



**Marin County Sheriff's Office
Documentary Services – Records Division
3501 Civic Center Drive, Room 145
San Rafael, CA 94903**

Criminal History records include arrests and convictions on a State or Federal level. All individuals legally residing in the United States have the right to request a copy of their own criminal history record. An individual requesting to review their own records can not use the information provided to fulfill the requirements for employment, entry into an educational program/institution, or for obtaining a license/certification. The typical reasons these records are requested is for immigration, international adoption or travel, or to confirm the information is accurate and complete.

If you are unsure of the level and/or type of background check you need, please refer to the appropriate government agency or requesting entity.

California Record Reviews

Information on the California record review process can be found on the [Attorney General's](#) web site. Or you may call the Department of Justice's (DOJ) Record Review department at (916) 227-3832. Our [Fingerprint/Live Scan](#) section will provide you with information on the requirements and scheduling of this service.

All California background checks are conducted using the Live Scan service. The fee for this service is \$45. This fee includes both the California DOJ fees and our \$20 rolling fee. In order for us to provide you with this service, you must download the [Record Review Live Scan Request form \(BCII 8016RR\)](#) from the California Attorney General's web site.

Federal Record Reviews

Currently Federal background checks are conducted using traditional ink prints. Our [Fingerprint/Live Scan](#) can provide you with information on the requirements and scheduling of this service. **When scheduling this appointment, confirm the availability of the FBI ink cards.** We charge a rolling fee of \$20. There will be an additional fee requested by the FBI. For complete information on submitting the federal criminal history record requests, please see the [Federal Bureau of Investigation's \(FBI\)](#) web site.