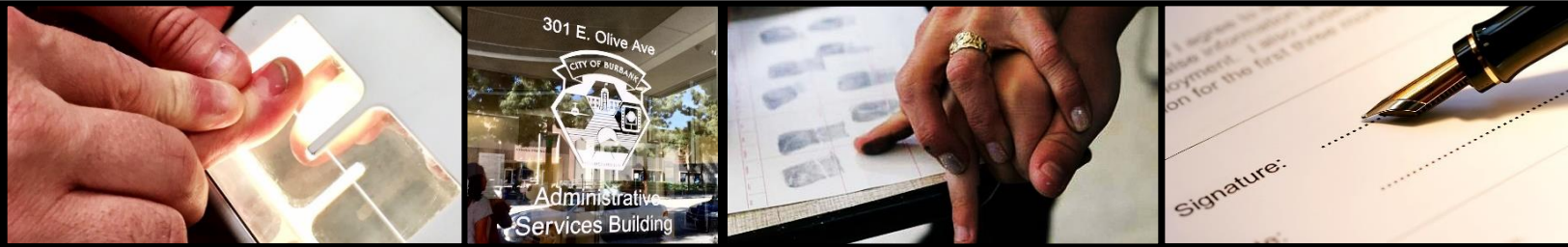




CITY OF BURBANK

Live Scan, Ink Fingerprinting
and Notary Services



The City of Burbank offers professional digital Live Scan *and* traditional ink fingerprinting and notary services to the public with fast, friendly, convenient—and secure—service!

Take advantage of our great service—complete with free parking just feet from our door. Our Live Scan office is located at 301 East Olive Avenue (next to City Hall—see the map below). We are open Tuesday-Friday by appointment during the hours listed below. We provide Live Scan for ALL Live Scan needs, plus traditional ink fingerprinting (and notary services). Fees vary based on the level of service required (see below and the reverse of this flyer).

When you need Live Scan, please consider our service. We accept cash only, although corporate/government billing accounts are available.

To schedule an appointment, open a billing account, or for other assistance, please call (818) 238-5340 or email us at burbanklivescan@burbankca.gov.

Hours of Operation

Monday: Closed

Tuesday: 1:00-5:00 pm

Wednesday: 9:00-1:00 pm

Thursday: 1:00-5:00 pm

Friday: 9:00-1:00 pm

**Other Hours by
Appointment**

Call (818) 238-5340
for more information

Fees

Rolling Fee: \$21

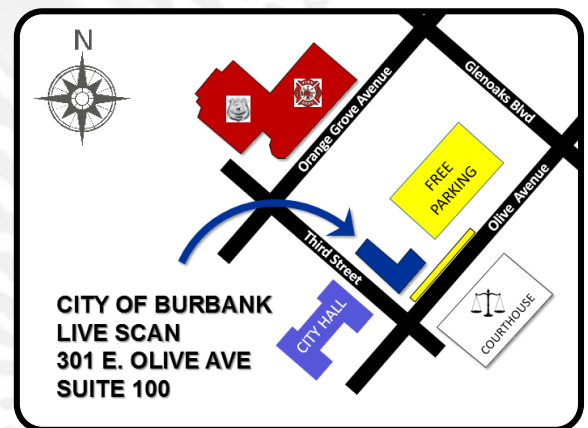
DOJ (State): \$32

FBI (Fed): \$17

CACI: \$15

*See the back of this flyer for a
detailed listing. Fees subject
to change*

For example: Live Scan
fees for an EMT license is
\$70 total (for the rolling fee,
plus state & federal fees).



Find us on  yelp

For detailed information on our services see our dedicated webpage at the City of Burbank website:
<https://www.burbankca.gov/web/management-services/livescan-ink-fingerprint-notary>



Current Live Scan Fees by Category

The fees listed are the total cost, including the processing fee

Adoption (Petition for Adoption): \$84

(Foreign Adoption: \$52)

Adult Day Care Center: \$79

Alarm Agent Employee: \$69

Alcohol and Beverage Control (ABC): \$20

Automotive Dealer or Seller: \$52

Burbank Unified School District (BUSD): \$69

California Lotto (Retailers): \$20

Certified Public Accountant: \$69

City of Burbank Contracted Instructor: \$52

City of Burbank Licensing (ex: Taxi Driver): \$20

Child/Day Care Center, Preschools: \$94

Contractors State License Board: \$69

Department of Motor Vehicles (DMV): \$52

Department of Real Estate (DRE): \$69

DRE Appraisers: \$20

DOJ Record Review: \$45

EMT/EMS (Ambulance Drivers): \$69

DOJ Immigration: \$52

Driving School Owner/Instructor: \$52

Firearms Certificate of Eligibility: \$91

IHSS Care Provider: \$52

Locksmith: \$69

Massage Technician (City of Burbank): \$52

Massage Therapy Council (State): \$69

Nurse (RN or Vocational): \$69

Nursing Assistant (CNA): \$52

Notary Publics: \$69

Pharmacy Technician: \$69

Residential Care for the Elderly (RCFE): \$79

Security Guard: \$69

Security Guard *with* Firearm: \$107

Teacher Credentials: \$69

Tow Truck Operator: \$52

Visa/Immigration Application: \$52

Veterinarian, RVT, VACSP: \$69

The fees listed above represent the current *total* cost of Live Scan—this *includes* our fee. For example, Live Scan for an EMT is **\$70 total**. This includes the City's \$21 'rolling' fee, \$32 for the State of California's Department of Justice (DOJ) background check and the \$17 FBI background check fee.

We strive to process your application and fingerprints efficiently and with a smile. To help us help you, please:

1. For an appointment, please call (818) 238-5340 or email burbanklivescan@burbankca.gov.
2. Please bring your *completed* Live Scan form, ink fingerprinting card, or notary documentation with you to obtain services promptly.
3. ONLY ONE (1) original Live Scan form is needed (not 3). We keep the original and will provide 2 copies.
4. Please complete forms in advance of arriving at our service counter.
5. Don't forget to bring valid, current government-issued identification (for example, a driver's license, a U.S. Passport, or other valid government-issued identification).
6. We accept cash only. The only exception is for accounts where our services are billed to the employer. Please ask for David Lasher or Chuck Bishop to establish a corporate billing account.

Ink Fingerprinting: \$25 per card

Notary Fee: \$15 per signature

The City of Burbank's Live Scan, Ink Fingerprinting and Notary Service is located at 301 East Olive Avenue in Burbank, 91502. Call (818) 238-5340 for assistance and additional information.

Scan the QR Code to View Our Website



Scan the QR Code for Our Email Address

