

Live Scan Event Materials

- Printer, Ink, Paper
- Wi-Fi Source
- Power cords & laptops
- Sign-In Sheet
- Copies of [Live Scan Form](#) (ask Live Scan Provider to bring or provide)
- Copies of Disclosure/Designee Form
- Live Scan Provider

Live Scan Appointment Steps

1. *Check-In:* Mark clients off on check-in form and gather requested information, explaining that the information will be used to follow-up with the client.
2. *Explain the Live Scan event:* Today they will submit a request for a CA DOJ RAP sheet. It takes 1-4 weeks for the RAP sheet to arrive. They can then use the RAP sheet to obtain clean slate or crim/imm services.
3. *Disclosure Form:* Explain that we ask clients to consent to have our organization listed as a “Designee” on the Live Scan Request. This means that our organization will receive a copy of their RAP sheet in order to use it to provide relevant follow-up services. Review **Disclosure Form** and request consent.
4. *Screen for Fee Waiver:* Explain to client that the cost of obtaining a RAP sheet includes the cost of fingerprint rolling and a \$25 fee to the California DOJ. The DOJ will waive this fee for low-income applications. Applicants can qualify based on income and household size or receipt of public benefits. It can be helpful to ask clients to bring any proof of public benefits they have.

Fill out online **Fee Waiver Form** with client at: <https://oag.ca.gov/fingerprints/record-review/fee-waiver>

5. *Provide the Correct Form:* If the client qualifies for a fee waiver, print out the form generated by the DOJ website. If they do not qualify, use one of the pre-printed **Live Scan forms**.
 - Choose “Record Review” as “Type of Application” and “Reason for Application”
 - Fill out personal information requested. Clients may provide a mailing address rather than residential address and leave the Social Security Number blank. Noncitizen clients may prefer this.
 - If the client consented to listing the organization as a designee, fill in designee information on the appropriate form.
6. *Fingerprinting:* Bring client to Live Scan provider to be fingerprinted. Client will likely have to provide a government issues ID (can be a foreign passport). Speak with your Live Scan Provider about accepted IDs.
7. *Keep:* A copy of the disclosure form and the Live Scan Request Form. The client and the organization can track the progress of the live scan request using the assigned number on the Request Form.
8. *Let the client know about any next steps.*

Live Scan Event FAQ's

What is a Live Scan event?

- In order to clear your record, the first thing you will need to do is get a copy of it
- In order to get your entire state record, you need to be fingerprinted, and a copy of your statewide record will be mailed to you by the California Department of Justice
- A Live Scan event helps you submit the request, and fingerprints, to the Department of Justice to receive a copy of your record
- You will be provided the required request forms, and be able to get your fingerprints taken by a certified provider, who will mail the request in for you.
- It can take 2-4 weeks to be mailed a copy of your record
- A Live Scan even is does NOT clear your record

Why do we want to know if you are on public benefits or are low income?

- RAP sheets cost about \$50 each, but folks who are low-income can get a \$25 discount
- In order to get that discount, we need to prove to the government that you are income eligible.
- We can serve twice as many people when we receive these discounts.
- We don't share your income information with anyone other than the Department of Justice.

Why do you need my email/phone number?

- The California Department of Justice needs valid contact information to be able to reach you with any questions they may have while processing your request.
- [Organization] needs valid contact information to be able to get in touch with you about your RAP sheet, and to confirm your appointment at an upcoming legal clinic.

Is it safe to have fingerprints taken, and who can see that information?

- Yes, only you and those you choose to share it with, can see the information you request.
- Police and immigration will not see it, or know that you requested a copy.

Live Scan Event Disclosure Statement

This Free Live Scan Event is a service sponsored by _____. This event provides free access to your own criminal history record (“RAP sheet”).

- The information you discuss with event staff and volunteers is strictly confidential to the full extent permitted by the law and required by lawyers’ ethical rules.
- The Free Live Scan services are limited to free live scan for personal review only; Sponsor Organizations do **not** represent you for any purpose. Receipt of free Live Scan services does not guarantee provision of legal advice, assistance, or follow up services after today.
- As part of today’s service, if you qualify for a fee waiver, Sponsor Organizations will submit the fee waiver application to the California Department of Justice to process the Live Scan request.
- If you agree to list _____ as a DESIGNEE on your request form:
 - _____ will receive a copy of your RAP sheet.
 - You give _____ permission to share your RAP sheet with _____ in order to offer you clean slate services following today’s event. You give pro bono attorneys and legal staff working with these organizations permission to review your RAP sheet to determine if you have cases eligible for clean slate remedies.
 - Sponsor Organizations will contact you when we receive your RAP sheet to offer possible follow-on services where possible.

I UNDERSTAND THE ABOVE DISCLOSURE STATEMENT. I UNDERSTAND THAT I AM NOT BEING REPRESENTED BY SPONSOR ORGANIZATIONS OR ANY OF THEIR EMPLOYEES OR VOLUNTEERS.

Dated: _____

Print Name

Sign

Evento de Live Scan Declaración de Divulgación

Este Evento Gratuito de Live Scan para limpiar su record es un servicio que se ofrece por _____.
Este evento provee acceso gratuito a su record de antecedentes penales (“RAP sheet”).

- La información que usted comparte con el personal del evento es estrictamente confidencial al máximo grado permitido por la ley y requerido por las reglas éticas de los abogados.
- Los servicios gratuitos de Live Scan se limiten a Live Scan gratuito solo para la revisión personal; las Organizaciones Apoyantes **no** le representan a usted para ningún propósito. Recibir servicios de Live Scan no garantiza que se provee consejo legal, asistencia o servicios de seguimiento después del día de hoy.
- Como parte de los servicios de hoy, si usted califica para una exención de pago, [Organización] presentará la solicitud de exención al Departamento de Justicia de California (DOJ) para procesar la solicitud de LiveScan.
- Si usted nombra a _____ como DESIGNADO en su solicitud:
 - _____ recibirá una copia de su RAP sheet.
 - Usted da permiso a _____ para compartir su RAP sheet con _____ para ofrecerle servicios de seguimiento relacionados con limpiar su record. También da permiso que abogados voluntarios y personal de estas organizaciones revisen su RAP sheet para determinar si usted tiene casos elegibles para estos servicios.
 - Las Organizaciones Apoyantes le contactará a usted cuando recibimos una copia de su RAP sheet para ofrecerle posibles servicios de seguimiento, donde posible.

ENTIENDO LA DECLARACIÓN DE DIVULGACIÓN DE ARRIBA. ENTIENDO QUE LOS EMPLEOS Y VOLUNTARIOS DE LAS ORGANIZACIONES APOYANTES **NO** ME REPRESENTAN LEGALMENTE.

Fecha: _____

Nombre

Firma