

How to Get Your State Department of Justice Rap Sheet (Criminal Record)

To receive the best legal advice from our Speed Screening Interview, we encourage clients to bring a recent RAP sheet. The steps for obtaining a RAP sheet are below.

- 1. Contact any Livescan provider (e.g. UPS stores, Post Office, etc.) or the Sheriff's Department to make an appointment.**

Important: Make sure that there are no **warrants** pending before going to the Sheriff's Office.

For a list of Livescan providers in Santa Clara County and throughout California please visit [https://oag.ca.gov/fingerprints/locations?county=Santa Clara](https://oag.ca.gov/fingerprints/locations?county=Santa%20Clara)

The Sheriff's Office conducts Livescan services by appointment only. They accept cash or checks only. You can call or visit <https://www.sccgov.org/sites/sheriff/Pages/applicants.aspx>

- **Santa Clara County Sheriff Office**
55 West Younger Avenue
San Jose, CA 95110
Monday - Friday 7:30 AM - 4:00 PM
(408) 808-4760
- **Santa Clara County Sheriff Office South County Substation**
80 Highland Avenue, Bldg K
San Martin, CA 95046
Monday - Friday 7:30 AM - 4:00 PM
(408) 686-3651
- **Santa Clara County Sheriff Office West Valley Station**
1601 S. De Anza Boulevard Cupertino,
CA 95014
Monday - Friday 8:30 AM - 4:30 PM
(408) 868-6614
- **Stanford University Department of Public Safety**
711 Serra Street Stanford, CA 94305
Monday - Friday 7:30 AM to 4:00 PM
(650) 725-2499

- 2. Complete the Live Scan Form (Form BCIA 8016RR)**

The Live Scan Form can be found online at

https://oag.ca.gov/sites/all/files/agweb/pdfs/fingerprints/forms/bcia_8016RR.pdf?

- Check "Record Review" as the "Type of Application".
- Enter "Record Review" on the "Reason for Application" line.
- Fill out all your personal information.

- 3. Take the completed form to any Live Scan site to have your fingerprints taken.** Applicants must present valid photo identification to the Live Scan Operator. Expired identification cards will not be accepted.
- 4. The California Department of Justice will mail you the resulting record.** Normal processing time is 2-3 days however; some requests may take up to 2 weeks to process depending on the information contained within the record.

Information on Fees

The Department of Justice charges \$25; the LiveScan provider charges a rolling fee (usually \$20-\$30).

If you are currently receiving public assistance (including food stamps, SSI, unemployment, etc.), you can request a waiver of the \$25 fee from the Department of Justice.

To Request a Waiver of the \$25 from the Department to Justice:

Complete a fee waiver form and send it with proof of public assistance to the Department of Justice. Upon receipt the Department of Justice will send you a Live Scan Form, which you can then take to a fingerprinting location.

The fee waiver form can be found online at

<http://www.lccr.com/wp-content/uploads/DOJ-RAP-Sheet-Fee-Waiver-Forms2014.pdf>

Fax: 916-227-1964

Mail: Bureau of Criminal Identification and Information

Attention: Record Review Unit

P.O. Box 903417

Sacramento, CA 94201-4170

If you have any questions please call the SJSU Record Clearance Project at (408) 924-2758.