



The City of Temecula prides itself on maintaining a safe, healthful, and productive work environment for all employees. As a condition of employment we require a background check of all employees. The City uses LiveScan, an automated background check process that requires digitized fingerprints. The fingerprints are electronically transmitted to the statewide criminal database at the Department of Justice (DOJ) and the Federal Bureau of Investigations (FBI) in a matter of seconds. The DOJ/FBI LiveScan provides reports with detailed information on California and Federal convictions based on a fingerprint match. Upon receipt of a satisfactory background check and pre-employment screenings you will be contacted by Human Resources to schedule your onboard date with the City of Temecula.

**\*\*STEPS TO COMPLETE YOUR LIVESCAN\*\***

1.	Please contact the Temecula Police Department at one of the following locations: <b>Appointments must be made within 48 hours.</b>	
	<u><b>Old Town Station</b></u> <b>28690 Mercedes Street Suite B</b> <b>Temecula, CA 92589</b> <b>By appointment only</b> <b>Monday-Friday 9:30 a.m. – 4:30 p.m.</b> <b>951-506-5130</b>	<u><b>The Promenade Mall Substation</b></u> <b>40820 Winchester Road, Suite 2020</b> <b>Temecula, CA 92590</b> <b>By appointment only</b> <b>Everyday 10:30 a.m. – 5:00 p.m.</b> <b>951-506-5160</b>
2.	Complete your portion of the LiveScan form.	
3.	Take the completed form with you to your scheduled appointment.	

*~The background check is solely intended for determining an individual's employability, promotability, and or acceptability as a provider of public services ~*