

EXPUNGEMENT CLINIC

Self-Help Manual



LEGAL AID FOUNDATION OF LOS ANGELES
Long Beach Community Office
601 Pacific Avenue
Long Beach, California 90802
(562) 304-2524

ARE YOU ELIGIBLE
FOR
EXPUNGEMENT

EXPUNGEMENT
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Long Beach, California 90802
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Determine whether you are **ELIGIBLE** and **READY** to expunge

AM I ELIGIBLE?

- **My conviction resulted in jail time and/or probation, not prison time and parole.**
- If you are a **parolee**, you are not eligible for expungement but you can contact the Public Defender at 213/974-3057 for assistance with a "Certificate of Rehabilitation."

AM I READY?

To be ready, you must:

- Not be serving a sentence.
- Not be on probation or parole (for any conviction).
- Not be charged with a crime.
- Have paid all court fines and fees (on this case).*

***You should contact the court's fiscal office to make sure that all fees or fines have been paid.**

EXPUNGEMENT

An Introduction

This guide only deals with criminal convictions obtained in California. Other states, the military, and the federal government may have a similar procedure, but you must check with them to find out what is required. Try the adult probation department or the public defender's office for the county you were convicted in, the Judge Advocate General's Office (Navy), (Army), (Air Force) for military convictions, or the Federal

Defender's Office for federal convictions.

Important Notice: This guide is intended as an information tool to assist you with cleaning up your criminal record. If the Public Defender's office represented you in your criminal case(s), it may be able to assist you. In some counties, the Public Defender may help you even if it did not represent you in your case. If not, and your case is very complicated, you may wish to seek private legal counsel to assist you with "cleaning up" your record.



In California, section 432.7 of the Labor Code, states "No employer, ..., shall ask an applicant for employment to disclose, ..., information concerning an arrest or detention that did not result in conviction, or information concerning a referral to, and participation in, any ... diversion program, nor shall any employer seek from any source whatsoever, or utilize, as a factor in determining any condition of employment including hiring, promotion, termination, ..., any record of arrest or detention that did not result in conviction, Nothing in this section shall prevent an employer from asking an employee or applicant for employment about an arrest for which the employee or applicant is out on bail or on his or her own recognizance pending trial...."

So, for the purposes of this guide, we will concern ourselves with "convictions."

Find Out the Details of Your Convictions

In order to begin cleaning up your criminal record, you first need to know what is on your criminal record. The court will require you to fill out forms. Whether you are requesting a dismissal or a Certificate of Rehabilitation, you will need to know the details of your convictions(s) in order to complete the forms. Also, certain details will affect whether you are eligible. There are several details you will need to know in order to accomplish your goals:

1. Your Case Number(s) [Sometimes called docket number.]
2. Your Date(s) of Conviction(s) [The date of your plea or verdict.]
3. The Code Name(s) and Section Number(s) you were convicted of violating.
4. Was there a "Verdict" or did you "Enter a Plea"? If you Entered a Plea, was it "Guilty" or "Nolo Contendere" (No Contest)?
5. Were you ordered to serve any time on "Probation"? If so, how long? [Formal and informal probation are treated the same.]
6. Were you ordered to pay any "Fines," "Restitution," or "Reimbursement"?
7. If you were sentenced to state prison, which one?
8. If you were sentenced to state prison, what date were you released?
9. If you were released on "Parole," what date did your parole end?

Get a Copy of Your Criminal Records Information

Your criminal records information can be obtained from a variety of sources. Below is a list of the sources most commonly used.

1. Your court papers received at the time of conviction.

2. Your attorney, parole officer, probation officer, or contacts within the courts or law enforcement community. The Superior Court where you were convicted. They will only have information for convictions from that county and not other counties. You will need to make a copy of your order(s) of judgment.
3. The California State Department of Justice Criminal Records Division. They will have your criminal records information for the entire State of California. They are located at 4949 Broadway, First Floor Fingerprinting Office, Sacramento, California. Their phone number is (916) 227-3400. There is a fee, but you may be eligible for a fee waiver. You must provide written proof of your income. It may take several weeks for the record to arrive in the mail.

What You Can Do

Situation:

- **You were convicted of a misdemeanor and are still on probation.** Request early release from probation and file petition to have conviction dismissed. File a PC 1203.3 petition to have probation terminated early, and PC 1203.4 petition for expungement.
- **You were convicted of a misdemeanor and have successfully completed probation.** File PC 1203.4 petition for expungement.
- **You were convicted of a misdemeanor and were never given any probation at all.** File PC 1203.4a petition for expungement.
- **You were convicted of a felony and are still on probation.** Request early release from probation and file petition to have conviction reduced to misdemeanor and dismissed. File a PC 1203.3 petition to have probation terminated early. File a PC 17(b) petition to get felony reduced, and PC 1203.4 petition for expungement.
- **You were convicted of a felony and are done with probation and/or county jail time.** File petition to have conviction reduced and dismissed. File a PC 17(b) petition to get felony reduced, and PC 1203.4 petition for expungement.
- **You were convicted of a felony and were never given any probation at all and were sentenced to county jail.** File petition to have felony reduced to a misdemeanor and file petition to have conviction dismissed. File a PC 17(b) petition to get felony reduced, and PC 1203.4a petition for expungement.
- **You were convicted of a felony and were sentenced to state prison or under the authority of the California Department of Corrections.** File a petition for Certificate of Rehabilitation and Pardon. Contact the Public Defenders office at (213) 974-3057.

Dismissals

If you were convicted of a misdemeanor or a felony and were not sentenced to state prison or under the authority of the California Department of Corrections you can petition for a dismissal. This means you were given county jail time, probation, a fine, or a combination of those three. If you are petitioning for a dismissal, the court upon proper motion, may withdraw your guilty or nolo contendere (no contest) plea, or verdict of guilt if you went to trial, and enter a not guilty plea. Then the court will set aside and dismiss the conviction. From that point forward, you are considered no longer convicted of the offense. Your record will be changed to show a dismissal rather than a conviction.

Are You Eligible for a Dismissal?

1. If you were given probation, you have either completed it or obtained early release. If you violated your probation and it was either reinstated or revoked, then the court has discretion whether or not to grant you a dismissal.
2. If you were not given probation, it has been at least one year since the date of conviction.
3. You have paid all fines, restitution and reimbursement ordered by the court as part of your sentence.
4. You are not currently under arraignment for a new criminal offense (charges pending), nor are you on probation for another offense.

Some Convictions are Not Eligible for Dismissal

If you were convicted of any of the following offenses you are not eligible for a dismissal: Vehicle Code Section 42001(b) which includes sections 2800, 2801 and 2803; Penal Code Section 261.5(d), 286(c), 288, 288a(c), 288.5 and 289(j).

Diversion

If you were referred to a "diversion" program, your record will already be changed in one of two ways. If you successfully completed all of the diversion program requirements, your record should already be changed to show a dismissal. If you didn't complete your requirements or were not actually given diversion, then the conviction will be on your record.

Marijuana Possession Offenses

If you were convicted of possession of marijuana for personal use then you do not necessarily need to get a dismissal for the offense. Under California Health and Safety Code Sections 11361.5 and 11361.7 all possession of marijuana for personal use convictions, after January 1, 1976, are erased from your record after two years. BE CAREFUL! The conviction cannot be for cultivation, sales or transportation. If it is, it will be on your record.

Juvenile Records

Your Juvenile records *do* appear on your criminal record. Upon your 18th birthday, you are eligible to petition to have your juvenile records sealed. Once sealed, no one can gain access to them and they will be completely destroyed five years from the date of sealing.

Juvenile records are *not* automatically sealed upon your 18th birthday. You must affirmatively petition the juvenile court to have them sealed. You can do this by filing out a form and filing it with the juvenile court *in the county in which you were convicted*. Contact the juvenile court in the county you were convicted, and ask them to send you a copy of the form used in that county. Check to see if they have any special filing requirements such as additional photocopies or the need to serve copies of the petition on any government agencies, and get the correct information for filing by mail. Usually, there is no fee.

If you graduated from the Department of Corrections and Rehabilitation, Division of Juvenile Justice, your juvenile conviction(s) will have been dismissed as part of your graduation. If you do not petition to have your juvenile records sealed and destroyed, they will remain on your record until your 38th birthday, then they will be destroyed.

What Will a Dismissal Do?

Once all of your convictions have been dismissed:

1. On questions by *Private Employers* if you are asked if you have ever been convicted of a crime, you must respond with "YES-CONVICTION DISMISSED."
2. On questions by *Government Employers or Government Licensing Applications* if you are asked if you have ever been convicted of a crime, you MUST respond with "YES- CONVICTION DISMISSED." In California, government employers and licensing agencies (except for police agencies and concessionaire licensing boards), will treat you the same as if you had never been convicted of any crime.
3. You will not be allowed to own or possess a firearm until you would otherwise be able to do so.
4. Your dismissed conviction(s) can still be used to increase your punishment in future criminal cases.
5. Your prior conviction(s) can still affect your driving privileges.
6. If you have been required to register as a sex offender as a result of a conviction, you have to make a different motion to the court in order to be relieved of this requirement. A dismissal will not relieve you of your duty to register as a sex offender.

Complete and File the Petition(s) and Fee Waiver(s)

If you are filing a petition for reducing a felony or a petition for early release from probation or for a dismissal, you will need to call the Clerk of the Superior Court *for the county in which you were convicted*, and ask them for the following information:

1. Have them send you as many copies of their form (if they have one) as you have convictions in that county.
2. Ask if you need to submit additional photocopies of the petition, and how many?
3. Ask if their rules of court require you to serve copies of your petition on the district attorney and/or probation department?
4. Ask what the correct mailing address is for filing by mail?

Remember, you can only dismiss one conviction at a time. This means you will fill out a separate petition for each conviction that you want to dismiss, but you can file them all at the same time. If you are currently on probation, you will need to deal with that conviction first, then you can proceed with the others. Usually there is a fee to file a petition for dismissal with the court. However, fee waivers are available to people who cannot afford to pay.

File Your Petition(s) and Fee Waiver(s) With the Court(s)

If you are filing a petition for reducing a felony or a petition for early release from probation or a dismissal, you will need to mail (or deliver in person) your filing materials to the Clerk of the Superior Court *for the county of your conviction(s)*.

Be sure to include any supportive materials such as letters of support, school diplomas and/or transcripts, and if applying for early release from probation, include a letter to the judge explaining why you feel you should be released from probation early. At the time you file your papers, the clerk will set a hearing date.

If required in your county, be sure to serve the district attorney and/or probation department.

You will be required to attend the hearing, although for 1203.4 and 1203.4a petitions you may not have to appear. If you are required to attend the hearing, **BE SURE TO ATTEND**. Be on time and dress conservatively. If your petition is granted, make sure to put the order in a safe place for your records.

If Your Petition(s) is Denied

Don't despair! You may still be able to get your conviction(s) dismissed. After you receive the order from the judge denying your dismissal, you can either go to, or call, the Clerk at the courthouse to see if you can find out why the petition was denied and whether you can fix the problem and re-file.

When you speak with the clerk, **be respectful, and take notes. Follow the instructions** of the clerk, and be sure to **thank the clerk** for his/her help.

Certificate of Rehabilitation

If you were sentenced to state prison or sentenced under the authority of the California Department of Corrections you are not eligible for a dismissal under Penal Code Section 1203.4 or 1203.4a. You may, however, be eligible for a Certificate of Rehabilitation. For eligibility and application requirements contact the Board of Prison Terms, 428 J Street, 6th Floor, Sacramento, CA 95814. If you are eligible, you must file a petition with the Superior Court where you were convicted. This is a lengthy process that may necessitate the assistance of a private attorney.

What Is A "Rap Sheet"?

If you have ever been arrested in California and fingerprinted, you have a California rap sheet. A "rap sheet" is a record of your arrest and conviction history in California. Rap sheets are maintained by the Division of Criminal Justice Services (DOJ) in Sacramento. Each time you are arrested and fingerprinted, the police department sends a report of the arrest to DOJ. If you have been arrested before, DOJ adds the new information to your computer file; if not, a file is created for you. DOJ keeps track of arrests in California only: cases from other states and federal cases will not appear on your California rap sheet. The FBI keeps a complete list of your arrests in all states, and your DOJ file will have a notation of your FBI computer code number. The state and local courts send information to DOJ as well. After your case is over, the court contacts DOJ to report the outcome of the case. This information is also known as the "disposition" of the case. There are many possible dispositions which could appear on your rap sheet. Some common dispositions include "NOT CONVICTED," "DISMISSED," "ACQUITTED," and "CONVICTED." A conviction is generally a **guilty plea or a court's finding of guilty** for a "crime" or an "offense." Criminal convictions are determined by both the disposition of the case and the classification of the offense (infraction, felony, or misdemeanor). For example, if you receive a deferred entry of judgment based upon your guilty plea and successfully complete probation, your guilty plea will not be considered a conviction. You can have a conviction even though you never served time in jail. If you received probation, paid a fine, did community service, or received a conditional sentence (see p. 3), you had a conviction. The disposition entry on your rap sheet will contain information about the type of offense you were convicted of. The following **types of offenses** may appear on your rap sheet:

1. Infraction: A non criminal case for which the penalty may consist of a fine, but not imprisonment. Most infractions are traffic-related, but some common non traffic infractions include a first conviction for loitering in a transit facility and a first conviction for trespass. If you were convicted of an infraction, you were not convicted of a crime, but you were convicted of an offense.

2. Misdemeanor: A lesser criminal offense that may result in a fine and a maximum of six months imprisonment in state prison or county jail, unless a particular statute specifies a different punishment. Common misdemeanors include possession of small amounts of marijuana, disorderly conduct, and misdemeanor assault. Conviction of a misdemeanor offense is considered conviction of a crime.

3. Felony: A serious criminal offense punishable by imprisonment in the state prison for more than six months (although you may not serve any time in jail or prison) or death. Some common felony charges are possession with intent to sell controlled substances, burglary, robbery, arson, carjacking, felony driving under the influence with bodily injury to another person, and felony assault. Conviction of a felony is considered conviction of a crime.

4. "Wobbler": A "wobbler" is a criminal offense that can be classified as either a misdemeanor or a felony, thus it "wobbles" between these two categories of offenses. Common wobblers include driving under the influence, battery with serious bodily injury, petty theft, simple grand theft, and receiving stolen property. Conviction of a wobbler is considered conviction of a crime.

Following are other **special dispositions** that may appear on your rap sheet:

1. Deferred Entry of Judgment: If you are charged with certain drug offenses and meet certain criteria, such as no prior convictions for offenses involving controlled substances and the offense charged does not involve violence, you may be eligible, with the agreement of the prosecutor, for a deferred entry of judgment. If you plead guilty and waive the right to a speedy trial, the court defers judgment and sentences you to probation or treatment. If you successfully complete probation or treatment, your guilty plea will not be a conviction.

2. Vacating or Setting Aside a Guilty Plea or Verdict: The court may "set aside" or vacate a guilty plea or verdict after a successful appeal, upon fulfillment of all probation conditions, or when ever justice requires. This procedure enables you to apply for a Certificate of Rehabilitation, pardon, and expungement. However, your guilty plea or verdict is still considered a conviction, and must be disclosed on applications for public employment, public office, or occupational licensure.

3. Pre-plea Drug Diversion: The criminal proceedings are adjourned while you participate in a program involving counseling, drug testing, education, and possibly other conditions. Your criminal charges are dismissed upon successful completion of the program. However, if the court finds any one of the following, your charges will be reinstated:

- unsatisfactory performance in the program;
- lack of benefit gained from the program; or
- continued criminal activity.

If your criminal charges are reinstated, this disposition may result in a conviction. However, if you successfully complete a pre-plea drug diversion program and your charges are dismissed, it is as if you were never arrested. Therefore, you may indicate that you were not arrested or granted diversion, except in applications for law enforcement jobs.

4. Conditional Sentence: If you satisfy certain conditions, such as attending an alcohol or drug treatment program, you will be discharged and you will not be required to serve time in jail. Your guilty plea or verdict is still considered a conviction, and must be revealed on job applications and in employment interviews.

Another entry that may appear on your rap sheet is a "bench warrant." If you fail to appear on your assigned court date and a bench warrant is issued for your arrest, the court tells DOJ. The warrant is added to your record and will appear on your rap sheet. Remember: You will still have a DOJ record even if your case was dismissed, or if you were convicted but served no time in jail.

Who Can See Your DOJ Rap Sheet

Five categories of people and agencies are allowed to see a copy of your rap sheet::

- **Criminal justice and law enforcement agencies**

Police departments, courts, prosecutors and defense attorneys, parole and probation departments, and corrections officials have the right to review your rap sheet, including juvenile ward of the court adjudications, "expunged" cases, and, in some cases, "sealed" information.

- **Private and public employers**

Most employers do not have the right to see your rap sheet. But California law does allow some groups of employers to get a copy of your rap sheet when they are reconsidering whether to hire you. Any employer who fingerprints you as part of the hiring process will probably send your fingerprints to DOJ to obtain your rap sheet. Here is a partial list of employers in California who are allowed to send for your rap sheet:

- Nuclear power plants and public utilities;¹⁰
- Certain positions with supervision over minors;¹¹
- Security organizations;¹²
- Financial institutions, such as banks and brokerage houses;¹³
- Child day care facilities;¹⁴ and
- Private schools.¹⁵

Most public employers can request a copy of your rap sheet. These employers include local, state, and federal government agencies, such as police and fire departments, the California Department of Corrections, your local board of education, and the United States Postal Service, among many others.¹⁶

- **Occupational licensing agencies**

Hundreds of jobs (including barber, real estate broker, doctor, nurse, and taxi driver) require a state or municipal license. Often, the agency that issues an occupational license requires applicants to show that they possess "good moral character" before a license will be granted. For a few licenses, there are laws that bar ex-offenders from even applying. For this reason, some occupational licensing agencies will check your DOJ file when you apply for a license.¹⁷

- **Bonding agencies**

A bond is a kind of insurance policy that an employer takes out on an individual employee to protect the employer in case that employee steals from the employer or from its customers. The agencies that issue bonds can get your rap sheet when deciding whether to bond you.¹⁸

- **You**

You have the right to see your own rap sheet. The process for reviewing your rap sheet is explained on Why You Should Review Your Rap Sheet There are three good reasons for obtaining a copy of your rap sheet:

- 1. You can check for mistakes.**

Rap sheets are often incomplete and contain mistakes that can make it harder to get a job if they are seen by an employer. You can correct errors before this happens if you review your record first. For example, if you were adjudicated award of the court when you were a juvenile (less than eighteen years of age), information concerning this adjudication can often be sealed. Once sealed, this information is confidential and should not be sent to an employer. Sometimes, as a result of a mistake, the ward of the court order still appears on the rap sheet after sealing. Information that should be confidential would then be sent to any employer who is authorized to see your record. If you notice the mistake ahead of time, you can make sure your juvenile ward of the court records remain confidential.

