

HOW TO GET YOUR RAP SHEET

If you are certain that you only have convictions or arrests in San Francisco County...

You can get your San Francisco County RAP sheet by going to:

San Francisco Police Department Identification Bureau
Hall of Justice
850 Bryant Street, Room 475, 4th Floor
San Francisco, CA 94103

Monday Friday: 8:00 a.m. - 3:00 p.m.

Fee: \$0

If you have convictions or arrests outside of San Francisco County or are unsure if you do...

You should get your statewide California Department of Justice RAP sheet, which reports all of your arrests and convictions in California.

1. You must fill out a "Request for Live Scan Service" form. You can get the form from:
 - The Department of Justice website: <http://ag.ca.gov/fingerprints/security.php>
2. After you get the form, go to a Live Scan Fingerprint Operator to get your fingerprints taken
 - Closest location to Mo'MAGIC is the UPS Store at 601 Van Ness Ave. , 800-710-1934, ext. 1
3. Fees:
 - The cost of the Live Scan fingerprints is usually \$15-20.
 - The Dept. of Justice also charges a fee of \$25. You can request a fee waiver from the Dept. of Justice by calling 916-227-3849 or 916-227-3835.

If you have questions about obtaining your RAP sheet, call the Lawyers' Committee: 415-543-9444, ext. 235