

Directions for completion of fingerprint background check for EMT-I  
certification/recertification

1. Access the “Request for Live Scan Service” form available at  
<http://www.cchealth.org/groups/ems/pdf/livescanform.pdf>

2. Complete the “Applicant Information” section as detailed below:

**Last Name:** Enter your last name

**First Name:** Enter your first name

**Middle Initial:** Enter your middle initial

**Suffix:** Enter suffix, if any

**Other Name (AKA or Alias):** Enter any other names used

**Date of Birth:** Enter your date of birth

**Sex:** Check the appropriate box

**Driver’s License No.:** Enter California Drivers License number

**Height:** Enter your height

**Weight:** Enter your weight

**Eye Color:** Enter your eye color

**Hair Color:** Enter your hair color

**Billing Number:** leave blank

**Misc. Number:** leave blank

**Place of Birth:** Enter your place of birth

**Social Security Number:** Enter your social security number

**Home Address:** Enter your street address, including city, state and zip code

**DO NOT COMPLETE ANY OTHER FIELDS ON THE FORM!**

(If the form is filled out incorrectly, DOJ may reject it, requiring the background check to be repeated, including additional fees.)

3. Contact a Live Scan Agency from the list below and make an appointment, if indicated. Locations of Live Scan agencies in other counties can be found on the internet at  
<http://ag.ca.gov/fingerprints/publications/contact.php>.

## Contra Costa County Live Scan Agencies

Brentwood Police Department  
500 Chestnut Street  
Brentwood, CA 94513  
Contact: Reception  
(925) 634-6911  
Mon – Fri 10:00 am- 12:00 pm  
(Appt. Only)  
Cash & Checks Accepted

Pittsburg Police Department  
65 Civic Avenue  
Pittsburg, CA 94565  
Contact: Reception  
(925) 252-4119  
Mon-Tues-Thurs-Fri 10:00 am- 11:00 am  
(Appt. Only)  
Checks Only Accepted

Contra Costa Co. Sheriff's Dept.  
500 Court Street, 2<sup>nd</sup> Floor  
Martinez, CA 94553  
(925) 957-7100  
Mon – Fri 8:00 am- 5:00 pm  
(Appt. Only)  
Cash & Checks Accepted

San Pablo Police Department  
13880 San Pablo Avenue  
San Pablo, CA 94806  
(510) 215-3130  
Mon - Fri  
Call for Scheduling  
(Appt. Only)  
Cash & Checks Accepted

El Cerrito Police Department  
10900 San Pablo Avenue  
El Cerrito, CA 94530  
(510) 215-4400  
Mon – Fri 8:00 am- 4:30 pm  
(Appt. Only)  
Cash & Checks Accepted

San Ramon Police Department  
2220 Camino Ramon  
San Ramon, CA 94583  
(925) 973-2700  
Mon - Fri  
9:00 am- 11:30 am  
2:00 pm- 4:00 pm  
(Appt. Only)  
Cash & Checks Accepted

4. The fee for the background check will be paid to the Livescan Agency, in addition to any fees charged by that agency for their services. This fee varies from agency to agency. The current Department of Justice fee is \$32 (non-refundable) - check <http://caag.state.ca.us/fingerprints/forms/fees.pdf> for the latest fee information.
5. Certifications will be issued after review of the application and associated documentation, results of the background check and receipt of the EMT-I certification fee. The current certification fee is \$30 (non-refundable) – check the latest Contra Costa EMS Fee Policy at <http://www.cccems.org/policy.htm> for the latest Contra Costa fee information.