEIGHT: _____ WEIGHT: _____ EYE COLOR: _____ HAIR COLOR: _____

SIGNATURE: _____ DATE: _____

**** The following information is to be completed by the prospective employer ****

PHOTO ID. AND SOCIAL SECURITY NUMBER VERIFIED BY: _____

EMPLOYER: _____ TELEPHONE # _____
(Company name and phone number)

REQUESTED BY: _____
(AUTHORIZED COUNTY REPRESENTATIVE NAME, PHONE, AND MAIL STATION)

AREA OF PRIMARY ASSIGNMENT:
 (Rev 6/00) A copy of your picture identification and social security card must be presented with this form.

REQUEST FOR LIVE SCAN SERVICE

Applicant Submission

ORI: A1953 Type of Application: NON-SWORN LEA
Code assigned by DOJ

Job Title or Type of License, Certification or Permit: _____

Agency Address Set Contributing Agency:

Dept. of General Services, Security
Agency authorized to receive criminal history information

07283
Mail Code (five digit code assigned by DOJ)

5555 Overland Ave. Bldg 2, 3rd floor
Street No. Street or P.O. Box

DENNIS MACDADE, Security Manager
Contact Name (Mandatory for all school submissions)

San Diego CA 92123
City State Zip Code

(858) 694-3552
Contact Telephone No.

Name of Applicant: _____
(please print) Last First MI

Alias: _____ Driver's License No. _____
Last First

Date of Birth: _____ Sex: Male Female Misc. No. **BIL** - _____
Agency Billing Number

Height: _____ Weight: _____ Misc. No: _____

Eye Color: _____ Hair Color: _____ Home Address: _____
Street or P.O. Box

Place of Birth: _____
City, State and Zip Code

SOC: _____

Your Number: _____ Level of Service DOJ FBI
OCA No. (Agency Identifying No.)

If resubmission, list Original ATI No. _____

Employer: (Additional response for agencies specified by statute)

NOTE: Contractor must input Company INFO

Employer Name _____

Street No. Street or P.O. Box _____

Mail Code (five digit code assigned by DOJ) _____

City State Zip Code _____

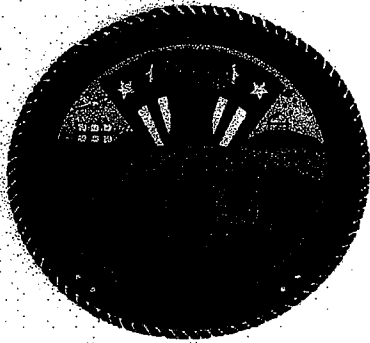
() _____
Agency Telephone No. (optional)

Live Scan Transaction Completed By: _____ Date: _____
Name of Operator

Transmitting Agency _____ ATI No. _____ Amount Collected/Billed _____

LIVESCAN LOCATIONS AND FEES

COUNTY LOCATION HOURS ROLLING-FEE				
San Diego	Chula Vista Police Department 276 4 th Ave (619-691-5137)	Mon-Fri 8:15-11:15 Cash and Checks Accepted	Unknown Please call them for prices.	
East	EDA Livescan 450 Fletcher Parkway #207 (619-631-7535)	Mon-Fri -10:00-6:00 Tues-Thur-6 P.M.-9:00 P.M.	UNKNOWN Please call them for prices.	
North	Oceanside Police 3855 Mission Ave (760-435-4900)	Mon-Fri -8:00-4:30 Cash or Money Order	Unknown Please call them for prices.	
La Mesa	La Mesa Police Dept. 5915 Severin Dr (619-667-1342)	Mon-Fri-10:00-3:00 Cash or Money Order	Unknown Please call them for prices.	
San Diego	Police Services 4100 Normal St (619-725-7014)	Tues-Fri-8:30-2:00 Cash or Money Order	Unknown Please call them for prices.	



CONTRACTOR

IDENTIFICATION/ACCESS CARD REGISTRATION

Forms must be typed or printed clearly before you come into the Security Office.

Walk-in:

CARD NUMBER: _____ CARD TYPE: ID/Access:
ASSIGNED BY DGS

CARDHOLDER: _____
Last Name First Name MI.

COMPANY NAME: _____

DATE OF BIRTH: ____/____/____ DRIVER'S LICENSE NUMBER: _____

COLOR OF EYES	<input type="checkbox"/> Brown	<input type="checkbox"/> Gray	COLOR OF HAIR	<input type="checkbox"/> None	<input type="checkbox"/> Brown	HEIGHT: _____
	<input type="checkbox"/> Blue	<input type="checkbox"/> Hazel		<input type="checkbox"/> Black	<input type="checkbox"/> Gray	
	<input type="checkbox"/> Green			<input type="checkbox"/> Blonde	<input type="checkbox"/> Red	

CONTRACT ENDING DATE: ____/____/____

SECURITY OFFICE

PHONE: (858) 694-2387

FAX NUMBER: (858) 576-8245

E-MAIL: CNTYID@YAHOO.COM

CONTRACTOR'S ARE WELCOME: MONDAY, WEDNESDAY & FRIDAY
8:00am -11:30am & 1:00pm to 2:45pm