



Barbara Aufiero <aufierob@reno.gov>

Fwd: Massage Parlors and How they do it in San Diego

D.1
8-26-19

1 message

Rick Caldeira <caldeirar@reno.gov>
To: CityClerk <CityClerk@reno.gov>

Tue, Aug 20, 2019 at 8:45 AM

For file.

----- Forwarded message -----

From: **Retired Renocop@earthlink.net** <renocop@earthlink.net>
Date: Tue, Aug 20, 2019 at 8:39 AM
Subject: Massage Parlors and How they do it in San Diego
To: RCC Chief of Staff <caldeirar@reno.gov>, Reno City Attorney Karl Hall <hallk@reno.gov>
Cc: RCC assist to Weber <esparzac@reno.gov>, Reno Council Delgado <delgadoo@reno.gov>

D.1 Staff Report (For Possible Action): Discussion and potential direction to staff regarding the licensure of massage establishments as privileged business licenses under Title 5 of the Reno Municipal Code.

At the risk of being redundant San Diego is good to see how they do it: massage parlors, homeless, trolley, lime scooters, etc. They proliferated and so ask SD.

I am in San Diego now at my condo so the RCC catches a break Monday. :)

I have bad back and have gone there and massage pretty good (I fall asleep) but I don't doubt they offer more. I'm not concerned about any so called happy ending but the issues are organized crime and sex trafficking.

Options should include all masseuses being registered work card with Reno and given info in English, Chinese etc on such. Also not LLCs or hidden ownership and signs should be posted about who owns the business and how to contact them. A responsible Rep should be available to the City on notice. Inspections for licensing OK but I'm sure they know how to spot undercover officers so that would be costly and tedious, although they might get a nice 60 minute massage. May I volunteer? (lol)

Thanks for listening. SEE ATTACHED San Diego Police Massage Application

Jeff



SDPD Massage App.pdf

1380K



SAN DIEGO POLICE DEPARTMENT - PERMITS AND LICENSING



MESSAGE ESTABLISHMENT INFORMATION SHEET

San Diego Municipal Code, Section 33.0101(c), states you must have a valid police permit to operate a business designated as police regulated. You are responsible for being familiar with and complying with the rules and regulations related to Massage. Copies of the Massage Ordinance and General Divisions for police regulated activities may be obtained from the City Clerk's office located at 202 C Street, 2nd Floor, Telephone # (619) 533-4000 or via the City's website: <http://www.sandiego.gov> (Department, City Clerk, Documents, Municipal Code), SDMC Chapter 3, Article 3, Divisions 1-5, and 35.

"MASSAGE" - means any method of pressure on, or friction against, or stroking, kneading, rubbing, tapping, pounding, vibrating, or stimulating the external parts of the human body with the hands or other parts of the body, with or without the aid of any mechanical or electrical apparatus or appliances, or with or without supplementary aids such as rubbing alcohol, liniments, antiseptics, oils, powder, creams, lotions, ointments or other similar preparations commonly used in this practice.

"MASSAGE ESTABLISHMENT" - Means a fixed place of business where any person engages in massage. The person who possesses this permit does not need to be a massage therapist.

New applications may be submitted in person at the Office of the City Treasurer located at:
1200 Third Avenue, Suite 100, San Diego, CA 92101

Mailing Address: SDPD Permits, P.O. Box 122289, San Diego, CA 92112-2289

For questions, contact the Business Tax Program at (619) 615-1500.

Note: Regulation and enforcement will continue to be performed by SDPD.

