

**SERVICE FEES -
GENERAL PUBLIC
REPORT REQUEST**

DESCRIPTION OF SERVICE

A search of internal systems is conducted and the results reported to: victims of crimes or individuals who were involved in a traffic collision. Pursuant to Family Code 6228, victims of Domestic Violence will be given the first copy of a report for free, however, each additional copy of the report will be charged as described below. Pursuant to the California Government Code 6254(f) "Public Records Act", we do not release crime reports to the suspect or their representative. Release of traffic collision/accident reports is restricted to those specifically authorized under the California Vehicle Code Section 20012 et al.

FEE Additional Copies:

When a file and/or booking number is provided and search results in a record found or record found was purged, the fee is: \$ 25 Each additional copy of the same report will be charged as follows:, First 10 pages-free, 11th page on - \$0.13 per page.

When a file and/or booking number is not provided, a search is conducted and the results are provided to the requestor. The search results may include a response that there is no reportable record, a record existed but its details have been purged, or that the record was identified to be an incident within another agency's jurisdiction. The fee charged for conducting this search is: \$ 35 Each additional subsequent record will be charged \$24 per report

BOOKING INFORMATION

Other terms used for this service: "booking record", "arrest disposition information", "in-out dates", "incarceration record", or "proof of jail time". This service involves a search of internal systems using information provided by the client such as a name, date of birth, and/or booking number. The results are then reported on our agency's letterhead. Clients requesting this type of service are asked by the requestor to provide proof of release from custody for benefits re-instatement, disposition of arrest for licensing, immigration, or employment purposes, for example. Please note that this search is based upon the information provided by the client and the search results will indicate what was located, even if the client has an alias name as a search result.

An additional copy of a letter response will be charged a fee of \$4.00 per copy.

When a file and/or booking number is provided: \$ 25

When a booking number is not provided, a search is conducted and the results are provided to the requestor. The search results may include a response that there is no reportable record, a record existed but its details have been purged, or that the record was identified to be an incident within another agency's jurisdiction. The fee charged for conducting this search is: \$ 45

SERVICE FEES -

**GENERAL PUBLIC
POLICE CLEARANCES**

DESCRIPTION OF SERVICE

Other terms used for this service: "background check", "arrest record search", "record of no arrest", or "clearance letter". This service involves a search of internal systems using the person's name and date of birth only and not based upon a search of fingerprints. The results are then reported on our agency's letterhead. Clients requesting this type of service are generally asked by the requestor to provide proof that they do not have a record for immigration purposes, employment, licensing or adoption purposes, etcetera. Please note that this search is not based upon fingerprints.

FEE **Additional Copies:**
\$ 35 An additional copy of a letter response will be charged a fee of \$4.00 per copy.

BOOKING PHOTOGRAPH

Booking photographs are considered to be a part of a suspect's criminal history information and release is dependent upon the California Penal Code Section 13300 et al. Release to Bail Bonds Agents is dependent upon the standards set forth under Section 11105.6 of the California Penal Code. Valid identification and proof of status as Bail Bonds agent is required.

\$ 16

**FINGERPRINTING
"LIVE SCAN"**

Our Public Counter has the California Department of Justice Live Scan machines available to clients requiring fingerprints to be electronically submitted to the California Department of Justice (DOJ) and/or Federal Bureau of Investigation (FBI). Personal record review forms will be provided; however, clients are responsible for bringing in a DOJ Live Scan form from the requesting agency, which clearly indicates the type of service they are requesting, such as for employment, licensing, or certification. If there is no billing code provided by the agency requesting the Live Scan, you will be responsible for paying the fees charged by DOJ and/or FBI, in addition to our service fee. We do not provide manual fingerprint card services. We also do not receive the results of any DOJ or FBI submissions here at our location; the results are sent directly to the requesting agency or requestor. *Please note that the California Department of Justice may have other fees associated with the type of service requested in addition to the fees specified below:

Los Angeles County Sheriff's Department Fingerprint Rolling Fee \$ 25
California Department of Justice Service Fee \$ 32
Federal Bureau of Investigations Service Fee \$ 17

**APPLICANT UNIT FEES FOR LICENSING,
EMPLOYMENT, CERTIFICATION
PURPOSES ONLY**

**REPORT /BOOKING REQUEST OR
BACKGROUND CHECK**

DESCRIPTION OF SERVICE

A search of internal systems is conducted and the results of arrests which were based upon convictions is provided to authorized agencies conducting background checks or investigations for employment, licensing, and certification purposes. Release and authority to charge for this service is determined from Penal Code 13300 et al. Please note we do not charge for Peace Officer Applicants.

When a file and/ or booking number is provided and search results in a record found or record found was purged, the fee charged is:

When a file and/or booking number is not provided and the search is conducted. Results are provided to the requestor.

| <u>FEE</u> | <u>Additional Copies:</u> |
|-------------------|--|
| \$ 25 | |
| \$ 35 | Subsequent records will be charged \$24 per report |

Please Note: We do not conduct background checks for applicants for unauthorized agencies or for individuals not authorized pursuant to the California Penal Code Section 13300 et al.

Certification when requested is included in the price and is no longer differentiated.

**CIVIL SUBPOENA FEES FOR
RECORDS REPRODUCTION
REQUEST FOR RECORDS
(REPORTS/BOOKINGS)**

DESCRIPTION OF SERVICE

A search of internal systems is conducted and the results are reported on our agency's letterhead along with copies of any records that have been located. Fees charged is determined by Evidence Code Section 1563 et al.

FEE

duplication cost of \$.10 per page and labor cost of \$6 per quarter hour and actual postage charges accrued.

WITNESS APPEARANCE

If the appearance of a witness is required to testify about the records reproduced, a fee is charged in accordance with Section 68097.2 of the California Government Code

\$275 per day

***Please Note: Civil Subpoenas are not accepted at our location, they must first be filed with:
The Los Angeles County Sheriff's Department, Civil Process Branch.***