





## REQUEST FOR LIVE SCAN SERVICE

### Privacy Notice

As Required by Civil Code § 1798.17

**Collection and Use of Personal Information.** The California Justice Information Services (CJIS) Division in the Department of Justice (DOJ) collects the information requested on this form as authorized by Business and Professions Code sections 4600-4621, 7574-7574.16, 26050-26059, 11340-11346, and 22440-22449; Penal Code sections 11100-11112, and 11077.1; Health and Safety Code sections 1522, 1416.20-1416.50, 1569.10-1569.24, 1596.80-1596.879, 1725-1742, and 18050-18055; Family Code sections 8700-87200, 8800-8823, and 8900-8925; Financial Code sections 1300-1301, 22100-22112, 17200-17215, and 28122-28124; Education Code sections 44330-44355; Welfare and Institutions Code sections 9710-9719.5, 14043-14045, 4684-4689.8, and 16500-16523.1; and other various state statutes and regulations. The CJIS Division uses this information to process requests of authorized entities that want to obtain information as to the existence and content of a record of state or federal convictions to help determine suitability for employment, or volunteer work with children, elderly, or disabled; or for adoption or purposes of a license, certification, or permit. In addition, any personal information collected by state agencies is subject to the limitations in the Information Practices Act and state policy. The DOJ's general privacy policy is available at <http://oag.ca.gov/privacy-policy>.

**Providing Personal Information.** All the personal information requested in the form must be provided. Failure to provide all the necessary information will result in delays and/or the rejection of your request.

**Access to Your Information.** You may review the records maintained by the CJIS Division in the DOJ that contain your personal information, as permitted by the Information Practices Act. See below for contact information.

**Possible Disclosure of Personal Information.** In order to process applications pertaining to Live Scan service to help determine the suitability of a person applying for a license, employment, or a volunteer position working with children, the elderly, or the disabled, we may need to share the information you give us with authorized applicant agencies.

The information you provide may also be disclosed in the following circumstances:

- With other persons or agencies where necessary to perform their legal duties, and their use of your information is compatible and complies with state law, such as for investigations or for licensing, certification, or regulatory purposes.
- To another government agency as required by state or federal law.

**Contact Information.** For questions about this notice or access to your records, you may contact the Associate Governmental Program Analyst at the DOJ's Keeper of Records at (916) 210-3310, by email at [keeperofrecords@doj.ca.gov](mailto:keeperofrecords@doj.ca.gov), or by mail at:

Department of Justice  
Bureau of Criminal Information & Analysis  
Keeper of Records  
P.O. Box 903417  
Sacramento, CA 94203-4170



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### Privacy Act Statement

**Authority.** The FBI's acquisition, preservation, and exchange of fingerprints and associated information is generally authorized under 28 U.S.C. 534. Depending on the nature of your application, supplemental authorities include Federal statutes, State statutes pursuant to Pub. L. 92-544, Presidential Executive Orders, and federal regulations. Providing your fingerprints and associated information is voluntary; however, failure to do so may affect completion or approval of your application.

**Principal Purpose.** Certain determinations, such as employment, licensing, and security clearances, may be predicated on fingerprint-based background checks. Your fingerprints and associated information/biometrics may be provided to the employing, investigating, or otherwise responsible agency, and/or the FBI for the purpose of comparing your fingerprints to other fingerprints in the FBI's Next Generation Identification (NGI) system or its successor systems (including civil, criminal, and latent fingerprint repositories) or other available records of the employing, investigating, or otherwise responsible agency. The FBI may retain your fingerprints and associated information/biometrics in NGI after the completion of this application and, while retained, your fingerprints may continue to be compared against other fingerprints submitted to or retained by NGI.

**Routine Uses.** During the processing of this application and for as long thereafter as your fingerprints and associated information/biometrics are retained in NGI, your information may be disclosed pursuant to your consent, and may be disclosed without your consent as permitted by the Privacy Act of 1974 and all applicable Routine Uses as may be published at any time in the Federal Register, including the Routine Uses for the NGI system and the FBI's Blanket Routine Uses. Routine uses include, but are not limited to, disclosures to: employing, governmental, or authorized non-governmental agencies responsible for employment, contracting, licensing, security clearances, and other suitability determinations; local, state, tribal, or federal law enforcement agencies; criminal justice agencies; and agencies responsible for national security or public safety.



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### Noncriminal Justice Applicant's Privacy Rights

As an applicant who is the subject of a national fingerprint-based criminal history record check for a noncriminal justice purpose (such as an application for employment or a license, an immigration or naturalization matter, security clearance, or adoption), you have certain rights which are discussed below.

- You must be provided written notification<sup>1</sup> that your fingerprints will be used to check the criminal history records of the FBI.
- You must be provided, and acknowledge receipt of, an adequate Privacy Act Statement when you submit your fingerprints and associated personal information. This Privacy Act Statement should explain the authority for collecting your information and how your information will be used, retained, and shared.<sup>2</sup>
- If you have a criminal history record, the officials making a determination of your suitability for the employment, license, or other benefit must provide you the opportunity to complete or challenge the accuracy of the information in the record.
- The officials must advise you that the procedures for obtaining a change, correction, or update of your criminal history record are set forth at Title 28, Code of Federal Regulations (CFR), Section 16.34.
- If you have a criminal history record, you should be afforded a reasonable amount of time to correct or complete the record (or decline to do so) before the officials deny you the employment, license, or other benefit based on information in the criminal history record.<sup>3</sup>

You have the right to expect that officials receiving the results of the criminal history record check will use it only for authorized purposes and will not retain or disseminate it in violation of federal statute, regulation or executive order, or rule, procedure or standard established by the National Crime Prevention and Privacy Compact Council.<sup>4</sup>

If agency policy permits, the officials may provide you with a copy of your FBI criminal history record for review and possible challenge. If agency policy does not permit it to provide you a copy of the record, you may obtain a copy of the record by submitting fingerprints and a fee to the FBI. Information regarding this process may be obtained at <https://www.fbi.gov/services/cjis/identity-history-summary-checks>.

