

BACKGROUND CHECK REQUIRED FOR EMT CERTIFICATION

Background

Prior to becoming certified as an EMT-I through Riverside County EMS Agency, you are required to be fingerprinted and have a background check performed through the Department of Justice (DOJ). Even if you have been fingerprinted before, you must get a new set of prints taken. The Department of Justice has very strict security rules, and fingerprints taken for another agency/reason cannot be shared. Therefore, you must get a set of prints specific to Riverside County EMS.

Fingerprinting is now done electronically, through a process called Livescan. The EMS Agency does NOT do Livescan because special equipment is required. You must go to one of the agencies listed at <http://ag.ca.gov/fingerprints/publications/contact.pdf> and have them perform the fingerprinting process.

Getting a **Live Scan Form**

Live Scan forms can be printed from our website, picked up in person, or requested by mail or email. If you print a copy from our website, you must print and complete **three** copies, one for the Live Scan agency, one for the EMS Agency and one for you. The forms must be completed ***prior*** to arriving for your Live Scan appointment.

Fees

Fees for the background check will be paid for by the applicant at the time of fingerprinting. The DOJ charges \$32 to process the fingerprints; in addition, each Live Scan agency charges a “rolling fee” that generally costs approximately \$10. You pay these two fees to the Live Scan Agency when you go to submit your fingerprints. Be sure to confirm what they accept as a method of payment (personal check, money order, or cash). Also, remember to bring a valid form of ID – a California Driver’s License (CDL) is best, but a military ID, passport, or California State ID card will also be accepted. *Employer ID badges will NOT be accepted*

Live Scan Agencies

Contact a Live Scan Agency and make an appointment on the website listed below. However, ***please note*** that this list may NOT have the most up-to-date and accurate information, as policies and practices change and there are many agencies to keep track of. Once you have decided where you want to be fingerprinted, it is best to call the agency to verify hours of operation, fees, if they accept checks and/or credit card payment, whether or not they need separate payment, and whether or not you need to make an appointment. If you are required to make an appointment, make sure you arrive **on-time** to keep it, as agencies are not required to assist you if you are late, and you may end up having to reschedule. Also, if you know you will not be able to make an appointment, please call the agency to cancel, so that another person may schedule in your slot.

Locations of Live Scan agencies in this and other counties can be found on the Internet at <http://ag.ca.gov/fingerprints/publications/contact.pdf>.

Privacy Guarantee

Privacy and confidentiality of criminal history record information is the responsibility of the EMS Agency. Once a response is received from the DOJ we are obligated to destroy that information once a decision is made on certification status. In addition, only