- 2. You may not remember everything.**

California law only permits employers to ask job applicants about some aspects of their criminal history. If you do not answer truthfully and completely and the employer finds out, you can be denied a job or fired. Because arrests and convictions may have occurred many years ago, you may not remember all the charges and the courts where you were tried, or even the charge you were convicted of. Therefore, it is important to review the specific details of your criminal history so that you can fill out job applications accurately. Also, court proceedings can be very confusing, and you may not fully understand the outcome of a case. For example, a person may plead guilty to misdemeanor charges and receive a conditional sentence, meaning that he or she does not have to pay a fine or serve time in jail. Even though there was no penalty, this is a conviction of a criminal offense that must be reported if a job application asks about criminal convictions. If you review your record before filling out a job application, you will be able to list your convictions accurately and not give misleading or false answers.

- 3. You can prepare for a job interview.**

While there are limitations on who can see your rap sheet, many employers and licensing agencies have legal access to your rap sheet, and other employers may obtain it unlawfully. Still others may ask you to list your criminal convictions. If you know exactly what your record reveals before you apply for a job or license, you'll have the opportunity to think about the best way to talk about your convictions with the job interviewer. For example, your record may report a conviction for a drug-related charge. An employer who sees this charge on your rap sheet might assume that you are currently a drug abuser. If you look at your record before your interview, you can be prepared to talk about this issue. You might then decide to present the employer with a letter from your drug treatment program as proof of your rehabilitation and recovery.

How To Read Your Rap Sheet

Your rap sheet is divided into five vertical columns (see p. 8 for a sample rap sheet):

1. The left column contains the date of your arrest.
2. The second column lists the arresting agency.
3. Your name appears in the third column.
4. The fourth column contains the charge(s) on which you were arraigned. The charges will be summarized by a phrase (for example, "NARC CONTSUB FOR SALE," which means "narcotic controlled substance for sale"). This column also lists the corresponding citation in the California Penal Code (in this example, PC220.21) and sometimes the category of the offense (felony, misdemeanor, or violation). The number of counts is included, along with the notation "ATTEMPTED" if the offense was not completed.
5. The fifth column on the right is the most important section of your file. It is supposed to indicate the correct outcome or disposition of your charges. A complete disposition entry contains the date your case was heard, the name of the court, the index or docket number under which your case is filed, and the outcome of your case in court (for example, guilty plea entered, convicted after a trial, or acquitted). If you were convicted, the disposition column should also report the type of sentence or fine you received. If you were issued a Certificate of Rehabilitation, that would be indicated here. The sample rap sheet on p. 8 is annotated to help you find the above information, as well as other information you may need.

What To Look For On Your Rap Sheet

The first thing you should do when you review your rap sheet is check it carefully for mistakes. Rap sheets may have one or more mistakes. The simplest explanation for this is that your case was handled by a number of different agencies: the arresting agency; the prosecutor's office; the court; the correctional facility; the probation or parole department; and DOJ. There are plenty of opportunities for part of your file to get lost or for someone to make an error at some stage of the process. Here are some common mistakes

• Incomplete entries

Rap sheets often report arrests without stating the final disposition. When this happens, your rap sheet will say "no disposition reported" because no one informed DOJ about what happened to the case. An omission like this can be damaging because people who see your record might assume you were found guilty of the original arrest charges, when you may have been acquitted or convicted of less serious charges. Or people might assume that the charges are still outstanding and there is an open warrant for your arrest.

• Incorrect entries

Any computer system is subject to human error. For example, a rap sheet could report that an individual was convicted of Burglary (section 461 of the California Penal Code) when, in fact, s/he had been arrested for and pled guilty to Assembly for the Purpose of Disturbing the Peace (section 416 of the Penal Code). A simple error made while typing in the penal code number could result in a terrible mistake. Check your rap sheet carefully to make sure that, as far as you can tell, all of the information is correct.

• Double entries

Sometimes, information about one arrest will get split into two or more separate entries on your rap sheet. This mistake makes your criminal record look longer and more serious than it really is.

• **Cases that can be expunged, sealed, or purged, but are not altered or erased automatically.** However, some cases that can be purged should be purged automatically.

1 CAL. PENAL CODE § 13125 (2001).

2 CAL. PENAL CODE §§ 19.6, 602.8, 1462 (2001); CAL. PUB. UTIL. CODE § 120451 (2001); *People v. Sava*, 190 Cal.App. 3d 935, 939 (1987).

3 CAL. PENAL CODE §§ 19, 647, 1462, 23152 (2001); CAL. HEALTH & SAFETY CODE § 11357 (2001).

4 CAL. CONST. art. 6, § 10 (2001); CAL. PENAL CODE §§ 17, 241, 12021.1 (2001); CAL. HEALTH & SAFETY CODE § 11351 (2001); CAL. VEH. CODE § 23153 (2001).

5 CAL. PENAL CODE §§ 243, 489, 490, 496, 666, 23152 (2001); CAL. VEH. CODE § 2001(a).

6 CAL. PENAL CODE §§ 1000, 1000.1 (2001).

7 CAL. PENAL CODE § 1203.4 (2001).

8 CAL. PENAL CODE §§ 1000.4-1000.5 (2001).

9 CAL. PENAL CODE §§ 1000.4-1000.5 (2001).

10 CAL. PENAL CODE §§ 11105(c)(1) and 13300(b) (2001).

11 CAL. PENAL CODE § 11105.3 (2001).

12 CAL. PENAL CODE § 11105.4 (2001).

13 CAL. FIN. CODE § 777.5 (2001).

14 CAL. HEALTH & SAFETY CODE § 1596.871 (2001).

15 CAL. EDUC. CODE § 44237 (2001).

16 CAL. PENAL CODE §§ 11105, 13300 (2001); CAL. EDUC. CODE § 44332.6 (2001).

17 CAL. PENAL CODE §§ 11105, 13300 (2001).

18 CAL. PENAL CODE § 11105.6 (2001).

Edmund G. Brown Jr.
Attorney General

State of California
DEPARTMENT OF JUSTICE



BUREAU OF CRIMINAL IDENTIFICATION AND INFORMATION

P.O. Box 903417
SACRAMENTO, CA 94203-4170

January 30, 2008

LaChacha Jones
6296 Any Street
Anytown, CA 90000

RE: California Criminal History Information

Dear Applicant:

This is in response to your record review request concerning the existence of a California criminal history record maintained in the files of the Department of Justice's Bureau of Criminal Identification and Information. Your fingerprints did identify to an existing California criminal history record and a copy of that record is enclosed. If you wish to challenge the accuracy or completeness of your record, please complete and return the enclosed form (BCII 8706) and supporting documentation to the address noted above.

Pursuant to California Penal Code section 11121, the purpose of a record review request is to afford an individual with a copy of their record and to refute any erroneous or inaccurate information contained therein. The intent is not to be used for licensing, certification or employment purposes.

Additionally, California Penal Code sections 11125, 11142, and 11143 does not allow for a person or agency to make a request to another person to provide them with a copy of an individual's criminal history or notification that a record does not exist; does not allow an authorized person to furnish the record to an unauthorized person; nor does it allow an unauthorized person to buy, receive or possess the record or information. A violation of these section codes is a misdemeanor.

Sincerely,

A handwritten signature in cursive script that reads "Robert Santos".

ROBERT SANTOS, Assistant Manager
Record Support Section
Bureau of Criminal Identification and Information

For EDMUND G. BROWN JR.
Attorney General

Enclosures
BCII 8711 (Rev. 05/06)

SAMPLE RAP SHEET

RE: QHY.CA0349400.08182363.S DATE:20080130 TIME:09:04:44
RESTRICTED-DO NOT USE FOR EMPLOYMENT, LICENSING OR CERTIFICATION PURPOSES
ATTN: S

** III MULTIPLE SOURCE

CII/
DOB/19540804 SEX/ RAC/
HGT/511 WGT/203 EYE/BRO HAI/BLK POB/MI
NAM/01 Jones, LaChacha
02 Joney, Lacha
03 Jones, LaChee
04 Lachae, Jone
05 Jone, LaChay
06 Jones, La

FPC HENRY
23 1 U MMI 9
1AUT M I 4

FBI/124033MT9
DOB/19551102
CDL/C1923199 A9820732 A5170538
SOC/626-66-1966
SMT/SC ABDOM
OCC/DANCER
* * * *

ARR/DET/CITE: NAM: Jones, LaChacha
19860315 CAPD LOS ANGELES

CNT:01 #2093270J-8485676
537 (A) (1) PC-DEFRAUDING AN INNKEEPER
- - - -

COURT: NAM: Jones, Lachacha
19860317 CAMC LOS ANGELES METRO

CNT:01 #: 61421831
537 (A) PC-DEFRAUDING AN INNKEEPER
*DISPO:CONVICTED
CONV STATUS:MISDEMEANOR
SEN: 12 MONTHS PROBATION, 3 DAYS JAIL
* * * *

ARR/DET/CITE: NAM: Lache, Jone
19860407 CAPD LOS ANGELES

CNT:01 #2093270J-8518780
602 (L) PC-TRESPASS:OCCUPY PROPERTY W/O CONSENT
- - - -

COURT: NAM: Joney, LaCha
19860415 CAMC LOS ANGELES METRO

CNT:01 #.81329738
602 (J) PC-TRESPASS:INJURE PROPERTY
DISPO:DISMISSED/FURTHERANCE OF JUSTICE

CNT:02
242 PC-BATTERY
*DISPO:CONVICTED
CONV STATUS:MISDEMEANOR
SEN: 12 MONTHS PROBATION, 30 DAYS JAIL,
IMP SEN SS
* * * *

California Department of Justice Criminal History Transcript

DATE	AGENCY/FILE NUMBER	DOB:	COUNT	ACTION
19980922	CASOSACRAMENTO	19751013	01	-ATTEMPTED 187 PC MURDER ARRESTED BY CAPDSACRAMENTO
19990612	CASACRAMENTO		01	-245 (C) PC-ADW -DISMISSED
	98F06693		02	69 PC OBSTRUCTION/RESISTING EXECUTIVE OFFICER -CONVICTED - PROBATION FELONY

Date of Arrest → 19980922
 Date of Conviction → 19990612
 Date format is YYYYMMDD
 Your Case Number → 98F06693
 Code section you were convicted of violating → 69 PC
 SEN. → 003 YEARS PROBATION, WORK PROGRAM
 Your sentence → 003 YEARS PROBATION, WORK PROGRAM

Reducing a Felony to a Misdemeanor under P.C. § 17b

Only a criminal offense that is a wobbler can be reduced from a felony to a misdemeanor.

What is a wobbler?

A wobbler is a criminal offense that can be charged either as a felony or a misdemeanor. To find out if a particular code section is a wobbler, go to <http://www.leginfo.ca.gov/calaw.html>. Check the Penal Code box and type in your code section at the search box at the bottom of the page.

Look to see if the criminal offense can result in state prison time (felony) OR a sentence of county jail/fine/probation (misdemeanor). If the punishment for the criminal offense can be either state prison time or a sentence of county/jail/fine/probation, then the criminal offense is a wobbler. If your conviction was charged as a felony and is a wobbler, you can get it reduced to a misdemeanor.

EXAMPLE OF A WOBBLER:

P.C.487g...Every person who steals or maliciously takes or carries away any animal of another for purposes of sale, medical research, slaughter, or other commercial use, or who knowingly, by any false representation or pretense, defrauds another person of any animal for purposes of sale, medical research, slaughter, or other commercial use is **guilty of a public offense punishable by imprisonment in a county jail not exceeding one year or in the state prison**. Cal. Penal Code section 487g (2007).

How do I reduce a felony to a Misdemeanor?

When a criminal offense is a wobbler, use Judicial Council form CR-180 (Petition and Order for Expungement) to both dismiss the conviction and to reduce the felony to a misdemeanor. A declaration and letters of support must accompany the petition because a petition to reduce a felony to a misdemeanor is discretionary.



Criminal Records & Employment

KNOW YOUR RIGHTS

1. What exactly is a criminal record?

A criminal record, formally known as a **summary criminal history**, or more commonly known as a “rap” sheet, is a list of arrests and convictions. Any time the police fingerprint you because of a criminal investigation, that information is added to your summary criminal history. For an **arrest**, the history will list, among other things, the date, the charges, and the final disposition (what happened). If the district attorney refused to prosecute the charge, the summary criminal history should show that. The history also lists all your criminal **convictions**, including the date of the conviction, the charges, the sentence, and whether the crime was a felony or a misdemeanor. If you entered and successfully completed a “diversion” program, the history should indicate that as well.

2. How can I get my records if I cannot afford the fee?

If you cannot afford the fee, you may request a waiver. In your original letter or application, you must include a separate letter that requests a waiver of the fee. In the letter, you must state that you cannot afford the fee because you are poor, and you must include some proof that you are poor. To prove that you are poor, you may be able to simply explain how much you make a month and what your expenses are (rent and utilities) in the letter. If possible, you should include a copy of your pay stubs or bank accounts. Do NOT send original documents.

3. How do I read my summary criminal history?

The history will include your name, date of birth, and a list of all prior arrests and convictions. Most of the information will be clear. The history will list an abbreviation of the code sections of all charges and convictions. For example, if the history lists “H&S § 11359”, the letters refer to the California Codes (“H&S” refers to the California Health and Safety Code—the code for most drug violations) and the number tells you the section identifying the crime in that code (for example, H&S § 11359 is possession of marijuana with intent to sell it). You can look up your code section at a law school or courthouse library.

4. Can I look up someone else’s summary criminal history?

No. You can only request your own history. No other individual or person can request your history either.

5. Can my employer get my summary criminal history?

Generally no. Most private employers do NOT have the right to request your summary criminal history. In fact, unauthorized use of your private information is a crime. There are some important exceptions to this rule, mostly listed in Penal Code § 11105. Some of the most important exceptions are listed below:

- Law enforcement personnel, such as police officers or parole and probation officers, may see your summary criminal history if it is necessary for their jobs. People involved in a criminal case, such as court officers, judges, prosecutors, and defense attorneys, may see your summary criminal history if you are a party or a witness for a case.
- Government employers, like a job with the city or state, may see your summary criminal history in considering your application for a job if authorized by law or regulation. (Labor Code § 432.7.)
- Public utilities, especially nuclear power facilities, may be able to request your summary criminal history.
- Some organizations are considered “**agencies of the state**,” and can see your records if permitted by law or regulation. This may include applications for licenses or certifications, such as entrance to the California bar or an application for a concessionaire’s license. Some laws expressly allow other employers, such as **schools** or **eldercare agencies**, generally to see summary criminal history information to screen job applicants. To

have access under this exception, the law must (1) explicitly authorize the employer to see summary criminal history information, (2) refer to specific criminal conduct (i.e., specific crimes, not just any convictions), and (3) require that the employer act on the existence of such information. For example, the law might require the exclusion of job applicants with certain convictions, like child molestation, from certain jobs, such as teaching.

- Employers can also get access to some of your records (but not your “rap” sheet) through a general background check, using public record and databases kept by courts, news reporting agencies, or for-profit information-gathering services.

6. Can my employer make me provide a copy of my summary criminal history record?

Normally, no. With very few exceptions, your employer may NOT ask you to provide a copy of your summary criminal history. California Penal Code § 11126 and § 13326 make it a misdemeanor to request someone else’s summary criminal history records without authorization. If your employer is entitled to the information, she or he must request it directly from the appropriate agency, NOT from you.

7. I was arrested but never charged. Will that arrest appear on my summary criminal history?

Probably. The summary criminal history includes information on all arrests. Nonetheless, if you were arrested and either (1) not charged OR (2) not convicted, you may be able to seal your records. See California Penal Code § 851.8 (covering arrests of adults) or California Penal Code § 851.7 (covering arrests and misdemeanor convictions of minors). If your arrest (or conviction of a misdemeanor while a minor) has been sealed, the information should NOT appear in your summary criminal history. If it does, you may correct the records. To do so, see the section below titled “How do I correct mistakes in my summary criminal history?”

8. I was convicted, but the conviction has been expunged. Will that conviction appear on my summary criminal history?

Yes. Your record will list the original conviction, but then underneath that history, the record will state that the court has dismissed or set aside the charge. (See California Penal Code § 1203.4 for a description of the expungement process.)

9. Can my employer ask me about arrests or use information about past arrests to fire me (or to not hire me)?

Generally not. Under California Labor Code § 432.7, if you are applying for a job, or being considered for promotion, termination, or placement in a job training program, your employer cannot ask about any arrests that don’t result in a conviction, or any arrests that led to participation in a **diversion program** (such as drug rehabilitation). Your employer is also prohibited from trying to find out from other sources whether you have been arrested. If your employer somehow learns of your arrest record, § 432.7 prohibits him or her from considering any arrest that did not lead to a conviction, or any arrest that led to a diversion program, in making decisions regarding your hiring, firing or promotion.

There are some important exceptions to this general rule:

Arrests pending trial: An employer may ask you about any arrests that are pending trial, for which you are out on bail or your own recognizance. However, while your employer may generally inquire about any unresolved arrest, he or she may not rely on this as the sole determining factor in making an adverse decision to not hire or promote you.

- **Law enforcement positions:** Applicants to police departments, the Department of Justice, and other criminal justice agencies are not protected by the bar on arrest inquiries. However, current employees of these agencies are protected.

- **Health facility positions:** If the employer is a health care provider, and you are trying to obtain a position that has regular access to patients, the employer may ask if you were ever arrested (without conviction) for any of the sex crimes listed in California Penal Code § 290 (such as rape and incest). If you are applying for a job in which you will have access to drugs and medication, then the employer may ask you about past arrests for any of the drug offenses listed in California Health and Safety Code § 11590 (such as possession or sale), even if the arrests did not lead to conviction.

10. Can my employer ask me about past convictions?

Generally, yes. It is legal for your employer to ask about all convictions, including misdemeanors as well as felonies. However, employers normally ask only about past felonies.

11. How do I correct mistakes in my summary criminal history?

When you request your summary criminal history from the Department of Justice, they should automatically send you a correction request form along with your records. If you find something wrong with your records, fill out the form and return it to:

California Department of Justice
P.O. Box 903417
Sacramento, CA 94203-4170
ATTN: Records Review Unit

When you fill out the correction form, you must include certain information. First, you should describe as specifically as possible the information that is wrong or missing from your record. For example, if a charge had been dismissed and the record did not show that, you should indicate exactly which charge (use the code section), including the appropriate dates, when you make the request to have the dismissal included. Second, you should include a copy of any proof that will back up your request to change your record. Never send an original unless you are specifically told to, and if you do, keep a copy for yourself. Finally, always include your current return address in all letters to the Department of Justice.