PLEASE PROVIDE THE FOLLOWING WHEN APPLYING FOR THE ABOVE MENTIONED POLICE PERMIT

INCOMPLETE APPLICATION PACKETS WILL NOT BE ACCEPTED

**IF ALL EMPLOYEES ARE CERTIFIED WITH THE CALIFORNIA MASSAGE THERAPY COUNCIL (CAMTC),
YOU ARE NOT REQUIRED TO REGISTER FOR THIS POLICE PERMIT**

- **POLICE PERMIT APPLICATION** – Only one of the owner/officers must complete the Police Permit Application. A criminal records check will be made on each applicant. A 30-day investigation period begins at the time the complete application is submitted.
- **BUSINESS ADDENDUM** – Each additional corporate officer or partner is deemed an applicant and must complete a Business Addendum application. An applicant who is a corporation or partnership shall designate one of its officers or general partners to act as its responsible managing officer. The responsible managing officer may complete, sign and submit all applications on behalf of the corporate officers and partners. A criminal records check will be made on each applicant. A 30-day investigation period begins at the time the complete application package is submitted.
- **ZONING APPROVAL** – This can be obtained from the City of San Diego Development Services, 1222, First Avenue, 3rd Floor, San Diego, CA 92101, Telephone No.: (619) 445-5000.
- **HEALTH PERMIT** – Copy of current health permit from the County of San Diego Environmental Health Services, 5500 Overland Avenue #170, San Diego, CA 92123, (619) 338-2222. If permit is not applicable, must provide a letter from County Health Department indicating a health permit is not required.
- **LIVE SCAN FINGERPRINTS** - **Required** all new applicants. The San Diego Municipal Code states Fingerprints must be taken by a Governmental Agency. See attached list of locations. Fill out the attached "Request for Live Scan Service" form and bring it with you to a Live Scan agency. Return your completed application to the Office of the City Treasurer so your application can be processed. **The completed "Request for Live Scan Service" form is valid for only thirty (30) days from the date your fingerprints were taken. After thirty (30) days you will be required to re-do your Live Scan fingerprints.**
- **BUSINESS TAX CERTIFICATE** – City of San Diego Business Tax Certificates can be obtained from the City Treasurer's Office located at 1200 Third Avenue, Suite 100, San Diego, CA 92101, Telephone No.: (619) 615-1500.

- CORP. ARTICLES, LIMITED PARTNERSHIP DOCS, OR FICTITIOUS BUS. NAME STATEMENT– Applicable documentation as filed with State of California and/or County of San Diego.
- LEASE OR RENTAL AGREEMENT – Copy of lease or rental agreement and amendments for the property where the business is to be conducted.
- IDENTIFICATION – A valid Government issued photo identification card (i.e. driver’s license or military ID).
- FEES – Cash, checks, and credit cards are accepted. Please make checks, money orders, and cashier’s checks payable to the **City Treasurer**.

In addition to the annual PD Regulatory fee, all permits are assessed a non-refundable *Application Fee. The application fee consists of a \$15 investigative fee (background review) for one Owner/Officer and a \$44 application fee for new permits (\$39 at time of renewal). Each Owner/Officer applicant will be assessed a \$15.00 investigative fee per background review.

\$2042.00 - Regulatory Permit Fee / Massage Establishment
\$59.00 - *Application Fee
\$2,101.00 - Total

PLEASE NOTE: In order to legally perform a massage, you must be in possession of a valid police department-issued permit. You must also have an off-premise massage permit or a massage establishment permit or be a bona-fide employee of the following:

1. Someone who possesses a massage establishment permit; or
2. Someone who possesses a Holistic Health Practitioner Business permit pursuant to Division 44; or
3. Someone who is state licensed (individual) who is exempt pursuant to SDMC 33.3513, e.g., physicians, surgeons, chiropractors, physical therapists, etc. The exempt individual has to be physically present at the location while the massage is administered.

If you are a massage therapist working for any individual or business and you are not on their payroll because you are self-employed or treated as an independent contractor, then you are **not** considered an employee. If you are operating from a fixed location and not an employee of a licensee or exempt individual as stated above, you will need a massage establishment permit. A massage therapist cannot rent space. Any person desiring to engage in off-premise massage must also obtain an off-premise massage business permit. You **cannot** use an off-premise massage permit to operate from a fixed location.

