

Once you have received your Live Scan form, you may **make an appointment** at one of the following locations. **Applicants must present valid photo identification (e.g. Driver's License) to the Live Scan Operator. Expired identification cards will not be accepted.**

**Contra Costa County Office of Education**  
**77 Santa Barbara Rd., Pleasant Hill**  
**925-942-3387**  
***\*\*\*Must call ahead for appointment***

**San Ramon Police Department**  
**2401 Crow Canyon Road, San Ramon**  
**925-973-2700**  
<http://www.sanramon.ca.gov/police/fingerprint.htm>  
***\*\*\*Must book appointments online only.***

**Contra Costa Sheriff's Department**  
**500 Court Street, 2nd Floor, Martinez**  
**925-957-7100**  
***\*\*\*Must call ahead for appointment***

**The UPS Store in Market Place San Ramon**  
**231 Market Place, San Ramon**  
**925-275-9590**  
M-F 8:00 am - 6:30 pm  
Sat 9:00 am - 4:00 pm  
***\*\*\*No appointment necessary***

**The UPS Store**  
**11040 Bollinger Canyon Rd. Suite E, San Ramon**  
**925-648-9990**  
M-F 7:30 am - 5:30 pm  
Sat 9:00 am - 3:30 pm  
***\*\*\*No appointment necessary***

On the day of your appointment, the Fingerprint Technician will submit your Fingerprints electronically to the Department of Justice/FBI. It may take two (2) weeks or more to receive the clearances. If you have not lived in California or were born prior to 1945, the clearances may take longer. We do not control the length of time required to receive results nor can we inquire from the DOJ and/or FBI regarding the progress of the reports.