14. What does the Department of Justice do when I ask them to correct a record?

When the Department of Justice receives your request for correction, it will first compare the information you sent with its own records (in other words, they check to see whether someone in their department simply made an error in typing your record into the computer). If the Department of Justice made a mistake, they will change your record and send you a copy of the new record.

If the information that you sent is different from the records the Department of Justice used to create your summary criminal history, the Department of Justice will send your new information to the agency that originally provided the records to the Department of Justice. (The Department of Justice created your record by taking any records of arrests and convictions received from other agencies.) For example, if you had been arrested in Alameda County, the Department of Justice would send your new information to Alameda County. The original agency must check its own records within thirty (30) days of receiving the new information from the Department of Justice. If the original agency agrees with you, it will correct your records and inform the Department of Justice.

Both agencies must notify anyone to whom they gave your records within the last ninety (90) days of the correction. If the original agency does not agree with you, you are entitled to an administrative hearing. The Department of Justice should provide you with information on how to request a hearing. At the hearing you will have a chance to present evidence about the mistake. The hearing judge decides whether or not to require that the agencies change the record.

15. I tried to correct my summary criminal history, but the Department of Justice refused. What can I do now?

If you lost in the administrative hearing, you have several options:

- You may, but do not have to, ask the agency to reconsider the decision.
- You may appeal to the courts through a writ of mandamus (per California Government Code § 11523). Filing a writ is very complicated. For information on how to file a writ, contact your local law library for a guide on filing "Writs & Receivers."
- You must appeal within thirty (30) days of the agency's decision becoming final.
- If you request your transcripts from the hearing within ten (10) days of the decision, you can receive an extension to file your court appeal until thirty (30) days after you have received the transcript.

Consult the appropriate agency or an attorney about your rights.

This fact sheet is intended to provide accurate, general information regarding legal rights relating to employment in California. Yet because laws and legal procedures are subject to frequent change and differing interpretations, the Legal Aid Society - Employment Law Center cannot ensure the information in this fact sheet is current nor be responsible for any use to which it is put. Do not rely on this information without consulting an attorney or the appropriate agency about your rights in your particular situation.

The Legal Aid Society
1663 MISSION STREET SUITE 400 SAN FRANCISCO CALIFORNIA 94103
TEL: 415.864.8848 FAX: 415.864.8199 WWW.LAS-ELC.ORG **workers' Rights Clinic**

Common Questions on Job Applications and Appropriate Responses

Here are some questions one may see on an employment application, and appropriate responses:

Q: “Have you ever been arrested? If so, explain.”

A: If a person has any arrests that resulted in a conviction, s/he should answer “yes.” (Remember, a guilty plea to any offense and/or crime is a conviction.) The person should list all misdemeanor convictions that have not been expunged or purged, all felony convictions that have not been expunged, and all infraction convictions. S/he should not list juvenile arrests or convictions.

If one has arrests, but none resulted in a conviction or the person successfully completed pretrial diversion, answer “no.” This is because it is illegal for most employers to ask about arrests that did not result in a conviction or for which pretrial diversion was successfully completed. By California law, one can answer “no” to an illegal question in this situation.

REMINDER: Even though one is not required to disclose expunged records for most private jobs, they are not erased from the record. One should, therefore, consider revealing them to any employer with access to rap sheets (see “Who Can See ‘Expunged’ Cases” on page 15 for more information). Also, one is required to list expunged or dismissed records in applications for public employment, public office or occupational licensure.

Q: “Have you ever been convicted of a crime, offense, or violation of the law? If so, explain.”

A: If one has any convictions, answer “yes.” List all misdemeanor convictions that have not been expunged or purged, and all felony convictions that have not been expunged. In addition, list all infraction convictions.

Q: “Have you ever pled guilty or have been found guilty of a crime or an offense? If so, explain.”

A: If one has any convictions, answer “yes.” List all misdemeanor convictions that have not been expunged or purged, and all felony convictions that have not been expunged. In addition, list all infraction convictions.

Q: “Have you been convicted of a crime in the past 7 years? If so, explain.”

A: If one has any criminal convictions within this period, answer “yes.” List all misdemeanor convictions that have not been expunged or purged, and all felony convictions that have not been expunged, that occurred during the past seven years. (Remember, traffic infractions are “offenses,” not crimes.) Keep in mind that one may have to explain cases in detail at an interview, so one will need to understand the charges for which one has been convicted. This means one should review the record and be able to **briefly** explain the circumstances underlying convictions, so that one can highlight all successes and accomplishments since then. Most important, one should provide evidence of rehabilitation that addresses the nature of the convictions. For example, if convictions were drug-related, one should provide reference letters from a treatment provider or counselor who can confirm successful recovery, and if a clergy, community, or family member who can say how the individual has changed.

Certificate of Rehabilitation

How do I get a Certificate of Rehabilitation?

A certificate of rehabilitation generally allows a person convicted of a crime to have his or her civil and political rights of citizenship restored. The granting of a certificate of rehabilitation also serves as an application to the Governor for a pardon.

In order to qualify for a certificate of rehabilitation, a person must establish that he or she has lived an honest and upright life; that at least seven years have passed since the completion of the sentence, probation, or parole; there has been no further incarceration since his or her initial release from custody; and that he or she has resided in California for the past three years.

Individuals convicted of some crimes, such as those that carry mandatory life parole terms and certain sex offenses, are not eligible for a certificate of rehabilitation.

A Deputy Public Defender will make application and represent the person. For further information, please contact the Certificate of Rehabilitation Paralegal at the Office of the Los Angeles County Public Defender, 210 West Temple Street, 19th Floor, Los Angeles, CA 90012, (213) 974-3057.

The following information is from the Los Angeles County Public Defender's Website at <http://pd.ca.la.ca.us/FAQS.html>

Serve the Prosecuting Attorney

One copy of your Expungement petition is for the city or district attorney. One copy is for your files.

1. The law requires that the prosecuting agency get notice (also known as "service") of the filing of the petition at least 15 days before the judge hears your petition for an expungement. Service can be done in person, or by mail, by delivering a copy of the petition to the office of prosecuting attorney. The D.A. has an office at every criminal courthouse.
2. "Serving" the petition merely means that you hand-deliver or mail a copy of the petition to the city/district attorney's office.
3. Usually, the city attorney is notified for misdemeanor expungements, and the district attorney for felonies. If you are not sure, ask the clerk at the time you file your expungement petition.
4. You, as the defendant who is filing the expungement petition, cannot be the one to serve the D.A. or city attorney. You must have an adult who is 18 years of age or older serve the prosecuting Attorney.
5. Once the D.A. or city attorney has been served, you need to return to the court and request a "**Proof of Service**" form. The person who did the service should fill out the proof of service form and file it with the court. The form tells the judge that the prosecuting agency has been served as required by law. Without it, the judge cannot hear your petition for an expungement.

PETITION TO SEAL AND DESTROY ADULT ARREST RECORDS – 851.8

NOTE: SEALING YOUR ARREST RECORD - IMPORTANT INFORMATION

The standard to seal an arrest not leading to a conviction is factual innocence. This is a higher standard to meet than the standard for dismissing a conviction. Only go through this process if you can show that there was no reasonable cause to believe that you committed the act you were arrested for.

PETITIONER:

Penal Code section 851.8 PC provides that a person who has been arrested or detained and is determined to be factually innocent may petition the law enforcement agency or the court having jurisdiction over the matter to provide for the sealing and destruction of the record of that arrest. Petitions concerning arrests occurring on or after January 1, 1981, or accusatory pleadings filed on after January 1, 1981, may be filed for up to two years following the arrest filing date. Until January 1, 1983, petitions can be filed for arrests which occurred or accusatory pleadings which were filed up to five years prior to the statute's effective date of September 29, 1980.

PETITION THE ARRESTING AGENCY (851.8(a) PC

Penal Code section 851.81(a) PC provides in part: "In any case where a person has been arrested and no accusatory pleadings has been filed, the person arrested may petition the law enforcement agency having jurisdiction over the offense to destroy its record of the arrest. A copy of such petition shall be served upon the district attorney of the county having jurisdiction over the offense."

PETITION DENIED OR NO RESPONSE TO PETITION (851.8(b) PC

Penal Code section 851.8(b) PC provides in part: "If, after receipt by both the law enforcement agency and the district of a petition for relief under subdivision (a), the law enforcement agency and district attorney do not respond to the petition by accepting or denying such petition within 60 days after the running of the relevant statute of limitations or within 60 days after receipt of the petition in cases where the statute of limitations has previously lapsed, then the petition shall be deemed to be denied. In any case where the petition of an arrestee to the law enforcement agency to have an arrest record destroyed is denied, petition may be made to the municipal or justice court. A copy such petition shall be served on the district attorney of the county having jurisdiction over the offense at least 10 days prior to the hearing." Note: the petitioner shall be responsible for obtaining the original petition from the law enforcement agency and submission to the court of

PETITION TO THE COURT OF JURISDICTION (851.8(C)

Penal Code section 851.8(c) provide in part: "In any case where a person has been arrested, and an accusatory pleading has been filed, but where no conviction has occurred, the defendant, may, at any time after dismissal of the action, petition the court which dismissed the action for a finding that the defendant is factually innocent of the charges for which the arrest was made. A copy of such petition shall be served on the district attorney of the county in which the accusatory pleading was filed at least 10 days prior to the hearing on the petitioner's factual innocence."

It is the responsibility of the petitioner to submit any declarations, affidavits, police reports or other evidence, which may exist to support the petition to appropriate the arresting agency or court and to serve a copy of the petition and supporting papers on the district attorney.

Record Sealing Unit
 P.O. Box 903417, Sacramento, CA 94203-4170

PETITION TO SEAL AND DESTROY ADULT ARREST RECORDS (Penal Code 851.8)

Print or Type required information

FULL NAME OF PETITIONER		Last	First	Middle
ALIASES	Date of Birth	DRIVER LICENSE NUMBER	SOCIAL SECURITY (OPTIONAL)	
STREET NUMBER		STREET NAME		APARTMENT OR UNIT NUMBER
CITY	COUNTY	STATE	ZIP CODE	
DATE(S) OF ARREST	NAME OF ARRESTING AGENCY	AGENCY CASE NUMBER	CHARGE(S)	DISPOSITION

 SIGNATURE OF PETITIONER

 DATE

SECTION TO BE COMPLETED BY LAW ENFORCEMENT AGENCY/COURT WITH JURISDICTION FOR OFFENSE(S)

I have verified the above information to be accurate.

 SIGNATURE OF AGENCY OR COURT OFFICER

 DATE

NAME OF LAW ENFORCEMENT AGENCY OR COURT

LAW ENFORCEMENT AGENCY CASE NUMBER OF COURT CASE NUMBER

CII NUMBER OF PETITIONER

FBI NUMBER OF PETITIONER

SECTION TO BE COMPLETED BY LAW ENFORCEMENT AGENCY (851.8(a) PC)

PETITION GRANTED

PETITION DENIED

 PRINT OR TYPE NAME OF AGENCY

 DATE

 SIGNATURE OF AGENCY

 DATE

SECTION TO BE COMPLETED BY COURT OF JURISDICTION (851.8 (b), (c), or (d) PC)

PETITION GRANTED

PETITION DENIED

 PRINT NAME OF JUDGE

 DATE

 SIGNATURE OF JUDGE

WAIVER: TIME RESTRICTION ON FILING WAIVED (851.8 (l) PC)

 PRINT NAME OF AGENCY OFFICER OR JUDGE

 DATE

 SIGNATURE OF AGENCY OFFICER OR JUDGE

Distribution: Department of Justice, Record Sealing Unit, PO Box 903417, Sacramento, CA 94203-4170
 District Attorney
 Petitioner
(SEE REVERSE SIDE FOR MORE INFORMATION ON PENAL CODE § 851.8)

WANT TO SEAL YOUR JUVENILE DELINQUENCY RECORD?



HOW TO:

Seal your Juvenile Delinquency Record.

WHEN TO USE:

Five years after your juvenile case has been dismissed or you are at least 18 years of age and not currently on juvenile or adult

2. You must not have any outstanding law violations or warrants as an adult or juvenile. If you are currently awaiting court as an adult or you are currently on adult probation, you are not eligible for juvenile record sealing until you complete your probation term.
3. You must pay in full all previous fines or restitution owed to the Court as an adult or juvenile, including any traffic fines.
4. You must not be currently involved in any civil litigation or pending any civil litigation arising from any of the offenses, which you are attempting to have sealed.
5. Convictions as an adult, for any felony or for a misdemeanor involving moral turpitude (theft, false information to a police officer, etc.), will result in your Petition for Record Sealing to be denied by the Juvenile Court.
6. The Juvenile Court cannot seal the records of a minor in any other state. If you have a juvenile record in another state, you must apply to that state for sealing.

Other Considerations:

- While traffic records may be sealed, insurance companies, by law, are given access to traffic (DMV) records for the purpose of determining eligibility for auto insurance, and/or setting insurance rates (Welfare and Institutions Code 781).

- If the Court found that you committed an offense listed in Section 707(b) of the Welfare and Institutions Code after you turned 14 years of age, you may not apply to have your record sealed. If you are in doubt as to whether your offense was a 707(b) offense, you may contact the Probation Department at 408-278-6045 for assistance. The Court generally looks for an arrest free record for a period of time after your case was dismissed or closed to satisfy this requirement.

It is strongly recommended you not apply for record sealing for approximately nine months after your case has been dismissed by the Court or closed by the Probation Department, even if you have already turned 18. Also, do not apply too soon as the Judge may deny your request for record sealing.



HOW TO FILE YOUR EXPUNGEMENT PAPERS

Follow these easy steps in order from 1 to 5.

1. Attached to this information packet is the Juvenile Record Sealing Application. Follow the attached sample.
2. You must complete the top portion of the form. Complete the rest of the form to the best of your knowledge. The Court is mainly concerned with the name of the law enforcement agencies that arrested or cited you. Sign the bottom of the second sheet and include your address.
3. There is a required \$70.00 application fee. You may either submit a check or money order made payable to the "Probation Department".
4. You can either mail or deliver in person the check or money order and completed forms to:

Probation Department
Attention: Accounting Department 2610 North First Street
San Jose, CA 95134
5. Generally the process takes five to six months because of the investigation process that must be done on your request for record sealing

After submitting your Juvenile Record Sealing Application, you do not need to appear in Court. The process is done by a Probation Officer and submitted to a Judge of the Juvenile Court who then grants or denies the petition.

- You will receive a copy of the Order from the Court either granting or denying the Petition for Record Sealing by mail. If your petition is denied, you will not receive a refund of your application fee.

What's Next?

- Pursuant to Welfare and Institutions Code 781, once the Court has ordered the person's records sealed, the proceedings in their case shall be deemed never to have occurred, and the person may properly reply accordingly to any inquiry about the events, the records of which are ordered sealed.

APPENDIX 1



SAMPLE LETTERS & FORMS

APPENDIX 1 – SAMPLE LETTER OF SUPPORT
From organizations, pastors, friends, etc

Date

To Whom It May Concern:

Name has been a wonderful **position of volunteer** with **name of organization or company** since **date**. (Include a description of the organization or company and the work they do).

Name volunteers/works an average of **#** hours per week with varied duties. (Describe nature of work performed, e.g., filing and light clerical, coaching a boy's basketball team, or assisting with youth programming. Also include ways that you excel and other commentary on your commitment to volunteering or working).

Name genuinely enjoys helping people, and **she/he** has actively sought out ways to get more involved with the work of **name of organization or company**. (Include any examples of ways you have gone the extra mile, e.g., available in a pinch, covers for others, represented the organization at an event).

(Closing remarks to reinforce the quality of your work/volunteer efforts, e.g., it has been a delight having **X** volunteer at our office; your assistance is truly appreciated).

Sincerely,

Your Name
Title

SAMPLE DECLARATION IN SUPPORT OF 1203.4 PETITION

NAME
ADDRESS

SUPERIOR COURT OF CALIFORNIA
COUNTY OF _____

PEOPLE OF THE STATE OF CALIFORNIA,)
Plaintiff.)
Vs.)
Your Name)
Defendant.)

Case No.:
DECLARATION IN SUPPORT OF
PETITION UNDER P.C. 1203.4

I, NAME, declare:

I believe the following facts justify my petition for expungement:

1. I was convicted of violating California Penal Code, (describe offense), committed on DATE. (Briefly describe circumstances of cases.)
2. (Describe life circumstances at time of conviction, e.g.: In 1997, after this conviction for possession of methamphetamines, I was literally "scared straight." I realized that I needed to change my life entirely; I decided to get clean. Although it was difficult, I stopped doing drugs on my own.)
3. (Describe life circumstances since incident/conviction, e.g.: I have not had alcohol for over 10 years. I have not done any drugs for five years. Over the past year, I have participated in Alcoholics Anonymous to get support for staying "clean and sober," and in order to get my drivers license back to help with finding and retaining a job. I am in the process of joining a labor union of cement masons in order to find work. I am living at a shelter until I can find employment.)
4. (Describe/explain any other contacts with law enforcement since the incident/conviction, e.g. since the 1997 convictions, I have had one contact with law enforcement. I was cited and released for driving on a suspended license. Currently, I am working with the DMV and the courts to get my drivers license back and clear this violation from my record.)
5. (Describe why you need an expungement, e.g., my prior conviction is greatly limiting my job opportunities and an expungement would allow me to work and achieve my goals of self-sufficiency and continued sobriety. I respectfully request that the court use its discretion to expunge my misdemeanor conviction and grant me a second change to work and support myself.

I declare under penalty of perjury of the laws of the State of California that the above is true and correct to the best of my knowledge.

Executed on Date _____, at _____, California

SAMPLE DECLARATION IN SUPPORT OF 1203.4 PETITION

1 YOUR NAME
YOUR ADDRESS
2 CITY, STATE, ZIP
PHONE NUMBER
3

4 Defendant In Pro Per
5

6 PEOPLE OF THE STATE OF CALIFORNIA,

Plaintiff.

) Case No.:

8 vs.

