



CITY OF BURBANK LIVE SCAN



301 EAST OLIVE AVENUE, SUITE 100
BURBANK, CA 91502
(818) 238-5340

***Email: BurbankLiveScan@burbankca.gov**

The City of Burbank Management Services Department offers Live Scan, Ink finger printing, and Notary services to the general public. Live Scan digitally captures an individual's fingerprints so that they may be transmitted electronically to the State of California Department of Justice. Some applicants who require fingerprints to be sent outside of the State of California will require the old fashioned ink fingerprinting. Those needing documents notarized may also utilize our Notary Public by appointment. *Email is our preferred method of communication!

HOURS OF OPERATION (BY APPOINTMENT ONLY):

MONDAY	<i>CLOSED</i>
TUESDAY	1:00 p.m. – 5:00 p.m.
WEDNESDAY	9:00 a.m. – 1:00 p.m.
THURSDAY	1:00 p.m. – 5:00 p.m.
FRIDAY	9:00 a.m. – 1:00 p.m.

(Email: BurbankLiveScan@burbankca.gov to make an appointment)

FINGER PRINTING FEES*

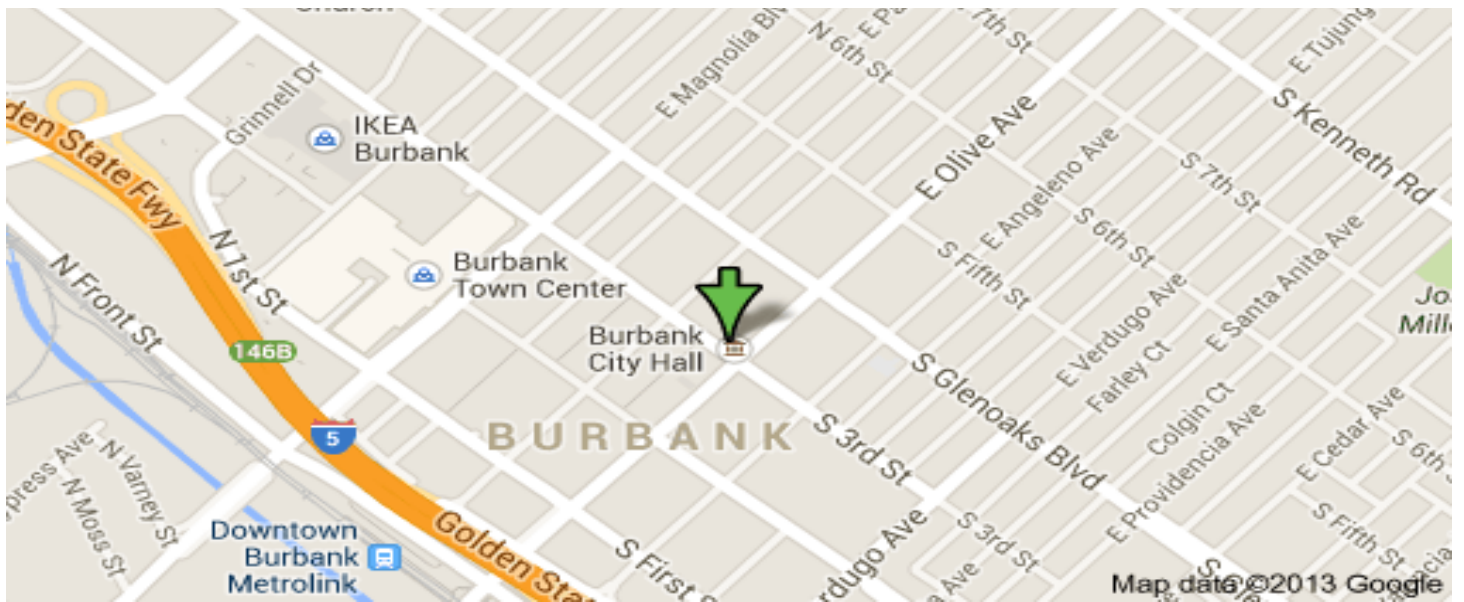
ROLLING:	\$25 (this fee applies to all applicants)
DOJ:	\$32
FBI:	\$17
CHILD ABUSE INDEX:	\$15
SOCIAL SERVICES INDEX:	\$10
FIREARMS INDEX:	\$35
INK FINGERPRINTING:	\$25 per card

NOTARY PUBLIC SERVICES

NOTARY FEE: \$15 per signature

(Please call or email us to make an appointment for Notary Services)

*Fees vary depending on the level of service required by each agency. Processing fees may be applicable if the agency does not have a billing number with the Department of Justice. For an exact quote, please email. **WE ACCEPT CASH ONLY! A VALID I.D. IS ALSO REQUIRED.**



**ADMINISTRATIVE SERVICES BUILDING, SUITE 100
301 EAST OLIVE AVE
BURBANK, CA 91502**

LIVE SCAN FEE SCHEDULE (Email for quote if fee is not listed)

Adoptions	\$89
Adult Day Care Centers	\$84
Alcohol and Beverage Control (ABC)	\$25
Burbank Boys & Girls Club	\$74 (agency is billed with waiver)
Burbank YMCA	\$25 (agency is billed with waiver)
Burbank Unified School District (BUSD) Volunteer	\$72
Burbank Unified School District (BUSD) Employee	\$25
California Lottery Retailers	\$25
Carry Concealed Weapon License (CCW)	\$118
Certified Public Accountant	\$74
City of Burbank Contracted Instructor	\$57
City of Burbank, FIRE, & PD Employees	\$0
City of Burbank Park and Recreation Volunteers	\$10
Child/Day Care Centers (Preschools)	\$99
Contractors State License Board	\$74
Department of Motor Vehicles (DMV)	\$57
Department of Real Estate (DRE)	\$74
DOJ Custodian of Records	\$102
DOJ Record Review	\$50
Emergency Medical Services Authority (EMS)	\$74
Entertainment Firearms Permit	\$122
Firearm Eligibility Certification	\$96
Foster Family Home	\$57
Glendale Community College	\$25 (agency is billed with waiver)
I.H.S.S. Care Provider	\$57
Licensing	\$57
Massage Technicians (City)	\$57
Massage Therapy Council (State)	\$74
Nikkei Senior Gardens	\$84 (agency is billed)
Notary Public	\$74
Registered and Vocational Nursing Board	\$74
Residential Care Facilities for the Elderly	\$84
Security Guard	\$74
Security Guard with Firearm	\$112
Teacher Credentialing	\$74
Village Christian Schools	\$25

*Prices effective as of 7/1/24