

# Understand Your Arrest & Conviction Record:

## RAP SHEETS

### **What is a RAP Sheet?**

A RAP sheet is an official government document that contains ALL information on someone's involvement with law enforcement, including:

- Arrests
- Convictions
- Juvenile Adjudications
- Deferred Entry of Judgment
- Other contact with the CA Department of Justice, such as information on a previous Live Scan

The term "RAP" stands for **R**ecord of **A**rrests and **P**rosecutions. There are **state** RAP Sheets (which include records from that state) and **federal** RAP Sheets (which include records from the federal system as well as all state records).

### **Who can see my RAP Sheet?**

Only a few people have access to your RAP Sheet. It is **ILLEGAL** for anyone to request your RAP Sheet if they are unauthorized to receive it. Like a Social Security number, you should keep your RAP Sheet **CONFIDENTIAL**. Only the following groups can see your RAP Sheet:

- Law enforcement
- Judges
- Certain employers that work with sensitive populations, like children (where you are fingerprinted to work there)
- Occupational licensing agencies

### **How is a RAP Sheet different from a background check?**

A RAP Sheet contains information from ALL contact with law enforcement, and only a few categories of people can see it (see above). A background check contains more limited information--convictions that haven't been dismissed, and adjudications that haven't been sealed, from the past 7 years. Most employers will have access to a background check, not a RAP Sheet.

### **Why should I get my RAP Sheet?**

You should get your RAP Sheet to know *exactly* what is on it. There may be errors on your RAP Sheet, and you can get errors corrected. There may be ways to "clean up" your record, such as sealing your juvenile or arrest record, having convictions "dismissed" (known as "expungement"), or having convictions reduced from felonies to misdemeanors or misdemeanors to infractions. **It is important to get legal support—which is free through many legal aid offices—to clean up your record!**

### **How can I get my RAP Sheet?**

You can get your RAP Sheet at a **Live Scan location**. There, you will be fingerprinted and fill out a request for your state RAP Sheet to the California Department of Justice (DOJ) and your federal RAP Sheet to the Federal Bureau of Investigations (FBI). There will be fees for the Live Scan provider and fees for the DOJ or FBI to get your RAP Sheet, but there are also **fee waivers** available! Call Root & Rebound with any questions.

## **HOW TO GET A CALIFORNIA DOJ RAP SHEET**

***Have questions about your criminal record or any legal issue?***

Call Root & Rebound's Reentry Legal Hotline any Friday from 9 a.m. - 3 p.m. PST at (510) 279-4662.

Below are two different processes for requesting a California DOJ RAP sheet, depending on whether or not you qualify for a fee waiver.

**Please Note:** The DOJ charges \$25. If you would like to apply for a DOJ Fee Waiver, you must receive a fee waiver **before** going to the Live Scan location. If you are currently receiving public assistance (including CalFresh/food stamps, SSI, etc.), you can request a waiver of the \$25 fee from the DOJ, but you will still have to pay the Live Scan provider's fee of (\$15-30). Please let Root & Rebound know if this is a financial hardship for you.

### **How to Request a Fee Waiver from the DOJ:**

- **STEP 1:** Complete the online “**Application for Record Review Processing Fee Waiver Claim and Proof of Indigency**” <https://oag.ca.gov/fingerprints/record-review/fee-waiver>
- **STEP 2:** You will receive a form to print with a request for a Live Scan, with a special code that will waive the DOJ's \$25 fee.
- **STEP 3:** Get electronic fingerprinting (Live Scan): For a complete list of Live Scan (fingerprinting) locations visit: <https://oag.ca.gov/fingerprints/locations>, or search on [Yelp.com](https://www.yelp.com) or in the yellow pages. Bring **(1) valid photo ID** and **(2) the “Record Review - Request for Live Scan” form** to a Live Scan provider to have your fingerprints taken. If you list Root & Rebound as the Designee on the form, we will also be sent a copy of your RAP sheet directly.
- **STEP 4:** You will receive your RAP sheet in the mail in 2-6 weeks.

### **If you do NOT qualify for a fee waiver:**

- **STEP 1:** Fill out a “**Record Review - Request for Request for Live Scan**” form. This is available at [bit.ly/RequestLiveScanForm](http://bit.ly/RequestLiveScanForm). (For detailed instructions, visit: [oag.ca.gov/fingerprints/security](https://oag.ca.gov/fingerprints/security))
- **Follow Steps 3-4** above.

### **Live Scan Locations & Site Fees:**

1. To find a Live Scan location near you, **please visit:** [oag.ca.gov/fingerprints/locations](https://oag.ca.gov/fingerprints/locations)
2. Scroll down the webpage to see a list of California counties. Select the county where you live.
3. You can narrow the search results for your county by typing your **zip code or city** into the “Search” bar.

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