



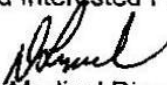
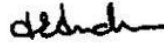
Central California Emergency Medical Services Agency

A Division of Fresno County  
Department of Community Health

**SPECIAL MEMORANDUM**

FILE #: F/K/M/T #02-09

TO: All Fresno/Kings/Madera/Tulare EMS Providers, Hospitals, First Responder Agencies, and Interested Parties

FROM: Daniel J. Lynch, Director   
Jim Andrews, M.D., EMS Medical Director 

DATE: January 30, 2009

SUBJECT: Department of Justice (DOJ) Background Checks Through Live Scan Services

Effective March 1, 2009, all Emergency Medical Technicians (EMT-I), Emergency Medical Technicians-II (EMT-II), and EMS Dispatchers requesting certification from the Central California EMS Agency will be required to obtain a Department of Justice (DOJ) background check through the Live Scan service prior to being certified. The results of a Live Scan check must be received by the EMS Agency prior to any certification card being issued to a EMT-I, EMT-II, or EMS Dispatcher applicant.

Live Scan is a process of scanning an applicant's fingerprints, which are then submitted to the Department of Justice for a check of any criminal history.

Beginning March 1, 2009, Live Scan will be required for any initial certification and recertification of an EMT-I, EMT-II, or EMS Dispatcher certification. It is necessary for the EMS Agency to require Live Scan on recertifying personnel over the next few years to assure that all certified personnel in the CCEMSA region have received a Department of Justice background check through the Live Scan services. Once a Live Scan is on file with the EMS Agency, a Live Scan will no longer be required for recertification. Only one Live Scan will be required by the EMS Agency, and EMT-I,

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EMT-II, and Dispatcher personnel will not be required to obtain another Live Scan if one is already on file with the EMS Agency.

**There is no exception. Live Scan is required for all EMT-I's, EMT-II's, and EMS Dispatchers applying within the Central California Emergency Medical Services Agency.** If an applicant does not have a Live Scan on file with the EMS Agency, then a Live Scan will be required prior to a certification card being issued.

The EMS Agency strongly recommends that any EMT-I, EMT-II, and EMS Dispatcher applying for certification begin the Live Scan process a minimum of 30 days prior to submitting an application for a certification card to avoid any delays.

Certification applicants will require a Live Scan application form issued from the EMS Agency prior to going to a Live Scan center for the fingerprint scan. The Live Scan form can be filled-out and downloaded from the EMS Agency website at [www.ccemsa.org](http://www.ccemsa.org), or the form can be obtained from the EMS Agency, which is located at 1221 Fulton Mall, Fresno, California.

The EMS Agency is not a Live Scan provider and does not perform the fingerprint scans; therefore, applicants will need to have the Live Scan completed at a Live Scan provider, which are located throughout the State. Applicants must take three copies of the Live Scan form issued by the Central California Emergency Medical Services Agency to the Live Scan provider. Any other Live Scan form will not be valid. Due to current law, information from a previous Live Scan that was obtained for an employer or other service cannot be shared between agencies. As a result, the applicant must obtain a Live Scan specifically for the Central California EMS Agency certification process.

Live Scan services can be obtained at most local police and sheriff's offices. Additional Live Scan Service provider locations can also be found on the State Attorney General's website at <http://caag.state.ca.us/fingerprints/publications/contact.htm>.

Attached is an actual copy of the Live Scan form that will be utilized by the Central California Emergency Medical Services Agency.

If you have any questions, please contact Tim Williams, EMS Coordinator, at (559) 445-3387.

TW:DJL:rb

Attachment

**REQUEST FOR LIVE SCAN SERVICE**

BCII 8016 (3/07)

**Applicant Submission**

ORI: <u>AC006</u> <small>Code assigned by DOJ</small>		Type of Application: <u>Certification</u>	
Job Title or Type of License, Certification or Permit: <u>Emergency Medical Technician</u>			
Agency Address Set Contributing Agency:			
<u>Fresno County EMS</u> <small>Agency authorized to receive criminal history information</small>		<u>13110</u> <small>Mail Code (five-digit code assigned by DOJ)</small>	
<u>1221 Fulton Mall</u> <small>Street No. Street or PO Box</small>		<u>Tim Williams</u> <small>Contact Name (Mandatory for all school submissions)</small>	
<u>Fresno</u> <small>City</small>	<u>CA</u> <small>State</small>	<u>93721</u> <small>Zip Code</small>	<u>( 559 ) 445-3387</u> <small>Contact Telephone No.</small>
Name of Applicant: <small>(Please print)</small>			
Last		First	MI
Alias: Last		First	Driver's License No:
Date of Birth:	Sex: <input type="checkbox"/> Male <input type="checkbox"/> Female	Misc. No. BIL -	Agency Billing Number
Height:	Weight:	Misc. Number:	Home Address:
Eye Color:	Hair Color:	Street No.	Street or PO Box
Place of Birth:	City, State and Zip Code		
Social Security Number:			
Your Number: <small>OCA No. (Agency Identifying No.)</small>		Level of Service: <input checked="" type="checkbox"/> DOJ <input checked="" type="checkbox"/> FBI	
If resubmission, list Original ATI Number:			
Employer: <small>(Additional response for agencies specified by statute)</small>			
Employer Name			
Street No.	Street or PO Box	Mail Code (five digit code assigned by DOJ)	
City	State	Zip Code	Agency Telephone No. (optional)
Live Scan Transaction Completed By:			
Name of Operator		Date	
Transmitting Agency	ATI No.	Amount Collected/Billed	