) DECLARATION IN SUPPORT OF

9 Your Name

) PETITION UNDER P.C. 1203.4

10 Defendant.
11

12
13 SUPERIOR COURT OF CALIFORNIA COUNTY OF _____
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Edmund G. Brown Jr.
Attorney General

State of California
DEPARTMENT OF JUSTICE



BUREAU OF CRIMINAL IDENTIFICATION AND INFORMATION

P.O. Box 903417
SACRAMENTO, CA 94203-4170

CLAIM OF ALLEGED INACCURACY OR INCOMPLETENESS

I have examined a copy of my California State Summary Criminal History Record as contained in the files of the Department of Justice, Bureau of Criminal Identification and Information, and wish to take exception to its accuracy and/or completeness.

NAME: _____
 LAST NAME FIRST NAME MIDDLE NAME

CII NUMBER: _____ Date: _____

Complete a statement for each error or inaccuracy claimed. Use additional paper if necessary. Attach copies of any proof or corroboration available.

SIGNATURE

Return this form to the attention of the Record Review Unit at:

California Department of Justice,
Bureau of Criminal Identification and Information,
P.O. Box 903417, Sacramento, CA 94203-4170.

INFORMATION SHEET ON WAIVER OF SUPERIOR COURT FEES AND COSTS

If you have been sued or if you wish to sue someone, or if you are filing or have received a family law petition, and if you cannot afford to pay court fees and costs, you may not have to pay them in order to go to court. If you are getting public benefits, are a low-income person, or do not have enough income to pay for your household's basic needs and your court fees, you may ask the court to waive all or part of your court fees.

1. To make a request to the court to waive your fees in superior court, complete the *Request to Waive Court Fees* (form FW-001). If you qualify, the court will waive all or part of its fees for the following:
 - Filing papers in superior court (other than for an appeal in a case with a value of over \$25,000)
 - Making and certifying copies
 - Sheriff's fee to give notice
 - Court fees for telephone hearings
 - Reporter's daily fee (for up to 60 days after the grant of the fee waiver, at the court-approved daily rate)
 - Preparing, certifying, copying, and sending the clerk's transcript on appeal.
 - Giving notice and certificates
 - Sending papers to another court department
 - Having a court-appointed interpreter in small claims court
2. You may ask the court to waive other court fees during your case in superior court as well. To do that, complete a *Request to Waive Additional Court Fees (Superior Court)* (form FW-002). The court will consider waiving fees for items such as the following, or other court services you need for your case:
 - Jury fees and expenses
 - Fees for court-appointed experts
 - Reporter's daily fees (beyond the 60-day period after the grant of the fee waiver, at the court-approved daily rate)
 - Fees for a peace officer to testify in court
 - Court-appointed interpreter fees for a witness
 - Other necessary court fees
3. If you want the Appellate Division of Superior Court or the Court of Appeal to review an order or judgment against you and you want the court fees waived, ask for and follow the instructions on *Information Sheet on Waiver of Appellate Court Fees, Supreme Court, Court of Appeal, Appellate Division* (form APP-015/FW-015-INFO).

IMPORTANT INFORMATION!

- You are signing your request under penalty of perjury. Please answer truthfully, accurately, and completely.
- The court may ask you for information and evidence. You may be ordered to go to court to answer questions about your ability to pay court fees and costs and to provide proof of eligibility. Any initial fee waiver you are granted may be ended if you do not go to court when asked. You may be ordered to repay amounts that were waived if the court finds you were not eligible for the fee waiver.
- If you receive a fee waiver, you must tell the court if there is a change in your finances. You must tell the court within five days if your finances improve or if you become able to pay court fees or costs during this case. (File *Notice to Court of Improved Financial Situation or Settlement* (form FW-010) with the court.) You may be ordered to repay any amounts that were waived after your eligibility came to an end.
- If you receive a judgment or support order in a family law matter: You may be ordered to pay all or part of your waived fees and costs if the court finds your circumstances have changed so that you can afford to pay. You will have the opportunity to ask the court for a hearing if the court makes such a decision.
- If you win your case in the trial court: In most circumstances the other side will be ordered to pay your waived fees and costs to the court. The court will not enter a satisfaction of judgment until the court is paid. (This does not apply in unlawful detainer cases. Special rules apply in family law cases. (Government Code, section 68637(d), (e).)
- If you settle your civil case for \$10,000 or more: Any trial court waived fees and costs must first be paid to the court out of the settlement. The court will have a lien on the settlement in the amount of the waived fees and costs. The court may refuse to dismiss the case until the lien is satisfied. A request to dismiss the case (use form CIV-110) must have a declaration under penalty of perjury that the waived fees and costs have been paid. Special rules apply to family law cases.
- The court can collect fees and costs due to the court. If waived fees and costs are ordered paid to the trial court, the court can start collection proceedings and add a \$25 fee plus any additional costs of collection to the other fees and costs owed to the court.
- The fee waiver ends. The fee waiver expires 60 days after the judgment, dismissal, or other final disposition of the case or earlier if a court finds that you are not eligible for a fee waiver.
- If you are in jail or state prison: Prisoners may be required to pay the full cost of the filing fee in the trial court but may be allowed to do so over time.

FW-003

**Order on Court Fee Waiver
(Superior Court)**

Clerk stamps date here when form is filed.

- ① **Person who asked the court to waive court fees:**
 Name: YOUR NAME
 Street or mailing address: ADDRESS
 City: _____ State: _____ Zip: _____
- ② **Lawyer, if person in ① has one (name, address, phone number, e-mail, and State Bar number):** _____

- ③ **A request to waive court fees was filed on (date):** _____
 The court made a previous fee waiver order in this case on (date): _____

Fill in court name and street address:

Superior Court of California, County of

Fill in case number and case name:

Case Number: Print Case Number of conviction

Case Name: Print Case Name

Read this form carefully. All checked boxes are court orders.

Notice: The court may order you to answer questions about your finances and later order you to pay back the waived fees. If this happens, you must notify the trial court to pay the fees. The amount of the w

collection fees. If there are costs, you must order the other side to pay the settlement in the

**DO NOT COMPLETE
THE REST OF THIS FORM
THIS FORM**

- ④ **After review by the court:**
 - a. The court
 - (1) **Fee**
 - Fil
 - M
 - Sh
 - Re
 - Pr
 - (2) **Add**
 - costs
 - Ju
 - F
 - R
 - O
 - (3) **Fee**
 - appeal. (*Cal. Rules of Court, rules 3.55, 3.56, 8.26, and 8.818.*) You do not have to pay for the checked items.
 - Preparing and certifying clerk's transcript for appeal
 - Other (*specify*): _____

Additional Court Fees

below. (*Cal. Rules of*

ates

court department

er in small claims court

proved daily rate)

ngs

erior court fees and

or the checked items.

ty in court

s for a witness

checked below, for your

Case Number: _____

Your name: _____

b. The court **denies** your request, as follows:

Warning! If you miss the deadline below, the court cannot process your request for hearing or the court papers you filed with your original request. If the papers were a notice of appeal, the appeal may be dismissed.

(1) The court **denies** your request because it is incomplete. You have **10 days** after the clerk gives notice of this order (see date below) to:
• Pay your fees and costs, or
• File a new revised request that includes the items listed below (*specify incomplete items*):

(2) The court **denies** your request because the information you provided on the request shows that you are not eligible for the fee waiver you requested (*specify reasons*): _____

The court has enclosed a blank *Request for Hearing About Court Fee Waiver Order (Superior Court)*, form FW-006. You have **10 days** after the clerk gives notice of this order (see date below) to:

- Pay your fees and costs, or
- Ask for a hearing in order to show the court more information. (*Use form FW-006 to request hearing.*)

c. The court needs more information to decide whether to grant your request. You must go to court on the date below. The hearing will be about (*specify questions regarding eligibility*): _____

Bring the following proof to support your request if reasonably available: _____

Hearing Date →	Date: _____	Time: _____	Name and address of court if different from page 1: _____
	Dept.: _____	Rm.: _____	

Warning! If item c is checked, and you do not go to court on your hearing date, the judge will deny your request to waive court fees, and you will have 10 days to pay your fees. If you miss that deadline, the court cannot process the court papers you filed with your request. If the papers were a notice of appeal, the appeal may be dismissed.

Date: _____

Signature of (check one): Judicial Officer Clerk, Deputy



Request for Accommodations. Assistive listening systems, computer-assisted real-time captioning, or sign language interpreter services are available if you ask at least 5 days before your hearing. Contact the clerk's office for *Request for Accommodation*, Form MC-410. (Civil Code, § 54.8.)

Clerk's Certificate of Service

I certify that I am not involved in this case and (*check one*): A certificate of mailing is attached.

I handed a copy of this order to the party and attorney, if any, listed in (1) and (2), at the court, on the date below.

This order was mailed first class, postage paid, to the party and attorney, if any, at the addresses listed in (1) and (2), from (city): _____, California on the date below.

Date: _____

Clerk, by _____, Deputy

Case Number: _____

Your name: _____

If you checked 5a on page 1, do not fill out below. If you checked 5b, fill out questions 7, 8, and 9 only. If you checked 5c, you must fill out this entire page. If you need more space, attach form MC-025 or attach a sheet of paper and write Financial Information and your name and case number at the top.

7 Check here if your income changes a lot from month to month. Fill out below based on your average income for the past 12 months.

8 Your Monthly Income

a. Gross monthly income (before deductions): \$ 0.00
List each payroll deduction and amount below:
(1) \$ 0.00
(2) \$ 0.00
(3) \$ 0.00
(4) \$ 0.00
b. Total deductions (add 8a (1)-(4) above): \$ 0.00
c. Total monthly take-home pay (8a minus 8b): \$ 0.00
d. List the source and amount of any other income you get each month, including: spousal/child support, retirement, social security, disability, unemployment, military basic allowance for quarters (BAQ), veterans payments, dividends, interest, trust income, annuities, net business or rental income, reimbursement for job-related expenses, gambling or lottery winnings, etc.
(1) \$ 0.00
(2) \$ 0.00
(3) \$ 0.00
(4) \$ 0.00
e. Your total monthly income is (8c plus 8d): \$ 0.00

9 Household Income

a. List all other persons living in your home and their income; include only your spouse and all individuals who depend in whole or in part on you for support, or on whom you depend in whole or in part for support.

Table with columns: Name, Age, Relationship, Gross Monthly Income. Rows (1) through (4) with values \$ 0.00.

b. Total monthly income of persons above: \$ 0.00

Total monthly income and household income (8e plus 9b): \$ 0.00

To list any other facts you want the court to know, such as unusual medical expenses, family emergencies, etc., attach form MC-025. Or attach a sheet of paper, and write Financial Information and your name and case number at the top. Check here if you attach another page.
Important! If your financial situation or ability to pay court fees improves, you must notify the court within five days on form FW-010.

10 Your Money and Property

a. Cash \$ 0.00

b. All financial accounts (List bank name and amount):

(1) \$ 0.00
(2) \$ 0.00
(3) \$ 0.00
(4) \$ 0.00

c. Cars, boats, and other vehicles

Table with columns: Make / Year, Fair Market Value, How Much You Still Owe. Rows (1) through (3) with values \$ 0.00.

d. Real estate

Table with columns: Address, Fair Market Value, How Much You Still Owe. Rows (1) through (3) with values \$ 0.00.

e. Other personal property (jewelry, furniture, furs, stocks, bonds, etc.):

Table with columns: Describe, Fair Market Value, How Much You Still Owe. Rows (1) through (3) with values \$ 0.00.

11 Your Monthly Expenses

(Do not include payroll deductions you already listed in 8b.)

a. Rent or house payment & maintenance \$ 0.00
b. Food and household supplies \$ 0.00
c. Utilities and telephone \$ 0.00
d. Clothing \$ 0.00
e. Laundry and cleaning \$ 0.00
f. Medical and dental expenses \$ 0.00
g. Insurance (life, health, accident, etc.) \$ 0.00
h. School, child care \$ 0.00
i. Child, spousal support (another marriage) \$ 0.00
j. Transportation, gas, auto repair and insurance \$ 0.00

k. Installment payments (list each below):

Paid to:
(1) \$ 0.00
(2) \$ 0.00
(3) \$ 0.00

l. Wages/earnings withheld by court order \$ 0.00

m. Any other monthly expenses (list each below): \$ 0.00

Paid to: How Much?
(1) \$ 0.00
(2) \$ 0.00
(3) \$ 0.00

Total monthly expenses (add 11a - 11m above): \$ 0.00

1 PROOF OF SERVICE

2 STATE OF CALIFORNIA)
3) ss
4 COUNTY OF LOS ANGELES)

5 I am a resident in the county of Los Angeles, State of California. I am over the age of 18; my
6 home address is _____.

7 On _____ Date _____, I served the foregoing documents described as:

8 **PETITION FOR DISMISSAL AND ORDER FOR DISMISSAL**
9 **CASE #:** _____

10 **PEOPLE OF THE STATE OF CALIFORNIA v. _____ Your Name _____**

11 on the interested parties in this action by placing true copies thereof enclosed in envelope
12 addressed as follows:

13 _____
14 _____
15 _____

16 (BY MAIL) I am "readily familiar" with the firm's practice of collection and processing
17 correspondence for mailing. Under that practice it would be deposited with USPS on that same
18 day with postage thereon fully prepaid at Long Beach, California in the ordinary course of
19 business. I am aware that on motion of the party served, service is presumed invalid if postal
20 cancellation date or postage meter date is more than one day after date of deposit for mailing in
21 affidavit. [C.C.P. §§ 1012 and 1013(a)]

22 (BY USPS EXPRESS MAIL) I am "readily familiar" with the firm's practice of collection and
23 processing correspondence via United States Postal Service. Under that practice it would be
24 deposited in a United States Postal Service mailbox, in an envelope designated by the USPS as
25 Express Mail with delivery fees paid or provided for, addressed to the individual at the address
26 above. [C.C.P. § 1013(c)]

27 (BY PERSONAL SERVICE) By personally delivering copies to the individual listed above at
28 the address listed above or by personally delivering copies to the office of the individual listed
above at the address listed above, in a package clearly labeled to identify the person being
served, with a receptionist or with a person in charge. [C.C.P. § 1011]

(BY FAX) As follows: On at approximately by use of facsimile machine number. I served as
copy of the foregoing on the interested parties in this action by transmitting by facsimile
machine to the following: [C.C.P. § 1013(e)]

(STATE) I declare under penalty of perjury under the laws of the State of California that the
foregoing is true and correct.

Executed on _____ Date _____, at Long Beach, California.

Your Name

Note: USE THIS PROOF OF SERVICE IF YOU ARE FILING YOUR PETITION AT THE LONG BEACH COURT

Defendant In Propria Persona

PROOF OF SERVICE

SUPERIOR COURT - SOUTH DISTRICT
COUNTY OF LOS ANGELES, STATE OF CALIFORNIA
415 WEST OCEAN BOULEVARD
LONG BEACH, CA 90802

CASE/CITATION NUMBER

PEOPLE OF THE STATE OF CALIFORNIA

V

Plaintiff(s)

Defendant(s)

I, _____, declare that I am over the age of eighteen; that I am
(Declarant's full name)

(CHECK APPLICABLE BOX) THE DEFENDANT IN NOT A PARTY TO the above-entitled action; that my business or residence address is _____; and that at
(Declarant's business or residence address)

the time of service I was employed or resided in the County where the service occurred.

That on _____, I served the _____ in the
(date) (name of document served)

above-entitled action on the (CHECK APPLICABLE BOX) LONG BEACH CITY PROSECUTOR LOS ANGELES COUNTY DISTRICT ATTORNEY

LOS ANGELES CITY ATTORNEY as follows:

(CHECK APPLICABLE BOX BELOW)

(BY MAIL) By placing a true copy thereof in a separate sealed envelope with the postage thereon fully prepaid, in the United States mail at _____, County of Los Angeles/ _____, State of
(City or postal area) (name of County if not Los Angeles County)
California, and addressed as shown below: (CHECK BOX NEXT TO APPROPRIATE ADDRESS BELOW)

(BY PERSONAL SERVICE) By placing a true copy thereof in a separate sealed envelope and causing such envelope to be delivered by hand to the offices of the addressee shown below: (CHECK BOX NEXT TO APPROPRIATE ADDRESS BELOW)

LONG BEACH CITY PROSECUTOR
333 W. Ocean Blvd., 2nd Floor
Long Beach, CA 90802

LOS ANGELES COUNTY DISTRICT ATTORNEY
415 W. Ocean Blvd., Rm. 305
Long Beach, CA 90802

LOS ANGELES CITY ATTORNEY
638 S. Beacon St., Rm. 374
San Pedro, CA 90731

I DECLARE UNDER PENALTY OF PERJURY THAT THE FOREGOING IS TRUE AND CORRECT.

Executed on _____ at _____, California.
(date this Declaration signed) (City where this Declaration signed)

Signature of Declarant

ATTORNEY OR PARTY WITHOUT ATTORNEY (Name, State Bar number, and address):		FOR COURT USE ONLY
Your Name Your Address TELEPHONE NO.: Your Phone Number FAX NO. (Optional): E-MAIL ADDRESS (Optional): ATTORNEY FOR (Name) In Pro Per		
PEOPLE OF THE STATE OF CALIFORNIA v. DEFENDANT: Your Name		
PETITION FOR DISMISSAL (Pen. Code, §§ 17, 1203.4, 1203.4a)		CASE NUMBER: The Case Number of your conviction
DEFENDANT'S INFORMATION CII: Not required. Found in the top left corner of a DOJ Criminal Record printout. DRIVER'S LIC #: Your Driver's License number SSN # (LAST FOUR DIGITS ONLY): The last 4 digits of your Social Security Number DATE OF BIRTH: Your date of birth		

1. On (date) Date of conviction the defendant in the above-entitled criminal action was convicted of a violation of section(s) (specify): Code section violated, e.g. 594 of the (specify) Code violated, e.g. Penal Code.

2. The offense was a misdemeanor felony. Check if you were convicted of a Misdemeanor or a Felony.

The offense listed above is a felony that may be reduced to a misdemeanor under Penal Code section 17. Check here if your felony conviction may be reduced to a misdemeanor under PC 17.

Check here if probation was part of your sentence.

Offense with probation granted (Pen. Code, § 1203.4):
 Probation was granted on the terms and conditions set forth in the docket of the above-entitled court; the defendant is not serving a sentence for any offense, nor on probation for any offense, nor under charge of commission of any crime, and the defendant has
 a. fulfilled the conditions of probation for the entire period thereof,
 b. been discharged from probation prior to the termination of the period thereof. Check the box that best describes your probation.

4. Offense with sentence other than probation (Pen. Code, § 1203.4a):
 Check here if probation was not part of your sentence.

Probation was not granted; more than one year has elapsed since the date of pronouncement of judgment. The defendant has complied with the sentence of the court and is not serving a sentence for any offense nor under charge of commission of any crime, and since pronouncement of judgment has lived an honest and upright life and conformed to and obeyed the laws of the land.
 Check here if all the statements in the above paragraph are true.