IF APPLICANT IS A CORPORATION:

NAME OF CORPORATION AS SHOWN IN ARTICLES OF INCORPORATION OR CHARTER	DATE OF INCORPORATION	STATE OF INCORPORATION

NAMES AND RESIDENCE ADDRESSES OF EACH CURRENT CORPORATE OFFICER, DIRECTOR, OR PARTNER (INCLUDING LIMITED PARTNERS):
(ADDITIONAL OWNERS/OFFICERS MUST COMPLETE OWNER/OFFICER ADDENDUM)

NAME	TITLE

LIST FULL TRUE NAME AND ANY OTHER NAMES USED BY THE OWNERS AND ANY PERSONS WHO EXERCISE CONTROL OVER THE OPERATION, MANAGEMENT, DIRECTION OR POLICY OF THE BUSINESS, OR WHO ARE RESPONSIBLE FOR THE DAILY OPERATION OF THE BUSINESS:

	FULL NAME	TITLE
1		
2		
3		
4		
5		

APPLICANT'S PREMISES ARE OWNED LEASED/RENTED

IF RENTED OR LEASED, PLEASE PROVIDE THE NAME AND ADDRESS OF THE PROPERTY OWNER(S):

PROPERTY OWNER'S NAME	PROPERTY OWNER'S ADDRESS	PHONE #

1. List similar permits or licenses issued by any agency or board, or any city, county, state or federal agency in the past five (5) years.
IF NONE, INITIAL HERE: _____

1.	TYPE OF LICENSE	LICENSE NUMBER	DATES HELD		CITY AND STATE
			From	To	
2.			From	To	
3.			From	To	
4.			From	To	
5.			From	To	

2. Have you ever had any permit or license issued by any agency or board, or any city, county, state or federal agency suspended or revoked? Yes No

If yes, please complete below:

CITY/STATE	DATE OF SUSPENSION OR REVOCATION	REASON
1.		
2.		
3.		

3. List all criminal convictions, excluding infractions. Include pleadings of guilty to a lesser charge in satisfaction of, or as a substitute for, an original charge, and pleadings of *nolo contendere*. Expunged convictions must be listed per California Penal Code section 1203.4(a).

IF NONE, INITIAL HERE: _____

	CHARGE	DATE CONVICTED	LOCATION OF COURT
1			
2			
3			
4			
5			

*For additional info in any section, please use separate sheet(s).

APPLICANTS: It is the responsibility of the permit holder to renew the permit no later than fifteen (15) calendar days after the expiration date on the permit. Failure to renew on time will result in a penalty fee of \$25.00 plus 10% of the regulatory fee. If a renewal is not completed with all fees and penalties paid within the following calendar month after the due date, the permit expires and business operations, occupations, or activities allowed by the permit must cease. Any outstanding balance (PD or Business Tax fees) may be referred to our Delinquent Accounts Program.

A police permit is required for any person or entity engaged in any occupation or business deemed to be police regulated, as set forth in Chapter 3, Article 3 of the San Diego Municipal Code, <http://www.sandiego.gov/city-clerk/officialdocs/legisdocs/muni.shtml>. Under penalty of perjury, applicant understands and agrees: To abide by all federal, state, and local laws; Applicant consents to inspection by the Chief of Police per SDMC § 33.0103; Applicant is aware the investigation fee is non-refundable per SDMC § 33.0307; Applications must be complete and truthful; Applicant will not willfully make a false statement or fail to report any material fact in the application per SDMC § 11.0401(b); Any changed circumstance which would have been grounds for denial of the application is grounds for denying a renewal application; Failure to disclose any material circumstance, whether or not such circumstance would have been grounds for denial, is grounds for denying a renewal permit.

To review Grounds for Denial, please refer to SDMC §33.0305 of the San Diego Municipal Code or specific industry code sections which may be accessed at the web address referenced above.