If you decide to challenge the accuracy or completeness of your FBI criminal history record, you should send your challenge to the agency that contributed the questioned information to the FBI. Alternatively, you may send your challenge directly to the FBI. The FBI will then forward your challenge to the agency that contributed the questioned information and request the agency to verify or correct the challenged entry. Upon receipt of an official communication from that agency, the FBI will make any necessary changes/corrections to your record in accordance with the information supplied by that agency. (See 28 CFR 16.30 through 16.34.) *You can find additional information on the FBI website at <https://www.fbi.gov/about-us/cjis/background-checks>.*

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<sup>1</sup> Written notification includes electronic notification, but excludes oral notification

<sup>2</sup> <https://www.fbi.gov/services/cjis/compact-council/privacy-act-statement>

<sup>3</sup> See 28 CFR 50.12(b)

<sup>4</sup> See U.S.C. 552a(b); 28 U.S.C. 534(b); 34 U.S.C. § 40316 (formerly cited as 42 U.S.C. § 14616), Article IV(c)



**City of Santa Clarita  
Supplemental Application – Criminal Convictions**

**INSTRUCTIONS:**

Except as otherwise stated below, you are required to identify ALL criminal convictions, regardless of date or location. A “conviction” includes a plea, verdict, or finding of guilt regardless of whether sentence is imposed by the court. A plea of “no lo contendere” has the same force and effect as a guilty plea, is considered a conviction, and must be disclosed. Include any convictions by civilian or military courts. List all cases other than minor traffic violations (driving under the influence, reckless or hit-and-run driving are NOT minor traffic violations). Being placed on probation, fined, or given a suspended sentence in court is considered a conviction. If you progress in the application process, your fingerprints will, at some point, be sent to the California Department of Justice and all offers of employment or continued employment will be subject to satisfactory review of any criminal convictions. A full disclosure by you in completing this form is to your advantage, as your criminal record does not constitute an automatic bar to employment. Factors such as, but not limited to, age at the time of the offense/conviction and how much time has passed since the offense/conviction was committed, as well as the relationship between the offense/conviction and the job for which you are applying will be taken into account. **HOWEVER, FAILURE TO DISCLOSE AND ADMIT CONVICTIONS WILL RESULT IN DISQUALIFICATION.**

**Please note that applicants are NOT required to disclose the following information:**

- Marijuana possession related convictions that are more than two years old [Labor Code § 432.8]
- Arrests or detentions that did not result in conviction [Labor Code § 432.7]
- Convictions which were sealed, expunged, or statutorily eradicated; any misdemeanor for which probation was successfully completed or otherwise discharged and the case judicially dismissed pursuant to Penal Code section 1203.4 [2 CCR § 11017(d)]
- Referral to or participation in a pre- or post-trial diversion program [Labor Code § 432.7]

**Supplemental Application Questions:**

1. Have you ever been convicted of a misdemeanor other than minor traffic violations? If yes, list in following section.	Yes / No
2. Have you ever been convicted of a felony? If yes, list in following section.	Yes / No
3. Are you currently out on bail or your own recognizance pending trial? If yes, explain on additional sheet.	Yes / No

**List all convictions and include all information requested. Attach additional sheet if necessary. You may also attach any mitigating information you would like considered by the City.**

Offense: _____	
Location: _____	
Conviction Date: _____	Fine or Sentence: _____

By my signature below, I certify that all statements made on this supplemental job application, as well as any additional pages provided in accordance with this supplemental job application are true and complete. I understand that if I progress in the application process, I will be required to submit my fingerprints to the California Department of Justice’s Live Scan Program. I agree and understand that any misrepresentation or omission of a matter is justification for rejection of my application, refusal of employment, removal of my name from an Employment List, and/or dismissal from employment with the City of Santa Clarita. I further understand and agree that an incomplete application may result in disqualification.

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date



**Notice of Participation in the  
California Department of Justice  
Live Scan Program**

The City of Santa Clarita ("City") participates in the California Department of Justice ("DOJ") Live Scan Program. The Live Scan Program provides the City with criminal offender record information for each employee based on a search of digitally-submitted fingerprints. In addition, the Live Scan Program will notify the City of any future criminal offender record information for each employee.

The City will rely on criminal history information as permitted by law. The City will not use the information for any other purpose. The City will keep all criminal history information received by the DOJ confidential, and this information will be destroyed as soon as there is no longer a business need for the City to maintain it.

While the City submits the request to the DOJ prior to the commencement of your duties as a City employee, the City may not receive the results until after you have begun your duties. If your report reveals a conviction that would have disqualified you from the application process, you may be dismissed during your probationary period for both the conviction and for failing to disclose the conviction on your application.

You will be removed from this program upon your separation from employment with the City.

If you have questions about the Live Scan Program, please contact a member of Human Resources by calling 661-284-1418.

**Acknowledgement**

I acknowledge that I have read this notice and understand that my fingerprints will be sent to the DOJ and the City will be notified of any existing or future records.

\_\_\_\_\_

Signature

\_\_\_\_\_

Date

**If applicant is a minor (under 18 years of age), parent/guardian please complete the following:**

I have read this notice and will allow my child to be fingerprinted.

I have read this notice and will not allow my child to be fingerprinted. I understand that he/she will be disqualified from further consideration for this position.

\_\_\_\_\_

Name of Parent/Guardian (Please Print)

\_\_\_\_\_

Date

\_\_\_\_\_

Parent or Guardian Signature