Petitioner requests that defendant be permitted to withdraw the plea of guilty, or that the verdict or finding of guilt be set aside and a plea of not guilty be entered and the court dismiss this action under section 1203.4 or 1203.4a of the Penal Code.
 Check here if probation was part of your sentence. Check here if probation was not part of your sentence.

Check here if your felony conviction may be reduced to a misdemeanor under PC 17.
 Petitioner requests that the felony charge be reduced to a misdemeanor under Penal Code section 17.

I declare under penalty of perjury under the laws of the State of California that the foregoing is true and correct.

Executed on: Date signed at City where signed California.
 Your signature
 (SIGNATURE OF PETITIONER OR ATTORNEY)

Your Address
 (ADDRESS, DEFENDANT) (CITY) (STATE) (ZIP CODE)

ATTORNEY OR PARTY WITHOUT ATTORNEY (Name, State Bar number, and address):		FOR COURT USE ONLY
Your Name Your Address TELEPHONE NO.: Your Phone Number FAX NO. (Optional): E-MAIL ADDRESS (Optional): ATTORNEY FOR (Name): In Pro Per		
PEOPLE OF THE STATE OF CALIFORNIA v. DEFENDANT: Your Name		This means you are representing yourself in this petition.
ORDER FOR DISMISSAL (Pen. Code, §§ 17, 1203.4, 1203.4a)		
		CASE NUMBER: The Case Number of your conviction
DEFENDANT'S INFORMATION Not required. Found in the top left corner of a DOJ Criminal Record printout. CHI: Your Driver's License number DRIVER'S LIC #: The last 4 digits of your Social Security Number SSN # (LAST FOUR DIGITS ONLY): Your date of birth DATE OF BIRTH:		

DO NOT WRITE BELOW THIS LINE!

This is where the judge will sign your petition.

- The court denies the petition.
- The court grants the petition. The court finds from the records on file in this case, and from the foregoing petition, that the defendant is eligible for the relief requested.
- The court reduces the felony offense to a misdemeanor.
- It is ordered that the plea, verdict, or finding of guilt in the above-entitled action be set aside and vacated and a plea of not guilty be entered and that the complaint be, and is hereby, dismissed. If this order is granted under the provisions of Penal Code section 1203.4, the defendant is required to disclose the above conviction in response to any direct question contained in any questionnaire or application for public office or for licensure by any state or local agency, or for contracting with the California State Lottery. Further, if this order is granted under the provisions of Penal Code section 1203.4, the defendant may also be eligible to obtain a certificate of rehabilitation and pardon under the procedure set forth in Penal Code section 4852.01 et seq.
- If the order is granted under the provisions of either Penal Code section 1203.4 or 1203.4a, the defendant is released from all penalties and disabilities resulting from the offense except as provided in Penal Code sections 12021 and 12021.1 and Vehicle Code section 13555. The dismissal does not permit a person to own, possess, or have in his or her control a firearm if prevented by Penal Code sections 12021 or 12021.1. In addition, as required by Penal Code section 299(f), relief under Penal Code sections 17, 1203.4, or 1203.4a does not release defendant from the separate administrative duty to provide specimens, samples, or print impressions under the DNA and Forensic Identification Database and Data Bank Act (Pen. Code, § 295 et seq.) if defendant was found guilty by a trier of fact, not guilty by reason of insanity, or pled no contest to a qualifying offense as defined in Penal Code section 296(a).

Date:

 _____
 (JUDICIAL OFFICER)

FOR COURT USE ONLY



LIVE SCAN INFORMATION

1. INSTRUCTIONS
2. APPLICATION
3. LOCATION OF SITES



**RECORD REVIEW
(Live-Scan)**

California Penal Code Sections 11120 through 11127 afford persons an opportunity to obtain a copy of their record, if any, contained in the files of the California Bureau of Criminal Identification and Information and refute any erroneous or inaccurate information contained therein.

Beginning with live scan transactions submitted after April 6, 2006, the Department of Justice will only mail responses to the applicant.

You may use the information you receive to answer questions regarding past criminal history, or to complete an application or questionnaire. However, this process is not to be used to obtain a copy of your record to furnish to another person or agency for immigration, visa, employment, licensing, or certification purposes (refer to California Penal Code Section 11125).

GUIDELINES FOR COMPLETING
"REQUEST FOR LIVE SCAN SERVICE" FORM (BCII RR8016)

CATEGORY	INSTRUCTION	COMMENT
1) Type of Application	Place a check mark or "X" in the Record Review Box	This is mandatory field and must be completed.
2) Reason for Application:	Write a brief explanation of why you need a copy of your criminal history record.	Examples of explanation: Personal Use, Verify Accuracy of Record, Update FBI record, Prison visit, to Fill Out an Application
3) Name of Applicant & Personal Descriptors:	Enter your full name, any known alias, date of birth, sex, height, weight, eye & hair color, place of birth, social security number, California driver's license number.	Name, date of birth, and sex are mandatory fields and must be provided. All others are optional
4) Applicant Address:	Enter your home address.	This is mandatory field and must be completed.
5) Daytime Telephone Number	Enter telephone number you can be reached at from 8:00am to 5:00pm. Please include the area code.	A telephone number is useful in helping to resolve problems which could result in a delay in the processing of your request

Contact your local Police Department or Sheriff's Office regarding the availability of "Live-Scan" fingerprinting service, the fee charged by the agency for the taking of your fingerprints, and the types of payment they accept. A current listing of Live Scan sites offering electronic fingerprint services is available on the Attorney General's website at: <http://ag.ca.gov/fingerprints/publications/contact.htm>

Go to the agency you have selected and have your fingerprints taken. Your total costs will be \$25 plus the fingerprint rolling fee charged by the Live-Scan agency. You may also use the services of a private fingerprint service as long as the live-scan fingerprint technician is certified by the California Department of Justice.

If you have any further questions regarding the completion of the Request for Live Scan Service form (BCII RR8016), contact the Record Review Unit at (916) 227-3835.

For inquiries regarding the status of your record review request, please contact us at (916) 227-3849.

REQUEST FOR LIVE SCAN SERVICE

ORI: CA0349435 Type of Application: (check one) Record Review Visa/Immigration

(Job Title)
Reason for Application: _____

Agency Address Set Contributing Agency:

California Department of Justice
Record Review Unit
P.O. Box 903417
Sacramento, CA 94203-4170

Mail Code: 07041

Contact Name: Record Review Unit
Contact Telephone No. (916) 227-3849

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

AKA: _____
Last First

Date of Birth: ____ / ____ / ____ SEX: Male Female Billing No. ____ N/A

Height: _____ Weight: _____ Applicant's Address:

EYE Color: _____ HAIR Color: _____
Street or P.O. Box

Place of Birth: _____
(State or Foreign Country) City, State and Zip Code

Social Security Number: _____

California Driver's License No. _____

Daytime Telephone Number

Level of Service DOJ Only If Resubmission, list Original ATI No. _____

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

Transmitting Agency: _____ Terminal ID: _____ Amount Collected: _____

ATI Number: _____

LOS ANGELES COUNTY

**APPLICANT LIVE SCAN
Fingerprint Services
Locations and Hours of Operation**

Below is a listing where Live Scan fingerprinting services are available to the public. This list is updated as additional information is received. However, applicants are encouraged to contact the Live Scan providers in advance to verify their current operating hours, fees, etc.

Please Note:

- Applicants must present a valid photo identification to the Live Scan Operator. Expired identification cards will not be accepted.
- Rolling fees vary from location to location and cover only the operator's cost for rolling the fingerprint images. Additional processing fees are required for the State (DOJ) and Federal (FBI) level criminal history record checks. Other fees may also be required (i.e., license fees).

Location	Hours	Rolling Fee	Acceptable Forms of Payment
ALHAMBRA - W95 A Liberty Tax & Live Scan Center 51 S. Garfield Avenue Alhambra, CA 91801 (626) 282-4018 info@certifixlivescan.com	M-F (8am-9pm) Wlk; Sat-Sun (8am-5pm) Wlk; * Mobile Services Available	\$18.00	Cash Credit Cards
ALHAMBRA - HR2 Beyond Services 1461 E. Valley Blvd Alhambra, CA 91801 (626) 524-1984 or (626) 282-1120 lvuong123@yahoo.com	M-F (10am-7pm) Wlk; Sat (10am-5pm) Wlk; Sun Appt. Only; Group Discounts Available * Mobile Services Available	\$17.00	Cash
ARCADIA - LX1 Daines Trading Live Scan Fingerprinting 5532 Lenore Avenue Arcadia, CA 91006 (626) 485-3844 felixhermi@yahoo.com	M-Sun (8:30am-7:00pm) Appt.; Sat, Sun (9am-5pm) Appt.; Group discounts available; * Mobile Services Available	\$20.00	Cash Cashier's Check Checks Money Order

<p>ARLETA - R04 I.D. Center 13071 Ottoman Street Arleta, CA 91331 (818) 207-1612 bmahsoul@yahoo.com</p>	<p>M-F (9am-7pm)Appt. only; Sat (10am-7pm) Appt.; only Sun (10am-7pm) Appt. only; 24 Hour Mobile Service * Mobile Services Available</p>	<p>\$20.00</p>	<p>Cash Cashier's Check Credit Cards</p>
<p>AZUSA - W68 CMC Live Scan & Notary Services 134 N. Azusa Avenue Azusa, CA 91702 (626) 201-8341 / (909) 251-5594 christina58@earthlink.net</p>	<p>M-F (10am-6pm) Wlk, Sat (10am-4pm) Appt. only; Discounts Available * Mobile Services Available</p>	<p>\$20.00</p>	<p>Cash Credit Cards</p>
<p>BALDWIN PARK - KX2 A UPS Store & Live Scan Center 3100 Big Dalton Avenue Baldwin Park, CA 91706 (626) 480-1760 info@certifixlivescan.com</p>	<p>M-F (9am-7pm) Wlk, Sat (9am-6pm) Wlk</p>	<p>\$20.00</p>	<p>Cash Credit Cards</p>
<p>BALDWIN PARK - GM2 Baldwin Park Live Scan Fingerprints 4115 N. Maine Avenue Baldwin Park, CA 91706 (626) 338-3555 simonguillen@live.com</p>	<p>M-F (9am-5pm) Appt.; Sat (10am-2pm) Appt. * Mobile Services Available</p>	<p>\$20.00</p>	<p>Cash Cashier's Check Checks Credit Cards Money Order</p>
<p>BELLFLOWER - X84 Annette's Notary and Livescan Fingerprinting 16216 Clark Avenue Bellflower, CA 90706 (562) 866-1635 namalecki@yahoo.com</p>	<p>M-F (10am-4pm) Appt. only Sat, Sun Appt. only</p>	<p>\$15.00</p>	<p>Cash Credit Cards</p>
<p>BEVERLY HILLS - XV1 A Beverly Hills Live Scan & Notary 320 N. Lapeer Drive, #208 Beverly Hills, CA 90211 (310) 666-9972 or (310) 859-0185 fariba90210@aol.com</p>	<p>Mon-Sat (9am-8pm) Appt. Only * Mobile Services Available</p>	<p>\$23.00; MOBILE fees additional</p>	<p>Cash Cashier's Check Checks Company Checks Money Order</p>

BEVERLY HILLS - LK2 A Mail Box Times & Live Scan Center 9461 Charleville Blvd Beverly Hills, CA 90212 (310) 276-5076 info@certifixlivescan.com	M-F (9am-6pm) Wlk; Sat (10am-4pm) Wlk	\$25.00	Cash Credit Cards
BEVERLY HILLS - NC2 * A Plus Live Scan Mobile Fingerprinting and Notary 9301 Wilshire Blvd Blvd, 501 A Beverly Hills, CA 90210 (310) 271-7600 jamisaadat@yahoo.com	M-F (9am-7pm) Appt. Mobile Services Available / 24/7 * Mobile Services Available	\$ 25.00 (\$ 2.00 credit card fee)	Cash Credit Cards
BURBANK - KC2 A Pak Ship All & Live Scan Center 1317 N. San Fernando Blvd Burbank, CA 91504 (818) 845-3332 info@certifixlivescan.com	M-F (9am-6pm) Wlk; Sat (10am-3pm) Wlk	\$20.00	Cash Credit Cards
BURBANK - S56 / W16 American Fingerprinting Livescan 1516 N. San Fernando Blvd, #203 Burbank, CA 91504 (818) 434-0340 afivescan@sbcglobal.net	M-F (9am-6pm) Wlk; Sat by Appt. only Group Discounts Available. * Mobile Services Available	\$17.00	Cash Cashier's Check Checks Credit Cards Money Order
BURBANK - S27 Andrews International 455 N. Moss Street Burbank, CA 91502 (818) 487-4060 nalexander@andrewsinternational.com	M-F (9am-4:30pm) Appt. only; Sat Appt only	\$20.00	Cash Credit Cards
BURBANK - V49 City of Burbank, City Hall 275 E. Olive Avenue Burbank, CA 91502 (818) 238-5340 cbishop@ci.burbank.ca.us	T, Th (1pm-5pm) Appt.; W, F (9am-1pm) Appt.	\$20.00	Cash
CALABASAS - NA1 A1 Live Scan 22789 Liberty Bell Road Calabasas, CA 91302	M-Sun by Appt. Only * Mobile Services Available	\$20.00	Cash Cashier's Check Checks Credit Cards

(818) 222-1722 Fax (818) 222-0544 fproller@gmail.com			Money Order
CALABASAS - FT2 Baronial Live Scan & Notary 5023 N. Calabasas Parkway Calabasas, CA 91302 818-935-7491 livescan@baroniallivescan.com	M-F (9am-6pm) Wlk; Sat & Sun= Appt. only	\$20.00	Cash Cashier's Check Checks Credit Cards Money Order
CANOGA PARK - DJ2 The UPS Store # 3109 8335 Winnetka Avenue Canoga Park, CA 91306 (818) 700-8123 store3109@theupsstore.com	M-F (8am-7pm) Wlk; Sat (9am-4pm) Wlk	\$25.00	Cash Credit Cards
CANOGA PARK - C61 Universal Protection Services 6743 Variel Avenue Canoga Park, CA 91303 (800) 315-4507	M-F (9am-4pm) Appt. only	\$20.00	Cash Cashier's Check Money Order
CARSON - EC2 A USP Store & Live Scan Center 335 E. Albertoni Street, Suite 200 Carson, CA 90746 (310) 217-1214 info@certifixlivescan.com	M-F (9am-6pm) Wlk; Sat (9am-5pm) Wlk; * Mobile Services Available	\$25.00	Cash Credit Cards
CARSON - Y76 American Guard Services, Inc. 1299 E. Artesia Blvd, Suite 200 Carson, CA 90746 (310) 645-6200 pete@americanguardservices.com	M-F Appt. only		Cash Cashier's Check Money Order
CARSON - B60 / BZ1 * CSU Dominguez Hills PD 1000 E. Victoria Street Carson, CA 90747 (310) 243-3343 smirasol@csudh.edu	M-F (9am-5pm) Wlk Pre-pay at cashier's office prior to fingerprinting.	\$18.00	Cash Cashier's Check Credit Cards Money Order
CERRITOS - Z99 Mail Boxes Etc. & Live Scan 11432 South Street	M-F(9am-6pm) Wlk Sat (9am-4pm) Wlk	\$20.00	Cash Cashier's Check Credit Cards

Cerritos, CA 90703 (562) 402-8387 ptracy@dslextreme.com			Money Order
CHATSWORTH - C56 L-1 Enrollment Services 20001 Prairie Street, Suite 4 Chatsworth, CA 91311 (800) 315-4507 cafingerprint@Llid.com	M,W,F (8:30am-4:30pm) Wlk or Appt. * Mobile Services Available	\$20.00	Cashier's Check Checks Credit Cards IIS Escrow Accounts Money Order
CLAREMONT - DR1 * Claremont Police Depart. 570 West Bonita Avenue Claremont, CA 91711 (909) 399-5411	M-F (1:30-3pm) Appt only; Wed (8am-10:45am) Appt only; Th&F (9:30-10:30am) Appt only	\$10.00 Claremont Resident \$17.75 All others	Cash Checks Credit Cards
COMMERCE - KA2 A UPS Store & Live Scan Center 5211 Washington Blvd, Suite 2 Commerce, CA 90040 (323) 261-5441 info@certifixlivscan.com	M-F (8:am-7pm) Wlk; Sat (8:30am-4pm) Wlk	\$20.00	Cash Credit Cards
COMMERCE - N50 American Red Cross 2227 S. Atlantic Blvd Commerce, CA 90040 (323) 780-7653 prillm@arcla.org	M-F (10am-3pm) Appt. only; T,Th,F (9am-4:30pm) Appt. only; * Mobile Services Available	\$23.00	Cash Cashier's Check Checks Credit Cards Money Order
COMPTON - Z51 Al Mobile Services 12842 S. Harris Avenue Compton, CA 90221 (310) 749-0973 or (626) 485-0707 vlcarter@almobileservices.com	M-Sun (7am-10pm) Appt. only Travel fees may apply. Call for quote.	Start at \$22.00	Cash Cashier's Check Company Checks Money Order
COVINA - JE2 Nurse Solutions, Etc 230 W. College Street, Suite C Covina, CA 91723 (626) 339-0088 nsecontact@aol.com	M-F (9am-6pm) Wlk; Sat/Sun Appt. only * Mobile Services Available	\$15.00	Cash Cashier's Check Checks Credit Cards Money Order
COVINA - FN1 / LY1 / LZ2 U.S. Live Scan 143 E. Rowland Street, Unit 1 Covina, CA 91723	M-F (9am-6pm) Wlk or Appt.; Sat(10am-2pm)Wlk or Appt.; Mobile Services 24	\$15.00	Cash Checks Credit Cards

