

We are located in the 300 Building, room 105 on the campus
of
The University of California, Santa Barbara



Police Department University of California Santa Barbara



Live Scan



UCSB POLICE DEPARTMENT (805) 893-3446
UCSB LIVE SCAN OFFICE (805) 893-5076
Community Relations (805) 893-4063

Copies of this material may be obtained in another format
by those with a disability, by telephoning (805) 893-3446

Fingerprinting Services

General Information

Live Scan Fingerprint stations are available to assist the public for the purposes of pre-employment and record clearances. Live Scan has the ability to electronically transmit your fingerprints to the California State Department of Justice. The results of your fingerprint submission will be sent back to the requesting agency via e-mail or mail.

This office does not do fingerprint cards.

Paperwork

The applicant must have the Live Scan form and the information filled out completely before the scheduled appointment. If not completed, he/she may be turned away and may have to wait or reschedule for a later date.

If an applicant is to be Live Scanned for multiple items, a separate form is required for each item.

Photo ID

Every applicant must be in possession of a valid form of photo ID to be fingerprinted. Note: Only a Driver's License, State ID Card, Passport, or other Government issued ID will be accepted. Student IDs, temporary DMV printouts or similar IDs, will not be accepted.

Appointments

Live Scans are by appointment only, Monday through Friday. To make an appointment, please call (805) 893-5076, between the hours of 8:30AM and 4:30PM Monday through Friday.

Applicants need to arrive a few minutes early.

Note:

Late applicants may have to wait or will be rescheduled for a different time.

It is highly recommended that you call and confirm on the day of your appointment.

Fees

Rolling Fees (Applicant's responsibility)	
UCSB Affiliate or Applicant	\$24.00
Non Affiliate	\$36.00
Processing Fees	
CAL. D.O.J.	\$32.00
FBI	\$19.00

For UCSB positions the processing fee may be paid by the hiring department, if recharge number is provided.

Rolling Fees and non covered processing fees are payable at the time of appointment.

Fees can be paid by cash, check or recharge.

Please make checks payable to: UC Regents

CURRENT LIVE SCAN SCHEDULE

MONDAY - FRIDAY

APPOINTMENTS ONLY

8:30AM - 4:30PM

Closed for lunch

12:00PM - 1:00PM

Saturday and Sunday Closed