



## Records and Identification Unit Service Fees

### Traffic Accidents/Police Reports

\$0.10 per page  
County Ordinance 25-4.610

### Repossessed Auto Release Fee

Government Code 26751  
\$15.00 (cash - exact change only)

Call the Records Unit with the License plate number to make sure it's  
the Sheriff's Jurisdiction.

### Subpoenas-Noncriminal

In accordance with Evidence Code Section 1563(1)

\$15.00

### Office of the Sheriff-Live Scan Roll Fee

\$35.00

Additional Fees will be charged in accordance with the Department of Justice &  
FBI Requirements (Please call with ORI number for specific charge)

**All License or Permit Applications Require  
Live Scan Fingerprinting-Fees may vary.**

**OTHER SERVICES:**  
Check

Payable in cash - exact change or

- Local Contacts/Records Check Letter \$25.00
- ✓ Local Records Review Application
  - ✓ Contacts with Contra Costa Sheriff's Office Only
  - ✓ This is not considered a background check
- Records Review – Live Scan Fingerprinting \$60.00
- ✓ Records Review Live Scan Application
  - ✓ Check covers only arrests in California
  - ✓ DOJ will forward the requestor's RAP sheet within 7-31 days

**Fingerprinting Services**

**By Appointment Only**

For appointment: 925/957-7104

The Sheriff's Records Unit provides Live Scan and Ink Card fingerprinting. For fingerprinting appointments, call 925/957-7104. Before making the appointment, the applicant will need to have a Request for Live Scan Service form or the Ink Cards given to them from the agency requiring the background check. Valid ID required. (DMV renewal paper receipt will not be accepted)

- Fingerprinting – Inked Card (2 cards) \$35.00
- Fingerprinting – Live Scan Call for Fee

**FREE SERVICES:**

Detention Time Letter

- ✓ Valid ID or Passport (DMV renewal paper receipt will not be accepted)
- ✓ Requestor needs to present in the Office of Sheriff's Records & Identification Unit

Clearance Letter

- ✓ Valid ID or Passport (DMV renewal paper receipt will not be accepted)
- ✓ Letter from Immigration or Consulate addressed to the applicant, stating a clearance letter is needed.
- ✓ Proof the applicant lives in or has lived in the Office of Sheriff Jurisdiction

Adult Records Seal:

- ✓ Obtain application from Records & Identification Unit
- ✓ For the Office of the Sheriff Arrests & Contracts Cities only (Danville, Lafayette & Moraga)

# FEE SCHEDULE

## FOR

### BUSINESS LICENSES/PERMITS

(Appropriate County Ordinance Codes Included)

#### **BINGO:**

Application Fee- New	(52-2-310)	\$50.00
Renewal	(52-2.310)	\$10.00

#### **CARDROOM EMPLOYEE:**

Application Fee – New	(52-3.703)	\$100.00
Live Scan Fingerprinting Processing Fee		\$ 67.00
Renewal Fee (annually)	(52-3.708)	\$ 25.00

#### **CARDROOM ESTABLISHMENT:**

Application Fee - New	(52.3-307)	\$ 10,000.00
Renewal Fee	(52-3.307)	\$ 500.00
Fee per Table	(52-3.107)	\$ 500.00
Transfer Application Fee	(52-3.323)	\$ 1,000.00

#### **MASSEUSE/MASSEUR/ESTABLISHMENT:**

Application Fee Establishment–New or Renewal (518-2.602)		\$250.00
Establishment Permit Fee – New or Renewal (518-2.602)		\$100.00
Live Scan Fingerprinting Processing Fee -		\$67.00
Outcall Application Fee-New or Renewal (518-2.602)		\$250.00
Outcall Permit Fee – New (518-2.602)		\$50.00
Outcall Permit Fee – Renewal (518-2.602)		\$40.00
Masseuse/Masseur Application Fee – New (518-2.618)		\$75.00
Masseuse/Masseur Application Fee – Renewal (518-2.618)		\$60.00
Masseuse/Masseur Permit Fee – New (518-2.602)		\$50.00
Masseuse/Masseur Permit Fee – Renewal (518-2.602)		\$40.00

**SECONDHAND DEALER/PAWNBROKER:**

(No County Ordinance –All handled through the state)

Application Fee – New	\$100.00
State License Fee – New	\$195.00
Live Scan Fingerprinting Processing Fee	\$67.00
License Renewal Fee	\$100.00
State Renewal Fee	\$10.00

**SOLICITOR/PEDDLER:**

Application Fee – New (56-4.802)	\$5.00
Live Scan Fingerprinting Processing Fee	\$67.00

**Miscellaneous Contact Numbers**

CCW Permits	925/655-0000	Sheriff’s Administration
Animal Services	925/335-8500	Police reports for animal-involved incidents
Civil Unit	925/313-4200	Evictions or have someone served
Coroner’s Office	925/313-2850	Coroner’s reports
County Recorder	925/335-7900	Marriage, death and birth certificates
DA’s Office	925/957-2200	Charges filed
DOJ	916/227-4557	Live Scan Results - need ATI# to check
DOJ	916/227-2222	Rap sheets
Investigations	925/313-2600	Status on a case