(626) 967-0473 uslivescan@yahoo.com	hrs/7 days a week		
CULVER CITY - V80 21st Century Fingerprinting 11748 Washington Place Culver City, CA 90066 (310) 922-7351 info@21stcenturyfingerprinting.com	M-F(9am-7pm) Wlk Sat (10am-2pm) Wlk Sundays & Afterhours, Call or E-mail. Mobile Service Available for Groups. * Mobile Services Available	\$20.00	Billing Accounts Cash Cashier's Check Checks Credit Cards Money Order
CULVER CITY - CB2 A UPS Store & Live Scan Center 10736 Jefferson Blvd Culver City, CA 90230 (310) 558-4778 info@applicantlivescanlocations.com	M-F (9am-7pm) Wlk; Sat (9am-5pm) Wlk * Mobile Services Available	\$20.00	Cash Credit Cards
CULVER CITY - X37 * Culver City Police Depart. 4040 Duquesne Avenue Culver City, CA 90232 (310) 253-6110 or (310) 253-6208	M-F (8am-3pm)	\$25.00	Cash Cashier's Check Checks Credit Cards Money Order
CULVER CITY - 975 L-1 Enrollment Services 6167 Bristol Parkway, #400 Culver City, CA 90230 (800) 315-4507 cafingerprint@L1id.com	M-F (8:30am-4:30pm) Wlk or Appt. * Mobile Services Available	\$20.00	Cashier's Check Checks Credit Cards IIS Escrow Accounts Money Order
DIAMOND BAR - Z44 AccuScan ID 1930 S. Brea Canyon Road, Suite 220 Diamond Bar, CA 91765 (909) 396-9999 info@starside.com	By Appt. Only; Group Discounts Available	\$20.00	Cash Cashier's Check Checks Credit Cards Money Order
DIAMOND BAR - NG1 The UPS Store & Live Scan 1142 S. Diamond Bar Blvd Diamond Bar, CA 91765 (909) 861-2401 store3890@theupsstore.com	M-F (8am-7pm) Wlk Sat (9am-4pm) Wlk	\$20.00	Cash Cashier's Check Credit Cards Money Order

DOWNEY - DB2 A UPS Store & Live Scan Center 8504 Firestone Blvd Downey, CA 90241 (562) 862-9995 info@certifixlivescan.com	M-F (8:30am-7pm) Wk; Sat (9am-4pm) Wk	\$20.00	Cash Credit Cards
DOWNEY - T23 Imperial Professional Services 7948 E. Florence Avenue Downey, CA 90241 (562) 806-3390 rik_salazar@hotmail.com	M-F (8am-5pm) Wk Sat (9am-12:00pm) Wk	\$20.00	Cash Credit Cards
EAST LOS ANGELES - NJ1 A1 East Los Angeles Live Scan Center 212 S. Atlantic Blvd, # 104 East Los Angeles, CA 90022 (323) 924-2476 info@certifixlivescan.com	M-F (10am-6:30pm) Sat (10am-3pm) Wk * Mobile Services Available	\$20.00	Cash Cashier's Check Money Order
EL MONTE - Y43 Inter-Continental 10931 Valley Blvd El Monte, CA 91731 (626) 454-1112 livescanelmonte@aol.com	M-F (9am-1pm)(2pm-6pm) Wk Weekends Appt. only Closed Holidays Between Tyler Ave and Center.	\$20.00	Cash Credit Cards
EL MONTE - X92 Laura's Income Tax Business Services 4309 N Peck Road, Suite 3 El Monte, CA 91732 (626) 228-0076 info@laurasincometax.com	M-Sat (9am-6pm) Appt. only	\$30.00	Cash Credit Cards Debit Cards
EL SEGUNDO - BV1 * El Segundo Police Depart. 348 Main Street El Segundo, CA 90245 (310) 524-2200	Open 24 hours a day, 7 days a week Wk Based on officer availability. Billing code required.	\$10.00	Cash
EL SEGUNDO - JD1 The UPS Store # 2991 214 Main Street El Segundo, CA 90245 (310) 640-8589 store2991@theupsstore.com	M-F (8:30am-6:30pm) Wk Sat (9am-5pm) Wk Mobile Services & After Hours Appt. only	\$20.00	Cash Cashier's Check Checks Credit Cards Money Order

<p>GLENDALE - W96 A Mail Boxes Etc. & Live Scan 1125 E. Broadway . Glendale, CA 91505 (818) 242-4270 <u>mbel652@mbemail.com</u></p>	<p>M-F (8:30am-6:30pm) Wlk Sat (10am-4pm) Wlk Sun (12am-4pm) Wlk Mobile and Group Services Available. * Mobile Services Available</p>	<p>\$20.00</p>	<p>Cash Credit Cards</p>
<p>GLENDALE - BJ1 / BK1 City of Gendale, Enterprise Services 141 N. Glendale Avenue, 3rd Floor Glendale, CA 91206 (818) 550-4700 <u>coglivescan@glendale.ca.us</u></p>	<p>Mon-Thu (8am-5pm) Wlk Fri (8pm-4:30pm) Wlk * Mobile Services Available</p>	<p>\$20.00</p>	<p>Cash Cashier's Check Checks Credit Cards Money Order</p>
<p>GLENDALE - PV2 V.I.P. Home Care & Live Scan Services 100 North Brand Blvd, Suite 300A Glendale, CA 91203 (818) 539-2285 <u>beth@jocson.com</u></p>	<p>M-F (9am-5pm) Wlk; Sat,Sun by Appt. only.</p>	<p>\$20.00</p>	<p>Cash Cashier's Check Checks Credit Cards Money Order</p>
<p>GLENDORA - HT1 L-1 Enrollment Services 1000 West Foothill Blvd, Glendora, CA 91741 (800) 315-4507 (Appointment Scheduling) <u>cafingerprint@L1id.com</u></p>	<p>M-Th (10am-6pm) Wlk or Appt.; F (9am-4pm) Wlk or Appt., Sat (9am-1pm) Wlk or Appt. * Mobile Services Available</p>	<p>\$20.00</p>	<p>Cashier's Check Checks Credit Cards Money Order</p>
<p>GRANADA HILLS - BD2 A UPS Store & Live Scan Center 11856 Balboa Blvd Granada Hills, CA 91344 (818) 368-0097 <u>info@applicantlivescanlocations.com</u></p>	<p>M-F (8am-6:30pm) Wlk; Sat (10am-4pm) Wlk * Mobile Services Available</p>	<p>\$20.00</p>	<p>Cash Credit Cards</p>
<p>HACIENDA HEIGHTS - NK1 Postal Plus & Live Scan 17128 Colima Road Hacienda Heights, CA 91745 (626) 854-0346 <u>yogdesai1954@gmail.com</u></p>	<p>M-F (9am-6pm) Wlk Sat (9am-2pm) Wlk</p>	<p>\$20.00</p>	<p>Cash Cashier's Check Credit Cards Money Order</p>

HARBOR CITY - WD1 Shipping Plus 1654 Sepulveda Blvd Harbor City, CA 90710 (310) 257-8490 <u>bokshin@gmail.com</u>	M-F (9:00am-6:00pm) Wlk; Sat (10am-4:00pm) Wlk	\$20.00	Cash Cashier's Check Credit Cards Money Order
HAWTHORNE - KF2 BRT Testing Center 11624 Hawthorne Blvd, Suite B Hawthorne, CA 90250 (310) 675-1700 <u>brttestingcenter@yahoo.com</u>	M-F (10am-5pm) Appt.; for emergency service/schedule needed please call.	\$30.00	Cash Credit Cards Money Order
HAWTHORNE - W94 Certifix Livescan 13658 Hawthorne Blvd, Ste, 213 Hawthorne, CA 90250 (310) 219-0999 <u>certifix@certifixlivescan.com</u>	M-F (10am-5pm) Wlk	\$20.00	Cash Credit Cards
HAWTHORNE - B43 City of Hawthorne 4455 West 126th Street Hawthorne, CA 90250 (310) 349-2950 <u>robrien@cityofhawthorn.org</u>	M-Th (9am-11am, 2pm-4:30pm) Appt. only	\$25.00 Additional fees will apply.	Cash Cashier's Check Checks Credit Cards Money Order
HAWTHORNE - Z80 Freeman Professional Services 4591 W. 135th Street Hawthorne, CA 90250 (310) 722-9629 <u>larcyfree@yahoo.com</u>	M-Sat Appt. only Mobile Services Available for Groups. Serving Los Angeles and Orange Counties. Must have forms and ORI #. * Mobile Services Available	\$25.00 (DOJ/FBI Fees)	Cash Cashier's Check Checks Money Order
HOLLYWOOD - DM2 The UPS Store #4381 5419 Hollywood Blvd Hollywood, CA 90027 (323) 460-6323	M-F (8am-8pm) Wlk; Sat (9am-5pm) Wlk; Sun (11am-5pm)	\$25.00	Cash Credit Cards
HUNTINGTON PARK - L22 * Huntington Park Police Depart. 6542 Miles Avenue Huntington Park, CA 90255 (323) 826-6622	M-F Appt. only	\$35.00 Must have ORI# of requesting agency	Cash Money Order

INGLEWOOD - R24 1 Hour Photo ProLab 300 S. Market Street, Inglewood, CA 90301 (310) 674-8920 info@fotokard.com	M-F (9am-5:30pm) Wlk Sat (10am-5pm) Wlk Mobile Live for groups * Mobile Services Available	\$17.00 DOJ \$20.00 DOJ & FBI	Cash Credit Cards Money Order
INGLEWOOD - 646 * Inglewood USD PD 10500 Yukon Avenue Inglewood, CA 90303 (310) 680-5237	M (10am-4pm) Appt. only T-F (8:30am-4pm) Appt. only	\$12.00	Money Order
KOREATOWN - BS2 A Koreatown UPS Store & Live Scan Center 3183 Whilshire Blvd, # 196 Koreatown, CA 90010 (213) 351-1338 info@applicantlivescanlocations.com	M-F (9am-7:30pm) Wlk; Sat (10am-4pm) Wlk * Mobile Services Available	\$20.00	Cash Credit Cards
LA CANADA - X70 Crescenta-Canada YMCA 1930 Foothill Blvd La Canada, CA 91011 (818) 790-0123 x201 kelly@ymcacc.org	M-F (10am-5pm) Wlk or Appt.	\$10.00 - \$ 25.00	Cash Credit Cards
LA VERNE - X34 1 Advanced LiveScan Fingerprinting 1407 Foothill Blvd La Verne, CA 91750 (909) 596-0039 or (909) 596- 1207 ABhiriddhi@aol.com	M-F (9am-6pm) Wlk Sat (10am-5pm) Wlk After Hours Appt. only Mobile Service Available & Group Discounts. * Mobile Services Available	\$19.00	Cash Cashier's Check Credit Cards Money Order
LA VERNE - SL1 A Postal Annex and Live Scan Center 1502 Foothill Blvd, # 103 La Verne, CA 91750 (909) 596-6110 pa7004@postalannex.com	M-F (8am-6pm) Wlk Sat (9am-4pm) Wlk	\$19.00	Cash Credit Cards

LAKWOOD - B63 / EC1 City of Lakewood 15 Lakewood Center Mall . Lakewood, CA 90712 (562) 623-3583	M-F (9:30am-8:30pm) Appt. only Sat (10:30am-5:30pm) Appt. only Sun (11:30am-6pm) Appt. only Walk-ins welcome as schedule permits. Located in Sheriff's Safety Center inside Mall.	\$20.00	Cash Checks Credit Cards
LANCASTER - R98 American Post N Parcel 43759 15th Street West . Lancaster, CA 93534 (661) 942-1150 carol.apnp@verizon.net	M-F (9am-5:30pm) Wlk Sat (10am-2:30pm) Wlk Mobile Service Appt. only * Mobile Services Available	\$23.00	Cash Cashier's Check Credit Cards Money Order
LANCASTER - L02 * Antelope Valley College Police Dept. 3041 West Avenue K . Lancaster, CA 93536 (662) 722-6399	M-F (8am-6pm) Appt. only	\$20.00	Cash Money Order
LANCASTER - U87 Fran's Mobile Live Scan Fingerprinting Service 2153 W. Avenue, K-8 Lancaster, CA 93536 (661) 886-8212 frannie6178@yahoo.com	M-Sat (8:30am-6:30pm) Same day Appt. * Mobile Services Available	\$20.00	Cash Cashier's Check Checks Money Order
LANCASTER - V84 L-1 Enrollment Services 42281 West 10th Street Lancaster, CA 93534 (217) 547-2145 (Appointment Scheduling) cafingerprint@L1id.com	Th (9:30am-3:30pm) Wlk or Appt. * Mobile Services Available	\$20.00	Cashier's Check Checks Credit Cards Money Order
LANCASTER - D15 Opsec Specialized Protection 44262 N. Division Street, #A Lancaster, CA 93535 (661) 942-3999 opsec@qnet.com	M-F (9am-5pm) Wlk Evenings and Weekends Appt. only	\$20.00	Cash Credit Cards
LANCASTER - C42 / NZ1 Westside Union School District 41914 N. 50th Street West .	Mon-Fri (8:00am-3:30pm) Appt. only	\$20.00	Cash Cashier's Check Money Order

Lancaster, CA 93536 (661) 722-0716, x100 s.price@westside.k12.ca.us			
LAWNDALE - Y48 Whitmore Business Services 15424 Hawthorne Blvd, Suite 202 Lawndale, CA 90260 (310) 978-3829 whitbiz@pacbell.net	M-F (10am-6pm) Appt. only Saturday & Late Evenings Appt. only	\$20.00	Cash Cashier's Check Company Checks Credit Cards Money Order
LONG BEACH - KJ1 A Mail Boxes Etc. & Live Scan 5318 E. 2nd Street Long Beach, CA 90803 (562) 987-4777 mbe1932@mbemail.com	M-F (8am-7pm) Wlk Sat (9am-5pm) Wlk Sun (10am-5pm) Wlk	\$20.00 Plus DOJ & FBI Fees	Cash Credit Cards Money Order
LONG BEACH - KK1 A1S Live Scan 433 E. 3rd Street Long Beach, CA 90802 (562) 394-0777 timegolt@yahoo.com	M-F (10am-6pm) Wlk Sat (10am-3pm) Wlk Mobile Service available. After hours & Sun. appt. only * Mobile Services Available	\$20.00 Plus DOJ & FBI Fees.	Cash Cashier's Check Checks Money Order
LONG BEACH - V10 * CSU Long Beach State Police 1331 Palo Verde Avenue Long Beach, CA 90840 (562) 985-5055	M-Th (1-4pm) Wlk	\$20.00	Cash Cashier's Check Checks Money Order
LONG BEACH - K92 F & S Services, Inc. 2527 Pacific Avenue Long Beach, CA 90806 (562) 424-2020 fnsinc@hotmail.com	M-F (9am-7pm) Wlk Sat (9am-4pm) Wlk	\$45.00	Cash Cashier's Check Checks Credit Cards Money Order
LONG BEACH - RA1 * Long Beach Police Dept. 400 West Broadway . Long Beach, CA 90802 (562) 570-5142	M-F (7:30am-4pm) Appt. only Closed for lunch 12-12:45	25	Cash Cashier's Check Checks Money Order
LONG BEACH - LC1 Mail Services Etc. 2892 N. Bellflower Blvd Long Beach, CA 90815	M-F (8:30am- 6:30pm) Wlk; Sat (10am-4pm) Wlk * Mobile Services	\$20.00	Cash Cashier's Check Checks Credit Cards

(562) 377-1212 msetc@verizon.net	Available		Money Order
LONG BEACH - C60 Universal Protection Services 4201 Long Beach Blvd, #200 Long Beach, CA 90807 (800) 315-4507	M-F (9am-4pm) Appt. only	\$20.00	Cashier's Check Checks Money Order
LOS ANGELES - KY2 American All Care Services 5322 Wilshire Blvd, # 240 Los Angeles, CA 90036 (323) 934-4749 info@certifixlivescan.com	M-F (8:30am-4pm) Wlk	\$20.00	Cash Credit Cards
LOS ANGELES - NV2 1 All Live Scan 12021 Wilshire Blvd, Suite A Los Angeles, CA 90025 (310) 445-2020 moseslivescan@aol.com	M-F (9am-4pm) Wlk; Sat & Sun by Appt. Only	\$25.00	Cash Cashier's Check Checks Credit Cards Money Order
LOS ANGELES - TT1 1A LA Livescan Fingerprints & Notary 8322 Beverly Blvd, Suite 301 Los Angeles, CA 90048 (310) 500-5621 karina@lalivescan.com	M-F (9am-6pm) Appt. only Evenings & Weekends Appt. only	\$23.00	Cash Cashier's Check Credit Cards
LOS ANGELES - FL2 7 Days Livescan 2687 1/2 W. Pico Blvd Los Angeles, CA 90006 (213) 365-1060	M-F (9:30am-6pm) Wlk; Sat/Sun (10am- 3pm) Wlk	\$25.00	Cash Debit Cards Money Order
LOS ANGELES - FF2 A Plus Electric 8257 Compton Avenue Los Angeles, CA 90001 (562) 244-4247 a_plus_electric@hotmail.com	M-F (9am-5pm) Call before arrival, to open gate.; Evenings & Weekends appt. only * Mobile Services Available	\$20.00	Cash Cashier's Check Checks Credit Cards
LOS ANGELES - S70 * A Plus Live Scan Fingerprinting 8417 Beverly Blvd, 100 Los Angeles, CA 90048 (323) 651-3004	M-F (9am-7pm)Appt. Only After Hours and Saturday and Sunday (Extra Charge) Appt. Only Mobile Service 24/7	\$ 25.00	Cash Credit Cards

Fax (323) 651-3002 jamisaadat@yahoo.com	* Mobile Services Available		
LOS ANGELES - W53 / MG1 A1 Live Scan, Notary & Passport Photo Services 553 South Olive Street, Los Angeles, CA 90013 (213) 489-4559 allivescan@pacbell.net	M-F (8:30am-5:30pm) Wlk; Sat (9am-12pm) Wlk * Mobile Services Available	\$25.00	Cash Credit Cards Debit Cards
LOS ANGELES - PY1 A2 Live Scan 2801 W. Vernon Avenue Los Angeles, CA 90008 (323) 291-4100 randy@lasecurityacademy.com	Tue-F (9am-4pm) Appt.	\$20.00	Cash Credit Cards
LOS ANGELES - V57 AA Live Scan & Notary Services 5870 Melrose Avenue, Suite 3 Los Angeles, CA 90038 (323) 467-2255 or (213) 219-2898 angiean123@yahoo.com	M-F (9am-6pm) Wlk or Appt.; Sat (10am-2pm) Wlk or Appt.	\$20.00- \$22.00	Cash Cashier's Check Credit Cards Money Order
LOS ANGELES - J56 AAA Livescan Fingerprinting West LA 1244 Westwood Blvd Los Angeles, CA 90024 (310) 470-9233 microuniverseinc@yahoo.com	M-F (9am-6pm) Walk-ins Saturday & Sunday Appt. only Mobile Services available Appt. only * Mobile Services Available	\$18.00	Cash Company Checks Credit Cards
LOS ANGELES - T43 Able LiveScan & Notary Services 3540 Wilshire Blvd, Suite #1209 Los Angeles, CA 90010 (213) 383-8824 abandy CPA@yahoo.com	M-F (8:30am-5pm) Wlk Sat Appt. only Mobile Services available for groups.	\$20.00	Cash Cashier's Check Checks Credit Cards Money Order
LOS ANGELES - CF2 Airport Area Fingerprinting 8800 S Sepulveda Blvd, Suite 8 Los Angeles, CA 90045 (310) 417-9002 cmmedicalbilling@sbcglobal.net	M-F (9am-8pm) Wlk; Sat (10am-5pm) Wlk	\$19.00	Cash Cashier's Check Checks Credit Cards Money Order

