LIVESCAN INFORMATION

Live Scan services are available at the Monterey Park Police Department **Sundays-Wednesdays** from **11:00 am to 4:00 pm**, except for City holidays and special events.

Walk-in customers are welcome, but we encourage you to make an appointment, as individuals with appointments will be given priority. To make an appointment, contact the Monterey Park Police Department Records Bureau at 626-307-1211.

You must present a valid, government issued photo ID, such as a passport, driver's license, or ID card.

We now accept cash and credit cards as forms of payment. If paying with cash, please bring **exact change.** A 2% surcharge fee or a $2.00 fee will be added when paying by credit card depending on the price. Fees vary depending on the level of service that is listed on your Live Scan form. You may verify the fee in advance by contacting the Records Bureau.

Basic Fees: DOJ Form-$32
FBI Form-$17
MPPD Rolling Fee-$14

Your "Request for Live Scan" form must be filled out. The top portion of the form must be prepared by the agency that is requesting your fingerprints. You must fill out the center portion of your form. An **ORI and Mail Code** must be filled out on your form by the requesting agency.

If you have previously had Live Scan prints at the Monterey Park Police Department and have received notification that you need to be reprinted, please bring your original receipt for payment and the reject letter from DOJ with you. There is no additional charge. If your Live Scan prints were processed at another agency, we will charge full price to reprint. You are encouraged to return to the original agency for reprinting if necessary.

Questions? Contact the Monterey Park Police Department at (626)307-1211 between 8am-5pm 7 days a week.