



# REQUEST FOR LIVE SCAN SERVICE

## Applicant Submission

AH008  
ORI (Code assigned by DOJ)

EMERG MED TECH LIC/CERT  
Authorized Applicant Type

Emergency Medical Technician  
Type of License/Certification/Permit OR Working Title (Maximum 30 characters - if assigned by DOJ, use exact title assigned)

### Contributing Agency Information:

Yolo Emergency Medical Service Agency (YEMSA)  
Agency Authorized to Receive Criminal Record Information

18200  
Mail Code (five-digit code assigned by DOJ)

137 N Cottonwood St Suite 2601  
Street Address or P.O. Box

Karisa Huie  
Contact Name (mandatory for all school submissions)

Woodland CA 95695  
City State ZIP Code

(530) 666-8665  
Contact Telephone Number

## Applicant Information:

Last Name

First Name Middle Initial Suffix

Other Name (AKA or Alias) Last

First Suffix

Date of Birth Sex  Male  Female

Driver's License Number

Height Weight Eye Color Hair Color

Billing Number N/A  
(Agency Billing Number)

Place of Birth (State or Country) Social Security Number

Misc. Number N/A  
(Other Identification Number)

Home Address Street Address or P.O. Box

City State ZIP Code

Your Number: N/A  
OCA Number (Agency Identifying Number)

Level of Service:  DOJ  FBI

If re-submission, list original ATI number:  
(Must provide proof of rejection)

N/A  
Original ATI Number

### Employer (Additional response for agencies specified by statute):

Emergency Medical Service Agency  
Employer Name

02531  
Mail Code (five digit code assigned by DOJ)

10901 Gold Center Dr Suite 400  
Street Address or P.O. Box

Rancho Cordova CA 95670  
City State ZIP Code

Telephone Number (optional)

### Live Scan Transaction Completed By:

Name of Operator

Date

Transmitting Agency LSID

ATI Number Amount Collected/Billed

# EMERGENCY MEDICAL TECHNICIAN (EMT) CERTIFICATION - BACKGROUND CHECK INFORMATION

## Fingerprinting Requirement

In order to be a certified EMT in Yolo County, you must have a background check, by being fingerprinted through the California Department of Justice (DOJ), and the Federal Bureau of Investigation (FBI). The DOJ has very strict security rules, and fingerprints that are taken for another agency and/or reason *cannot be shared*. Thus all new EMT's or EMT's with a lapse in certification of twelve (12) months or more must get a set of fingerprints taken specifically for YEMSA.

Fingerprinting is done electronically, through a process called Live Scan. YEMSA does NOT perform Live Scan because special equipment is required. Please see a list of agencies on our website and have them perform the fingerprinting process. [www.yemsa.org](http://www.yemsa.org)

## Live Scan Form

A Live Scan form should be printed from our website at [www.yemsa.org](http://www.yemsa.org). *You will need two (2) copies of this Live Scan formed printed out; one (1) for the Live Scan Agency, and one (1) for yourself. The forms must be completed prior to arriving for your Live Scan appointment. **Please remember you will need a copy of your completed live scan form electronically for your YEMSA EMT online application.***

## Fingerprint Fees

Fees for the background check will be paid for by the applicant at the time of fingerprinting to the fingerprinting agency. Applicants should confirm the required method of payment and amount prior to arrival at the Live Scan location. Also, remember to bring a valid form of identification (ID) – a California Driver's License (CDL) is best, but a military ID, passport, or California State ID card will also be accepted.

## Privacy

Privacy and confidentiality of criminal history record information is the responsibility of the Emergency Medical Service (EMS) Agency. Only preauthorized EMS Agency staff is permitted to review background information. All submitted material will be held in strict confidence.

## 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 can 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. 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.***

## FBI Notice

FBI Inquiries - If an applicant believes his/her information is incorrect or incomplete in any respect, and wishes changes, corrections or updating of the alleged deficiency, he/she should make a written inquiry directly to the agency which contributed the questioned information. The subject of a record may also direct his/her challenge as to the accuracy or completeness of any entry on his/her record to the FBI, Criminal Justice Information Services (CJIS) Division, ATTN: SCU, Mod. D-2, 1000 Custer Hollow Road, Clarksburg, WV 26306. The FBI will then forward the challenge to the agency which submitted the data requesting that agency to verify or correct the challenged entry. Upon the receipt of an official communication directly from the agency which contributed the original information, the FBI CJIS Division will make any changes necessary in accordance with the information supplied by that agency.

## Application Submission

Applicants must submit an electronic copy of their completed Live Scan form with their YEMSA EMT online application.

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 Karisa Huie, Office Support Specialist, [karisa.huie@yolocounty.org](mailto:karisa.huie@yolocounty.org), (530) 666-8665.