LOS ANGELES - J23 / K49 American Live Scan Inc. 3540 Wilshire Blvd, # 322 Los Angeles, CA 90010 (213) 386-1038 americanlivescan@aol.com	M-F (9am-6pm) Wlk; Sat (9am-3pm) Wlk	\$25.00	Cash Cashier's Check Checks Credit Cards Money Order
LOS ANGELES - T90 American LiveScan & Shipping Center, Inc. 11209 National Blvd Los Angeles, CA 90064 (310) 478-1050 amitbhatia74@yahoo.com	M-F (9am-6pm) Wlk Sat (10am-5pm) Wlk	\$20.00	Cash Cashier's Check Checks Credit Cards Money Order
LOS ANGELES - JK1 American Notary Group 2223 W. Colorado Blvd Los Angeles, CA 90041 (323) 349-0860 livescan@americannotary.com	M-F (9am-6pm) Wlk; Sat Appt. Only	\$20.00- \$30.00	Cash Cashier's Check Checks Credit Cards Money Order
LOS ANGELES - JD2 Americana College 835 N. Western Avenue Los Angeles, CA 90029 (323) 461-6777 americanacollege@yahoo.com	M-F (11am-5:30pm) Wlk; Sat, Sun (11am- 4pm) Wlk	\$20.00	Cash Cashier's Check Credit Cards Money Order
LOS ANGELES - J83 Anza Vista Live Scan Fingerprint 8726 S. Sepulveda Blvd, Suite E (LAX Area) Los Angeles, CA 90045 (310) 348-1314 anzavistallc@sbcglobal.net	M-F (9am-6pm) Wlk or Appt. Sat (10am- 4pm) Wlk or Appt. Mobile services available for groups. * Mobile Services Available	\$20.00	Cash Cashier's Check Checks Credit Cards Money Order
LOS ANGELES - E88 B & G Protective Services 2520 W. 6th Street, Suite 113 Los Angeles, CA 90057 (213) 387-8950 bgprotectiveserve@sbcglobal.net	M-F (9am-5pm) Wlk Sat (9am-3pm) Wlk Closed for lunch (12noon-1pm) Closed Sunday and Holidays. * Mobile Services Available	\$15.00	Cash Cashier's Check Credit Cards Debit Cards Money Order
LOS ANGELES - VE1 Bail Bonds No Limit 4068 Crenshaw Blvd, 2nd Floor Los Angeles, CA 90008 (323) 299-5483 nolimitbailbonds@sbcglobal.net	7 days a week 24 hrs (9am-5pm) Wlk or Appt. Mobile LiveScan Services Available. livescanlosangeles@a	\$18.00- \$23.00 Plus applicable Gov. or Agency Fees.	Cash Cashier's Check Money Order

	tt.net * Mobile Services Available		
LOS ANGELES - 812 * CSU Los Angeles Police Dept. 5151 State University Drive Los Angeles, CA 90032 (323) 343-3700	M-F (10am-2pm) Wlk or Appt.	CSULA-affiliated rolling fee \$12 Non-CSULA \$25.00	Cashier's Check Checks Money Order
LOS ANGELES - EN1 DEE An Lee Livescan Fingerprinting & Notary 1413 W 127 Street P.O. Box 611375 Los Angeles, CA 90061-90047 (323) 779-7278 or (323) 681-2223 deeanleelivescan@att.net	M-Sun Appt. Only; No travel fee within 10 miles of zip code 90047. * Mobile Services Available	\$22.95	Cash Cashier's Check Checks Money Order
LOS ANGELES - R68 Eagle West Management 903 S. Crenshaw Blvd, Suite 200 Los Angeles, CA 90019 (323) 532-6372 (323) 730-2640 hd2erock@yahoo.com	M-F (8am-6pm) Appt. only Sat (9am-9pm) Appt. only Sun Appt. only Mobile Services available for Groups. * Mobile Services Available	\$19.00	Cash Cashier's Check Checks Money Order
LOS ANGELES - MN1 Esteem 6258 Mulholland Highway Los Angeles, CA 90068 (323) 466-2400 esteem@roadrunner.com	M-Sat (9am-9pm) Appt. only Mobile Services available. * Mobile Services Available	\$20.00	Cash Cashier's Check Credit Cards Money Order
LOS ANGELES - X76 Express Photo 2001 West 7th Street Los Angeles, CA 90057 (213) 483-8721 Rand152@Comcast.net	7 days a week (9am-6pm) Wlk Mobile service provided/additional charge. * Mobile Services Available	\$25.00	Cash
LOS ANGELES - R31 FPI Agency Service, Live Scan & Photos 1011 S. Alvarado Street, Ste. 101 Los Angeles, CA 90006	7 days a week (8am-8pm) Wlk	\$21.00	Cash Cashier's Check Debit Cards Money Order

(213) 388-6055 or (619) 520-8349 fpagencysservice@sbcglobal.net			
LOS ANGELES - GD2 Guard Training Center 5331 E. Olympic Blvd, #11 Los Angeles, CA 90022 (323) 721-7671 training@guardtrainingcenter.com	M-F (10am-4pm) Wk or Appt. * Mobile Services Available	\$25.00	Cash Cashier's Check Company Checks Credit Cards Debit Cards Money Order
LOS ANGELES - FC2 International Security Academy Inc 1577 Barry Avenue, Suite 201 Los Angeles, CA 90025 (310) 442-5540 info@isa-isa.com	M-F (9am-4pm) Appt.	\$20.00	Cash Cashier's Check Checks Money Order
LOS ANGELES - FE1 J and Young Inc. 201 N Los Angeles Street, # 23 Los Angeles, CA 90012 (213) 622-8745 jungkeekim@gmail.com	M-F (7am-4pm) Appt. only	\$40.00	Checks Credit Cards
LOS ANGELES - FD1 Kebson Group, Inc. 3540 Wilshire Blvd, Suite M20 Los Angeles, CA 90010 (213) 388-0886 lkebson@netzero.net	M-F (9am-1pm) Wk M-F (1pm-6pm) Appt. only Sat-Sun Appt. only Mobile Services available for groups. Appt. only * Mobile Services Available	\$18.00-\$30.00	Cash Cashier's Check Checks Corporate Accounts Credit Cards Money Order
LOS ANGELES - 987 L-1 Enrollment Services 1600 W. Imperial Highway, Student Services Bldg, Suite 107 Los Angeles, CA 90047 (800) 315-4507 cafingerprint@Llid.com	M-F (8:30am-4:30pm) Appt. only * Mobile Services Available	\$20.00	Cashier's Check Checks Credit Cards IIS Escrow Accounts Money Order
LOS ANGELES - V89 L-1 Enrollment Services 3540 Wilshire Blvd, Suite 422 Los Angeles, CA 90010 (800) 315-4507 (Appointment Scheduling) cafingerprint@Llid.com	M-F (8:30am-7pm) Wk or Appt.; Sat (9am-7pm) Wk or Appt * Mobile Services Available	\$20.00	Cashier's Check Checks Credit Cards Money Order

LOS ANGELES - R25 Live Scan Los Angeles, Db Village Mail-Call 419 N. Larchmont Blvd Los Angeles, CA 90004 (323) 464-1300 or (323) 788-5637 julieandken@pacbell.net	M-F (9:30am-5:30pm) Appt. only Sat (9:30am-1pm) Appt. only	Call for Quote	Cash Cashier's Check Money Order
LOS ANGELES - U28 Mail & More In California 2355 Westwood Blvd Los Angeles, CA 90064 (310) 470-6423 info@mailmoreca.com	M-Th (8:30am-6:30pm) Wlk, F (8:30am-6pm) Wlk, Sat (10am-4:30pm) Wlk, Sun Appt. only	\$19.00	Cash Credit Cards
LOS ANGELES - NW2 Mailbox Galore 5786 Rodeo Drive Los Angeles, CA 90016 (323) 290-0762 mbg5786@live.com	M-Sat	\$25.00	Cash Money Order
LOS ANGELES - W83 More Than Mail 7401 Crenshaw Blvd Los Angeles, CA 90043 (323) 759-2688 itsmorethanmail@yahoo.com	M-F (9am-6pm) Appt. or Wlk Sat (9:30am-2:30pm) Wlk or Appt. Manual fingerprinting service Se habla Espanol	\$20.00	Cash Credit Cards Debit Cards
LOS ANGELES - AA2 My Mailbox 3717 S. La Brea Avenue, #106 Los Angeles, CA 90016 (323) 296-5396 mymailbox3717@sbcglobal.net	M-F (8:30am-7pm) Appt.; Sat (9am-6pm) Appt.; * Mobile Services Available	\$24.00	Cash Cashier's Check Checks Company Checks Credit Cards Debit Cards Money Order
LOS ANGELES - R67 Plaza Stationers 3450 Wilshire Blvd, Suite #108 Los Angeles, CA 90010 (213) 389-1195	M-F (9am-5pm) Wlk	\$20.00	Cash Cashier's Check Money Order
LOS ANGELES - JY1 Professional Security Consultants 11454 San Vicente Blvd Los Angeles, CA 90049 (310) 207-7729	M-F (9am-5pm) Wlk or Appt. * Mobile Services Available	\$25.00	Cash Cashier's Check Credit Cards

isaac@pscsite.com			
LOS ANGELES - H89 Super Copy 2256 Colorado Blvd, #103 Los Angeles, CA 90041 (323) 255-5800 supercopy@gmail.com	M-F (9am-6:30pm) Wlk Saturday (9am-4pm) Wlk Evening, weekends and Mobile Service available. * Mobile Services Available	\$20.00	Cash Cashier's Check Checks Credit Cards Money Order
LOS ANGELES - SR1 The Fair Share Income Tax 12340 Santa Monica Blvd, Ste. 135 Los Angeles, CA 90025 (310) 207-5420 leonora@thefairsare.biz	M-F Appt. only	\$22.00	Cash Cashier's Check Checks Credit Cards Money Order
LOS ANGELES - JF2 The Ness Counseling Center 8512 Whitworth Drive Los Angeles, CA 90035 (310) 360-8512 abrown@thenesscenter.org	M-Th (8:30am-6pm) Appt; Fri (8:30am-2pm) Appt; Sun by Appt.	\$20.00	Cash Cashier's Check Credit Cards Money Order
LOS ANGELES - DL2 The UPS Store #4977 645 W 9th Street, Unit 110 Los Angeles, CA 90015 (213) 620-0081 store4977@theupsstore.com	M-F (8am-8pm) Wlk; Sat (9am-5pm) Wlk; Sun (11am-5pm) Wlk * Mobile Services Available	\$25.00	Cash Credit Cards
LOS ANGELES - L45 * UC Los Angeles Police Dept. 601 Westwood Plaza Los Angeles, CA 90095 (310) 206-8126	M-F (9am-7pm) Appt. only Sat-Sun (9am-3pm) Appt. only	\$20.00	Cash Checks Money Order
LOS ANGELES - C62 Universal Protection Services 639 Wilshire Blvd Los Angeles, CA 90017 (800) 315-4507	M-F (9am-4pm) Appt. only	\$20.00	Cashier's Check Checks Money Order
LOS ANGELES - D25 Universal Protection Services 3000 S. Robertson Blvd, #150 Los Angeles, CA 90017 (310) 287-3103 kdean@universalpro.com	M-F (9am-4pm) Appt. only	\$20.00	Cash Cashier's Check Money Order

MANHATTAN BEACH - AY2 A UPS Store & Live Scan Center 1601 N. Sepulveda Blvd Manhattan Beach, CA 90266 (310) 545-1260 info@certifixlivescan.com	M-F (8am-6pm) Wlk; Sat (9am-5pm) Wlk	\$20.00	Cash Credit Cards
MANHATTAN BEACH - JG1 Manhattan Postal Center 2711 N Sepulveda Blvd Manhattan Beach, CA 90266 (310) 545-5800 info@mbpostal.com	M-F (9am-6pm) Wlk Sat (9am-3pm) Wlk	\$25.00 Cash \$27.50	Cash Checks Credit Cards
MARINA DEL REY - NE2 A UPS Store & Live Scan Center 4712 Admiralty Way Marina del Rey, CA 90292 (310) 827-9002 store4446@theupsstore.com	M-F (9am-7pm) Wlk; Sat (9am-5pm) Wlk; Sun (10am-4pm) * Mobile Services Available	\$25.00	Cash Checks Credit Cards
MONROVIA - DZ1 City of Monrovia-Human Resources Dept. 415 South Ivy Avenue Monrovia, CA 91702 (626) 932-5500 sdelreal@ci.monrovia.ca.us	M-F Appt. only	\$20.00	Cash Credit Cards Money Order
MONROVIA - JL1 The UPS Store 174 W. Foothill Blvd Monrovia, CA 91016 (626) 357-7606 store1831@theupsstore.com	M-F (8am-7pm) Wlk Sat (9am-4pm) Wlk	\$20.00	Cash Cashier's Check Credit Cards Money Order
MONTEBELLO - LD2 A Hernandez Law Group & Live Scan Center 1625 Paramount Blvd Montebello, CA 90640 (323) 558-0158 info@certifixlivescan.com	M-F (9am-5pm)	\$20.00	Cash Credit Cards
MONTEBELLO - X73 LAS Finance, LLC 1204 South Greenwood Avenue Montebello, CA 90640 323) 482-1701	M-F (9am-7pm) Wlk or Appt.	\$20.00	Cash Cashier's Check Debit Cards Money Order

LasFinance@gmail.com			
MONTEREY PARK - 972 L-1 Enrollment Services 1000 Corp Center Drive, Suite 200A Monterey Park, CA 91754 (800) 315-4507 cafingerprint@Llid.com	M-F (8:30am-4pm) Wlk or Appt. * Mobile Services Available	\$20.00	Cashier's Check Checks Credit Cards IIS Escrow Accounts Money Order
MONTEREY PARK - K11 * Monterey Park Police Dept. 320 West Newmark Avenue Monterey Park, CA 91754 (626) 307-1211	T-Sat (1pm-4:30pm)	\$24.00	Cash Cashier's Check
NORTH HOLLYWOOD - V81 Asat Fingerprinting 6843 Agnes Avenue, #4 North Hollywood, CA 91605 (818) 915-1412 asatfingerprint@yahoo.com	M-Sun (7am-8pm) Appt. Only Mobile Services available for groups. * Mobile Services Available	\$15.00	Cash Money Order
NORTH HOLLYWOOD - PN1 MailBox & Photo 4821 Lankershim Blvd, Blvd F North Hollywood, CA 91601 (818) 769-1810 mailboxandphoto@gmail.com	M-F (8:30am-6pm) Wlk Sat (9am-3pm) Wlk Mobile Service Available for Groups.	\$18.00	Cash Cashier's Check Credit Cards Money Order
NORTH HOLLYWOOD - R29 FP1 Nice Print 1 Hour Photo 12104 Victory Blvd North Hollywood, CA 91606 (818) 508-8126	Mon-Sat (9am-7pm) Wlk; Sun (10:00am-5:00pm) Wlk * Mobile Services Available	\$15.00 Cash; \$17.00 Credit Card	Cash Cashier's Check Company Check s Credit Cards Money Order
NORTH HOLLYWOOD - T73 The Centurion Group 5435 Cahuenga Blvd, Suite B North Hollywood, CA 91601 (818) 755-0202 David@tcgla.com	M-F (9am-5pm) Appt. only Sat & Sun Appt. only	\$20.00	Cash Cashier's Check Checks Credit Cards Money Order
NORTHRIDGE - S83 / Z96 1st U.S. Mail Etc., Inc. 9250 Reseda Blvd, Suite # 2B	M-F (9am-7pm) Wlk Sat (9am-4pm) Wlk Mobile Services	\$10.00 \$15 (Mobile Service)	Cash Cashier's Check Checks

Northridge, CA 91324 (818) 349-4600 info@usmailetc.com	available for groups.		
NORTHRIDGE - Z97 ASAP Copy & Print 9250 Reseda Blvd, Suite 6 Northridge, CA 91324 (818) 700-7999 asapcopy@yahoo.com	M-F (8am-7pm) Appt. only Sat (10am-5pm) Appt. only Mobile Service Available. * Mobile Services Available	\$15.00 Cash \$ 17.00 others	Cash Cashier's Check Checks Credit Cards Money Order
NORTHRIDGE - S40 * Cal-State Northridge Dept. of Police Services 9222 Darby Avenue Northridge, CA 91330 (818) 677-2113	M-F (7:15am-8pm) Wlk or Appt., Sat (7:15am-3:30pm) Wlk or Appt., Sun (7:15am-3pm) Wlk or Appt.	\$22.00	Cash Checks
NORWALK - DT2 A UPS Store & Live Scan Center 12325 Imperial Highway Norwalk, CA 90650 (562) 651-1620 info@certifixlivescan.com	M-F (8am-6pm) Wlk; Sat (9:30am-1:30pm) Wlk	\$20.00	Cash Credit Cards
NORWALK - X11 All In One Mail Center, Inc. 10929 Firestone Blvd Norwalk, CA 90650 (562) 929-0010 shalu_ch@yahoo.com	M-F (9am-6pm) Wlk; Sat (10am-3pm) Wlk	\$18.00	Cash Credit Cards Money Order
NORWALK - 838 * Cerritos College Police Dept. 11110 Alondra Blvd Norwalk, CA 90650 (562) 924-3618 campus-police@cerritos.edu	M-F (9am-9pm) Wlk Sat (9am-3pm) Wlk	\$20.00	Cash Cashier's Check Checks Credit Cards Money Order
NORWALK - M34 * Los Angeles Co. Sheriff's Dept. 12440 E. Imperial Highway, Ste. 120-W Norwalk, CA 90650 (562) 465-7825	M-Th (8:30am-4pm) Appt. only	\$14.00	Cash Checks
PALMDALE - KB2	M-F (9am-6pm) Wlk;	\$20.00	Cash

