



# BACKGROUND CHECK REQUIRED FOR ALAMEDA COUNTY EMS EMT CERTIFICATION

## Background

All applicants for Alameda County EMS Agency EMT Certification must submit fingerprints for a criminal history background check with the California Department of Justice (DOJ) and the Federal Bureau of Investigation (FBI). Fingerprinting is done using “Live Scan” technology and uses computer images to send fingerprints immediately to the DOJ and FBI. If you hold certification through another EMS agency and wish to recertify through ALCO EMS, you will need to do a DOJ and FBI Live Scan for us.

## Getting a Live Scan Form

Live Scan forms can be printed from our website or picked up in person. Our website allows you to print a copy of the form. You should print three copies, one for the Live Scan agency, one for EMS and one for you. The forms should be completed prior to arriving for your Live Scan appointment.

## Live Scan Agencies

Contact a Live Scan Agency to make an appointment. When you go for your Live Scan, make sure they can do both the DOJ and FBI submissions. The list includes hours of operation, cost, whether or not an appointment is necessary, and method of payment. Locations of Live Scan agencies can be found on the Internet at <http://ag.ca.gov/fingerprints/publications/contact.php>.

## Privacy Guarantee

Privacy and confidentiality of criminal history record information is the responsibility of the EMS Agency.

## If you have a conviction history

Conviction of a crime does not necessarily mean that an applicant will be denied certification. The appropriate EMS staff, along with the county legal department if appropriate, will review each case where the applicant has a criminal conviction. Decisions will be based on applicable state statutes and regulations, and a careful review of documentation. If an applicant is denied, he/she has the right to request a hearing. In addition, an EMT certificate may be suspended or revoked based on criminal history information. Applicants with a criminal conviction or who are involved in an active prosecution can expect a delay in the processing of their application. For us to process your application, you must submit a letter explaining the case and copies of the final court docket/disposition which will help us in the decision process.

## What to submit with your application

Applicants must submit a copy of the Live Scan form with their certification/recertification paperwork. Certifications will be issued after review of the application, associated documentation, the results of the background check, and receipt of the EMT certification fee.

Questions can be directed to Scott Salter, EMS Coordinator ([scott.salter@acgov.org](mailto:scott.salter@acgov.org)) at (510) 618-2022.

## **DIRECTIONS FOR COMPLETION OF LIVE SCAN FORM**

Complete the fields listed below. If you are using a printed form off the website, some of this information is already completed:

### **Applicant Submission Section**

**ORI:** A1958

**Authorized Applicant Type:** Emerg Med Tech Lic/Cert

**Type of License/Certification:** Alameda County EMS

**Agency Authorized to Receive Criminal Record Information:** Alameda County EMS Agency

**Mail Code (five digit code assigned by DOJ):** 07337

**Street No. Street or P.O. Box:** 1000 San Leandro Blvd, Suite 200

**Contact Name:** Scott Salter

**City:** San Leandro

**State:** CA

**Zip Code:** 94577

**Contact Telephone Number:** (510) 618-2022

### **Applicant Information Section**

**Name of Applicant:** Enter your last name, first name and middle initial

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

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

**Sex:** Check the appropriate box

**Driver's License Number:** Enter your California Driver's License number

**Height:** Enter your height (feet and inches)

**Weight:** Enter you weight

**Eye Color:** Enter your eye color

**Hair Color:** Enter your hair color

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

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

**Home Address:** Enter your home street address, city, state and zip coed

**Level of Service:** Check the DOJ box and the FBI box

### **Employer Section**

**Employer Name:** EMSA

**Mail Code:** 02531

**Address:** 10901 Gold Center Drive, Suite 400

**City:** Rancho Cordova

**State:** CA

**Zip:** 95670

**Telephone Number:** (916) 322-4336

**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.)**