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) 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 your weight  
Eye Color: Enter your eye color  
Hair Color: Enter your hair color  
Place of Birth: Enter your place of birth  
Social Security Number: Enter your social security number  
Home Address: Enter your home street address, city, state and zip code

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.)