

Visit Lawyers' Committee for Civil Rights'

# Second Chance

Free Reentry  
Legal Services

## Legal Clinic

If you have past arrests or convictions,  
you can get free legal advice on:

- \* Job licensing applications and denials
- \* Criminal background checks
- \* Housing and employment law issues
- \* Driver's license suspensions

Last Tuesday of every month at 6 p.m.  
Call 415.814.7610 to sign up

Mo'MAGIC

1290 Fillmore St. (at Eddy St.)

Next clinic dates:

April 26, May 24, June 28, July 26

LAWYERS' COMMITTEE FOR  
**CIVIL RIGHTS**  
OF THE SAN FRANCISCO BAY AREA

For the best advice, please bring a recent RAP sheet. Turn over to learn how to get your RAP sheet. →

# 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.

**Do not** go to the Police Department if you believe you may have an outstanding warrant. Instead, call Lawyers' Committee, 415-814-7610, for referral information.

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
3. Fees:
  - The cost of the Live Scan fingerprints is usually \$15-20.
  - The Dept. of Justice charges a fee of \$25 to process your RAP sheet but you can get this fee waived. Contact Lawyers' Committee\* to have a fee waiver form mailed or emailed to you.
  - Fax the form and proof of public assistance to the Dept. of Justice at 916-227-1964.

\*If you have questions, contact Lawyers' Committee, 415-814-7610.