<p>A UPS Store & Live Scan Center 38713 Tierra Subida Avenue Palmdale, CA 93551 (661) 273-8877 info@certifixlivescan.com</p>	<p>Sat (9am-5pm) Wlk</p>		<p>Credit Cards</p>
<p>PALMDALE - T56 Leslie Fingerprinting 521 East Palmdale Blvd Palmdale, CA 93550 (661) 274-9915 or (661) 510-8284 Fax (661) 274-9915 jennifer-leslie@sbcglobal.net</p>	<p>M-F (8am-7pm) Wlk Sat (10am-2pm) Wlk</p>	<p>\$20.00</p>	<p>Cash Cashier's Check Checks Credit Cards Debit Cards Money Order</p>
<p>PALMDALE - LW2 Live Scan Palmdale 445 W. Palmdale Blvd, Unit F Palmdale, CA 93551 (661) 622-4241 livescanpalmdale@yahoo.com</p>	<p>M-F (9am-6pm) Wlk; Sat (9am-1pm) Wlk * Mobile Services Available</p>	<p>\$16.95</p>	<p>Cash Cashier's Check Money Order</p>
<p>PALMDALE - C50 Palmdale School District 39139 10th Street East . Palmdale, CA 93550 (661) 947-7191</p>	<p>M-F (8:15-11:45am) Appt. only M-F (1:15-3:30pm) Appt appt.</p>	<p>\$18.00 - \$33.00</p>	<p>Cash Money Order</p>
<p>PANORAMA - U38 Pilipinas Travel 14417 Roscoe Blvd, Suite K (inside DJ Restaurant) Panorama, CA 91402 818-672-8243 / 909-235-1798 ronaldomendoza@sbc.global.net</p>	<p>M-F (9am-5pm) Wlk; Sat (9am-2pm) Wlk</p>	<p>\$20.00</p>	<p>Cash</p>
<p>PANORAMA CITY - U91 American Mail and Parcel 14417 Chase Street Panorama City, CA 91402 (818) 892-8334 americanmailparcel@yahoo.com</p>	<p>M-F (8:30am-5pm) Wlk; Sat (9:30am-2:30pm) Wlk</p>	<p>\$23.00</p>	<p>Cash Cashier's Check Checks Credit Cards Money Order</p>
<p>PANORAMA CITY - MY1 Hispanic Community Services 13856 Chase Street Panorama City, CA 91402 (818) 830-4177</p>	<p>M-F (10am-7pm) Wlk Sat (10am-5pm) Wlk</p>	<p>\$25.00</p>	<p>Cash Money Order</p>

PASADENA - UK1 A-Realty Company 1606 East Walnut Street Pasadena, CA 91106 (626) 568-1102 a-realtyco@msn.com	Mon-Sat (9am-6pm) Wlk and (6pm-9pm) Appt; Sun (9am-9pm) Appt.	\$20.00	Cash Cashier's Check Checks Credit Cards Money Order
PASADENA - Y69 * Pasadena City College Police 1570 E. Colorado Blvd Pasadena, CA 91106 (626) 585-3210 or (626) 585-7986 (Recording)	M-F (8am-9pm) Wlk Sat (9am-9pm) Wlk Closed Holidays	\$20.00	Cash Cashier's Check Checks Credit Cards Money Order
PASADENA - Y34 Pasadena Live Scan Service 708 N. Marengo Avenue, # A Pasadena, CA 91103 (626) 792-2185 or (626) 449-1583 josecaal@sbcglobal.net	M-F (10am-7pm) Wlk or Appt. Sat (10am-3pm)	\$18.00 Fee does not include DOJ/FBI Fees.	Cash Checks Credit Cards Debit Cards
PICO RIVERA - JX2 A Insurance Live Scan Center 4615 Rosemead Blvd Pico Rivera, CA 90660 (562) 692-8688 info@certifixlivescan.com	M-F (9am-6pm) Wlk; Sat by Appt.	\$20.00	Cash Credit Cards
POMONA - Z98 America Latina Live Scan 337 E. Mission Blvd Pomona, CA 91766 (800) 710-1934 lifeisatest99@yahoo.com	Mon-Fri (9am-7pm) Wlk Sat (9am-3pm) Wlk	\$20.00	Cash Credit Cards
POMONA - WB1 * Cal-Poly Pomona Univ. Police Dept. 3801 W. Temple Avenue, Bldg. 109 Pomona, CA 91768 (909) 869-6738 klsurber@csupomona.edu	M-Th (8am-4pm) Wlk; Fri = call for availability.	\$20.00 - General Public; \$15.00 - Cal Poly Pomona Affiliate	Checks Credit Cards Money Order
POMONA - FK2 Zamora Services 942 E. Holt Avenue Pomona, CA 91767	M-F (10am-7pm) Wlk; Sat (10am-3pm) Wlk * Mobile Services	\$20.00	Cash Cashier's Check

(909) 620-6762 josevigil@juno.com	Available		
PORTER RANCH - RA2 Mobile Live Scan Services 11921 Darby Avenue Porter Ranch, CA 91326	Mon-Sun by Appt. * Mobile Services Available	\$25.00	Cash Cashier's Check Company Checks Money Order
REDONDO BEACH - AP2 A UPS Store & Live Scan Center 2110 Artisia Blvd Redondo Beach, CA 90278 (310) 318-3000 info@certifixlivescan.com	M-F (8:30am-7pm) Wlk; Sat (9am-5pm) Wlk	\$20.00	Cash Credit Cards
REDONDO BEACH - ND2 A UPS Store & Live Scan Center 409 N. Pacific Coast Highway Redondo Beach, CA 90277 (310) 798-3013 store1419@theupsstore.com	M-F (9am-7pm) Wlk; Sat 9am-5pm) Wlk * Mobile Services Available	\$25.00	Cash Checks Credit Cards
REDONDO BEACH - S72 Alaric Fingerprinting 614 Torrance Blvd Redondo Beach, CA 90277 (310) 430-3920 fingerprintingalaric@verizon.net	M-F (8am-7pm) Wlk; Sun (10am-6pm) Wlk; * Mobile Services Available	\$20.00	Cash Cashier's Check Checks Credit Cards Money Order
ROLLING HILLS ESTATES - AX2 A UPS Store & Live Scan Center 46 E. Peninsula Center Rolling Hills Estates, CA 90274 (310) 265-9390 info@certifixlivescan.com	M-F (8am-6pm) Wlk; Sat (9am-5pm) Wlk	\$20.00	Cash Credit Cards
ROWLAND HEIGHTS - W82 JL Livescan Fingerprint Service 18472 Colima Plaza, # 211 Rowland Heights, CA 91748 (626) 810-3370 jennyleung7@hotmail.com	7 Days A Week 24 hours Wlk	\$25.00	Cash Cashier's Check Checks Credit Cards Money Order
SAN DIMAS - HY1 6 G'S Mobile Livescan and	M-Sat (7am-7pm) Appt. only; Sun Appt.	\$20.00; (\$18.00 for	Cash Cashier's Check

SANTA CLARITA - Y11 Star Investigations 18988 Soledad Canyon Road Santa Clarita, CA 91351 (661) 298-7700 starinvestigations@um.att.com	M-F (9am-6pm) Wlk; Sat & Sun by appt. only.; After Hours/Weekends by Appt. only * Mobile Services Available	\$15.00=(9a m-12pm); \$20.00=(12p m-6pm)	Cashier's Check Checks Credit Cards Money Order
SANTA MONICA - S61 A 7 Days Live Scan 2400 Wilshire Blvd Santa Monica, CA 90403 (310) 828-4313 xyzboom2@yahoo.com	M-F (9am-6pm) Wlk Evenings and Weekends Appt. only	\$19.00	Cash Company Check s Credit Cards Debit Cards
SANTA MONICA - 648 * Santa Monica Police Dept. 333 Olympic Drive Santa Monica, CA 90401 (310) 458-8435 vincentfisher@smgov.net	M-Th (8:30am-11am) & (2pm-4pm) Wlk	\$25.70	Cash Checks Credit Cards
SANTA MONICA - 645 / X42 Santa Monica/Malibu USD 1651 16th Street Santa Monica, CA 90404 (310) 450-8338	T,W,Th (11am-12pm) Appt. only	\$15.00	Cashier's Check Money Order
SHERMAN OAKS - DN2 The UPS Store # 4165 13636 Ventura Blvd Sherman Oaks, CA 91423 (818) 906-3544 store4165@theupsstore.com	M-F (8am-8pm) Wlk; Sat (9am-5pm) Wlk; Sun (11am-5pm) Wlk	\$25.00	Cash Credit Cards
SIERRA MADRE - U23 Federal Fingerprinting, Inc. (888) 417-0203 info@fedprints.com	24/7 Appt. only * Mobile Services Available	\$20.00	Cash Cashier's Check Money Order
SOUTH GATE - NH1 MS Insurance & Live Scan 4224 E. Firestone Blvd, Suite A South Gate, CA 90280 (323) 249-4466 Info@msinsuranceservices.com	M-F (9am-7pm) Wlk Sat (10:30am- 2:30pm) Wlk	\$20.00	Cash Cashier's Check Credit Cards Money Order
STUDIO CITY - R56 Sam On Wheels 11902 Ventura Blvd Studio City, CA 91604	M - Th (9am-6pm) Wlk; F (9am-3pm) Wlk; Mobile Weekends & After	\$21.00	Cash Checks Credit Cards

(818) 299-9103 or (818) 536-1400 samonwheels1@yahoo.com	Hours by Appt. only; * Mobile Services Available		
STUDIO CITY - DH2 Speedy Fingerprinting & Live Scan 4055 Lankershim Blvd, Unit 434 Studio City, CA 91604 (818) 230-2404 speedylivescan@yahoo.com	M-F (8am-8pm) Appt.; Group Services Available * Mobile Services Available	\$25.00	Cash Credit Cards
STUDIO CITY - V47 The UPS Store # 2907 11271 Ventura Blvd Studio City, CA 91604 (818) 509-2988 store2907@theupsstore.com	M-F (8:30am-6:30pm) Wlk Sat (9am-5pm) Wlk Mobile Service, After hours Appt. only	\$20.00	Cash Cashier's Check Checks Credit Cards Money Order
TEMPLE CITY - NW1 A1 Live Scan & Fingerprinting 5917 Oak Avenue Temple City, CA 91780 (626) 941-4663 or (626) 285-7141 jackiejoseph04@yahoo.com	M-F (9:30am-4pm) Wlk or Appt.; Sat-Sun Appt. only * Mobile Services Available	\$20.00	Cash Cashier's Check Checks Credit Cards
TEMPLE CITY - BR2 Livescan Services 9631 E. Las Tunas Drive, Suite D2 Temple City, CA 91780 (626) 614-8220 livecanservices@yahoo.com	M-F (9am-8pm) Wlk; Sat (10am-5pm) Wlk; Sun= Appt. Only;	\$20.00	Cash Cashier's Check Checks Money Order
TORRANCE - EK2 A Postal Shipping & Live Scan Center 2100 W. Redondo Beach Blvd Torrance, CA 90504 (310) 532-3661 info@certifixlivescan.com	M-F (9am-7pm) Wlk; Sat (9am-4pm) Wlk; * Mobile Services Available	\$18.00	Cash Credit Cards
TORRANCE - W92 All Safe & Secure Live Scan Fingerprint 4172 Pacific Coast Highway Torrance, CA 90505 (310) 373-3202 elsie@safesecureusa.com	M-F (9am-7pm) Wlk; Sat (9:30am-3pm) Wlk * Mobile Services Available	\$18.00	Billing Accounts Cash Cashier's Check Company Checks Credit Cards Debit Cards

			Money Order
TORRANCE - K39 Contemporary Services Corporation 2154 W. 190th Street Torrance, CA 90504 (310) 320-7223 ext. 109 ablas@csc-usa.com	M-F (10am-6pm) Appt.	\$20.00	Cashier's Check Money Order
TORRANCE - Y27 Mail Boxes Galore 1880 W. Carson Street, #202 Torrance, CA 90501 (310) 320-0220 berkimdg@hotmail.com	M-F (9:30am-7pm) Wlk Sat(9:30am-3pm) Wlk	\$20.00	Cash Cashier's Check Checks Credit Cards Money Order
TORRANCE - UJ1 Moore Information Services, Inc. 3860 Del Amo Blvd, Ste. 424 Torrance, CA 90503 (310) 802-7302 info@mooreinformationservices.com	M-F (9am-4pm) Appt. only * Mobile Services Available	\$25.00	Cash Cashier's Check Checks Credit Cards Money Order
VALENCIA - SK1 A Mailboxes N Live Scan Place 25379 Wayne Mills Place Valencia, CA 91355 (661) 254-6245 mailboxesandmore@att.net	M-F(9am-5:30pm) Wlk; Sat (10am-3pm) Wlk	\$18.00- \$25.00	Cash Cashier's Check Credit Cards
VALENCIA - U27 Imprints 4 You Live Scan & Notary 25030 Avenue Stanford, #20 Valencia, CA 91355 (661) 257-1611 mail@imprints4you.com	M-F (9am-6:30pm) Appt/Wlk; Sat (11am-3pm) Appt/Wlk; Group Discounts Available * Mobile Services Available	\$17.00	Cash Cashier's Check Credit Cards IIS Escrow Accounts Money Order
VAN NUYS - J55 AAA Live Scan California 14425 Sylvan Street Van Nuys, CA 91401 (818) 781-7500 Civiccenterservi@aol.com	M-F (9:30am-5pm) Wlk Sat Appt. Only Mobile service available (310) 666-9972 * Mobile Services Available	\$20.00 Plus government fee.	Cash Credit Cards
VAN NUYS - X53 Advanced & Accurate Live Scan	M-F (9am-5pm) Wlk Sat (9am-2pm) Wlk Mobile Services	\$20.00	Cash Credit Cards

7715 Burnet Avenue, Suite A Van Nuys, CA 91405 (818) 785-0085 info@sksecuritylicensing.com	Available. * Mobile Services Available		
VAN NUYS - H72 AEJ and Associates Fingerprinting 7464 Forbes Avenue Van Nuys, CA 91406 (818) 635-6472 AEJFingerprinting@Earthlink.net	M-F (9am-4pm) Appt. only Mobile Service Appt. only * Mobile Services Available	\$24.00	Cash Checks
VAN NUYS - U07 Fred's Photos Notary and Fingerprints 14437 Victory Blvd Van Nuys, CA 91401 (818) 787-2387 photome@sbcglobal.net	M-F (10am-6pm) Wlk Sat (11am-4pm) Wlk Groups Appt. only	\$18.00	Cash Cashier's Check Credit Cards
VAN NUYS - N49 Valley Guard Training 16140 Cohasset Street Van Nuys, CA 91406 (818) 989-7825 mike@valleyguardtraining.com	M-Th (9am-10pm) Wlk W-Th (9am- 4pm) Wlk F (9am- 10pm) Wlk Sat (9am-9pm) Wlk Sun (11am-6pm) Wlk Groups Appt. only	\$20.00	Cash Credit Cards
WALNUT - PD2 A Han Nam USPS & Live Scan Center 21080 Golden Springs Drive Walnut, CA 91789 (909) 598-4278 info@certifixlivescan.com	M-F (9am-6pm) Wlk; Sat (10am-4:30pm) Wlk	\$20.00	Cash Credit Cards
WEST COVINA - X96 All American Private Security , LLC 101 North Orange Avenue West Covina, CA 91790 (626) 962-9620 sam@allamericansecurity.com	M-F (8:30am- 5:30pm) Wlk Sat (8:30am-5:30pm) Appt. only	\$20.00	Cash Cashier's Check Money Order
WEST COVINA - JE1 West Covina Live Scan Fingerprinting 666 S. Sunset Avenue West Covina, CA 91490 (626) 851-9723	M-F (10am-6pm) Wlk or Appt. Evening & Weekends Appt. only	\$22.00	Cash Cashier's Check Credit Cards Debit Cards

wclivescan@earthlink.net			
WEST HILLS - Y46 A1 Janamick Livescan & Notary 6526 Woodlake Avenue West Hills, CA 91307 (818) 857-2007 janamick1@yahoo.com	M-F (9am-6pm) Appt. only Evenings & Weekends. Appt. only	\$20.00	Cash Cashier's Check Credit Cards Debit Cards
WEST LOS ANGELES - BF2 A UPS Store & Live Scan Center 11301 W. Olympic Blvd, Suite 121 West Los Angeles, CA 90064 (310) 445-4014 info@certifixlivescan.com	M-F (8:30am- 6:30pm) Wlk; Sat (9am-4pm) Wlk	\$25.00	Cash Credit Cards
WHITTIER - TK1 Betral Mobile Services 10841 Valley View Avenue Whittier, CA 90604 (562) 261-5594 wendy@betralmobileservices.com m	24/7 Appt. only	\$20.00	Cash Cashier's Check Checks Credit Cards Money Order
WHITTIER - Z79 The UPS Store 13502 Whittier Blvd, Ste. H Whittier, CA 90605 (562) 907-3800 store1578@theupsstore.com	M-F (8:30am- 6:30pm) Wlk Sat (9am-5pm) Wlk Mobile Services Locations. * Mobile Services Available	\$20.00	Cash Cashier's Check Checks Credit Cards Money Order
WHITTIER - L48 * Whittier Police Depart. 7315 South Painter Avenue Whittier, CA 90602 (562) 945-8237	M, W, F (12-7:45pm) Appt. only Except holidays	\$15.00	Cash
WILMINGTON - V07 A Plus Fingerprinting and 1312 North Avalon Blvd, Suite A Wilmington, CA 90744 (310) 549-6600 or (310) 849- 0051 AplusLivescan@aol.com	M-F (10am-6pm) Wlk or Appt. Evenings & Weekends Appt. only Mobile & Group Service available, call for information. * Mobile Services Available	\$21.00	Cash Cashier's Check Money Order

<p>WOODLAND HILLS - AU2 A Mailbox Int & Live Can Center 4872 Topanga Canyon Blvd Woodland Hills, CA 91364 (818) 340-7087 info@applicantlivescanlocations.com</p>	<p>M-Th (10am-6:30pm) Wlk; Fri (10am-5pm) Wlk; Sat (10am-3pm) Wlk * Mobile Services Available</p>	<p>\$20.00</p>	<p>Cash Credit Cards</p>
<p>WOODLAND HILLS - 974 L-1 Enrollment Services 21731 Ventura Blvd, Suite 250 Woodland Hills, CA 91364 (800) 315-4507 cafingerprint@L1id.com</p>	<p>M-F (8am-4pm) Wlk or Appt. * Mobile Services Available</p>	<p>\$20.00</p>	<p>Cash Cashier's Check Credit Cards IIS Escrow Accounts Money Order</p>
<p>WOODLAND HILLS - DK2 The UPS Store # 4033 20929 Ventura Blvd, Suite 47 Woodland Hills, CA 91364 (818) 702-0456</p>	<p>M-F (9am-7pm) Wlk; Sat (11am-5pm) Wlk</p>	<p>\$25.00</p>	<p>Cash Credit Cards</p>

