

## Fee's and Services

*Fingerprinting Services are available:*

*Tuesdays and Thursdays  
1:00pm-4:00pm by appointment only.*

### **\*Fees:**

**City: \$20, State: \*, Federal: \***

*\*Fees vary 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).*

*Payments must be made in cash. It is suggested you bring small bills as we may not have change on hand.*

## Requirements

*Must be 18 or older*

*Must have valid photo identification. Expired identification cards will not be accepted*

*(760) 329-2904 Ext.236*



**TUESDAYS & THURSDAYS  
1:00PM—4:00PM APPOINTMENT ONLY**



Desert Hot Springs  
Police Department

**Live Scan  
Fingerprinting  
Services**

Desert Hot Springs  
Police Department  
65-950 Pierson Blvd.  
Desert Hot Springs, CA. 92240  
760-329-2904 Ext.236



## What is Live Scan Fingerprinting?

LiveScan is inkless electronic fingerprinting. The fingerprints are electronically transmitted to the Department of Justice (DOJ) for completion of a criminal records checks.

LiveScan technology replaces the process of recording fingerprint patterns through a rolling process using ink. Digitizing the fingerprint images enables them to be transmitted electronically to the Department of Justice in a manner of seconds, instead of the days required to send hard copy fingerprint cards through the mail.

Additionally the Department of Justice will coordinate other processing from the automated submission of fingerprints, including forwarding the prints to the Federal Bureau of Investigation (if required).

### Benefits of Live Scan

Live Scan will avoid many of the problems associated with ink print cards, such as smudging, smearing, and over or under inking. A major benefit in Live Scan is in processing speed since nearly all those without criminal records are done within three days. Rolled ink prints (traditionally submitted on a fingerprint card) can take 10 to 12 days to process and up to 60 days if there is a criminal record.

## Fingerprint Submission Applicants

The California Department of Justice provides an automated service for criminal history background checks that may be required as a condition of employment, licensing, certification, foreign adoptions or VISA/Immigration clearances. Here is information for individuals needing to submit fingerprints for background checks.

Beginning July 1, 2005, all applicant fingerprint submissions must be transmitted electronically. Live Scan digital submissions provide the quickest way to submit and process background checks.

Applicants must get instructions and the forms required for fingerprinting services from the agency requiring their criminal history background check. Since different forms are used, individuals seeking a "clearance letter" from the department for visa, immigration or foreign adoptions purposes should refer to the VISA/IMMIGRATION/FOREIGN ADOPTIONS section of the Office of the Attorney General's web-site at:

<http://ag.ca.gov/fingerprints/index.php>



The Police Department is located at 65950 Pierson Blvd. between the City Hall complex, and the Fire Department, near West Drive.

### TO SCHEDULE AN APPOINTMENT

**(760) 329-2904 Ext. 236**



**Contact Records:  
65950 Pierson Blvd.  
Desert Hot Springs, CA. 92240  
Phone: 760-329-2904 Ext. 236**