

BACKGROUND CHECK REQUIRED FOR EMT CERTIFICATION

Background

Prior to becoming certified as an EMT through the Riverside County EMS Agency, you are required to be fingerprinted and have a background check performed through the California Department of Justice (DOJ) and the FBI. Even if you have been fingerprinted before, you must get a new set of prints taken. The Department of Justice has very strict security rules, and fingerprints taken for another agency/reason cannot be shared. Therefore, you must get a set of prints specific to Riverside County EMS Agency.

Fingerprinting is now done electronically, through a process called Live Scan. The EMS Agency does NOT perform Live Scan because special equipment is required. You must go to one of the agencies listed at <http://ag.ca.gov/fingerprints/publications/contact.php> and have them perform the fingerprinting process.

Getting a Live Scan Form

Live Scan forms can be printed from our website, picked up in person, or requested by mail or email. If you print a copy from our website, you must print and complete *three* copies, one for the Live Scan agency, one for the EMS Agency, and one for you. The forms must be completed *prior* to arriving for your Live Scan appointment.

Fees

Fees for the background check will be paid for by the applicant at the time of fingerprinting. The DOJ charges \$32 to process the fingerprints, and \$19 for FBI information. In addition, each Live Scan agency charges a “rolling fee” that generally costs between \$10 and \$20. You pay these three fees to the Live Scan agency when you go to submit your fingerprints. Confirm the required method of payment and amount prior to arrival at the Live Scan location. Also, remember to bring a valid form of ID – a California Driver’s License (CDL) is best, but a military ID, passport, or California State ID card will also be accepted.

Employer ID badges will NOT be accepted.

Live Scan Agencies

Locations of Live Scan agencies in this and other counties can be found on the Internet at <http://ag.ca.gov/fingerprints/publications/contact.php>. However, *please note* that this list may *NOT* have the most up-to-date and accurate information, as policies and practices change and there are many agencies that offer Live Scan service. Once you have decided where you want to be fingerprinted, it is best to call that agency to verify their hours of operation, fees, if they accept checks and/or credit card payment, whether or not they need separate payment, and whether or not you need to make an appointment. If you are required to make an appointment, make sure you arrive **on-time**, as agencies are not required to assist you if you are late, and you may end up having to reschedule. Also, if you know you will not be able to make an appointment, please call the agency to cancel, so that another person may schedule in your slot.

Privacy Guarantee

Privacy and confidentiality of criminal history record information is the responsibility of the EMS Agency. Once a response is received from the DOJ we are obligated to destroy that information as soon as a decision is made on certification status. In addition, only preauthorized EMS Agency staff are permitted to review this information. All submitted material will be held in strict confidence. For this reason, fingerprints taken previously cannot be shared with our agency and a new set of prints is required.

If You Have a Conviction History

Conviction of a crime does not necessarily mean that an applicant will be denied certification or recertification. The appropriate EMS staff, along with the county legal department, if appropriate, will review each individual case where the applicant has a criminal conviction. Decisions will be based on applicable

state statutes and regulations, and a careful review of documentation. Disciplinary actions include: denial, revocation, suspension and/or probation. If you are informed of a disciplinary action based on your criminal history and you feel that it is not in line with the statutes and regulations, you have the right to appeal the decision. You can view a list of the convictions that state regulations say *MUST* be denied and the length of their denial period, by going back to the “EMT” tab on our home page, then clicking “General Info” from the drop-down menu that appears. A list of regulation-mandated denials can be found on p.2 of the “Genl Info” tab. The crimes listed there are not the only things for which you can be denied or placed on probation, but they are among the most common. Applicants with a criminal conviction or who are involved in an active prosecution can expect a delay in the processing of their application. **In most cases, a signed and dated letter from you explaining the case/conviction(s) and copies of court documents are required to process your application.**

What to Submit with Your Application

Applicants must submit a copy of their completed Live Scan form with their certification paperwork. Certifications will be issued after review of the application, associated documentation, results of the background check and receipt of the EMT certification fees. Questions can be directed to Karen Petrilla, EMS Certification Specialist via email at kpetrill@rivcocha.org or by calling (951) 358-5029.

DIRECTIONS FOR COMPLETION OF LIVE SCAN FORM

Complete the fields listed below – (see attached form. If you are using the printed form off the REMSA website, some of this information is already completed):

ORI: A3290

Type of Application: Emerg Med Tech Lic/Cert

Job Title or Type of License, Certification or Permit: Riverside Co EMS Ag (REMSA)

Agency authorized to receive criminal history information: Riverside County
EMS Agency

Mail Code (five digit code assigned by DOJ): 09229

Street No. Street or P.O. Box: 4065 County Circle Drive

Contact Name: leave blank

City: Riverside **State:** CA **Zip Code:** 92503

Contact Telephone No.: (951) 358-5029

Name of Applicant: Enter your Last name, First name and Middle Initial

Alias: Enter any other names you’ve used

Driver’s License No.: Enter your California Drivers License number

Date of Birth: Enter your date of birth

Sex: Check the appropriate box

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 - city, state (& country if not within the U.S.)

SOC: 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

DO NOT COMPLETE ANY OTHER FIELDS ON THE FORM!

(If the form is filled out incorrectly, the DOJ may reject it, requiring the background check to be repeated, including additional fees.)

Request For Live Scan Service

Applicant Submission

ORI: A3290 Type of Application: Emerg. Med Tech Lic/Cert
Code assigned by DOJ

Job Title or Type of License, Certification or Permit: Riverside Co EMS Ag (REMSA)

Agency Address Set Contributing Agency:

Riverside County EMS Agency

Agency authorized to receive criminal history information

4065 County Circle Drive

Street No. Street or P.O. Box

Riverside, CA 92503

City State Zip Code

09229

Mail Code (five digit code assigned by DOJ)

Contact Name (Mandatory for all school submissions)

(951) 358-5029

Contact Telephone Number

Name of Applicant: _____

(please print)

Last

First

MI

Alias: _____

Last

First

Driver's License No. _____

Date of Birth: _____ Sex: Male Female

Billing Number: N/A
Agency Billing Number

Height: _____ Weight: _____

Misc. No: _____

Eye Color: _____ Hair Color: _____

Home Address: _____

Place of Birth: _____

Street Address or P.O. Box

Social Security Number: _____

City, State and Zip Code

Your Number: N/A

OCA No. (Agency Identifying No.)

Level of Service: DOJ FBI

If resubmission, list Original ATI No. _____

Employer: (Additional response for agencies specified by statute)

Emergency Medical Services Authority

Employer Name

10901 Gold Center Drive, Suite 400

Street Name Street or P.O. Box

Rancho Cordova CA 95670

City

State

Zip Code

02531

Mail Code (five digit code assigned by DOJ)

(916) 322-4336

Agency Telephone Number (optional)

Live Scan Transaction Completed By:

Name of Operator

Date

LSID

Transmitting Agency

ATI Number

Amount Collected / Billed

ORIGINAL -Live Scan Operator; **SECOND COPY** -Requesting Agency; **THIRD COPY** -Applicant