APPLICANT'S SIGNATURE

DATE OF APPLICATION

PLEASE BE ADVISED THE INFORMATION YOU PROVIDE ON YOUR APPLICATION MAY BE SUBJECT TO PUBLIC DISCLOSURE PER THE CALIFORNIA PUBLIC RECORDS ACT



POLICE PERMIT APPLICATION – OWNER/OFFICER ADDENDUM

SUBMIT FORM IN PERSON AT:
OFFICE OF THE CITY TREASURER
1200 THIRD AVE SUITE 100, SAN DIEGO, CA 92101
(619) 615-1500



PLEASE COMPLETE ALL SECTIONS IF APPLICABLE
(TYPE OR PRINT LEGIBLY)

PERMIT TYPE: _____ BUSINESS TAX CERTIFICATE#: _____

Applicant Title: Partner Corporate Officer Other: _____

Applicant's Full Name: _____
Last First Middle

Date of Birth: _____ Driver's License/ID #: _____ State: _____

Residence Address: _____ City, State, Zip Code: _____

Mailing Address: _____ City, State, Zip Code: _____

Residence Phone #: _____ Cell Phone #: _____

Business Name: _____ Email Address: _____

Social Security #: _____ Place of Birth: _____

Eyes: _____ Hair: _____ Height: _____ Weight: _____ Race: _____ Sex: _____
Business Where Applicant Expects to be Employed

Business Name: _____

Business Address: _____ City, State, Zip Code: _____

1. List similar permits or licenses issued by any agency or board, or any city, county, state or federal agency in the past five (5) years.
IF NONE INITIAL HERE: _____

TYPES OF LICENSE	LICENSE NUMBER	DATES HELD	CITY AND STATE
1.		FROM TO	
2.		FROM TO	
3.		FROM TO	

FOR OFFICE USE ONLY

Application Date: _____ Corresponding Permit #: _____ Received by: _____ Live Scan Rec: _____

Records Check: _____ RI01 OK or: _____

Approving Officer: _____ Date: _____

2. Have you ever had any permit or license issued by any agency or board, or any city, county, state or federal agency suspended or revoked? Yes No

If yes, please complete below:

CITY/STATE	DATE OF SUSPENSION OR REVOCATION	REASON
1.		
2.		
3.		

3. List all criminal convictions, excluding infractions. Include pleadings of guilty to a lesser charge in satisfaction of, or as a substitute for, an original charge, and pleadings of *nolo contendere*. Expunged convictions must be listed per California Penal Code section 1203.4(a).

IF NONE. INITIAL HERE: _____

	CHARGE	DATE CONVICTED	LOCATION OF COURT
1			
2			
3			
4			
5			
6			

*For additional info in any section, please use separate sheet(s).

APPLICANTS: It is the responsibility of the permit holder to renew the permit no later than fifteen (15) calendar days after the expiration date on the permit. Failure to renew on time will result in a penalty fee of \$25.00 plus 10% of the regulatory fee. If a renewal is not completed with all fees and penalties paid within the following calendar month after the due date, the permit expires and business operations, occupations, or activities allowed by the permit must cease. Any outstanding balance (PD or Business Tax fees) may be referred to our Delinquent Accounts Program.

A police permit is required for any person or entity engaged in any occupation or business deemed to be police regulated, as set forth in Chapter 3, Article 3 of the San Diego Municipal Code, <http://www.sandiego.gov/city-clerk/officialdocs/legisdocs/muni.shtml>. Under penalty of perjury, applicant understands and agrees: To abide by all federal, state, and local laws; Applicant consents to inspection by the Chief of Police per SDMC § 33.0103; Applicant is aware the investigation fee is non-refundable per SDMC § 33.0307; Applications must be complete and truthful; Applicant will not willfully make a false statement or fail to report any material fact in the application per SDMC § 11.0401(b); Any changed circumstance which would have been grounds for denial of the application is grounds for denying a renewal application; Failure to disclose any material circumstance, whether or not such circumstance would have been grounds for denial, is grounds for denying a renewal permit.

To review Grounds for Denial, please refer to SDMC §33.0305 of the San Diego Municipal Code or specific industry code sections which may be accessed at the web address referenced above.

 APPLICANT'S SIGNATURE

 DATE OF APPLICATION

PLEASE BE ADVISED THE INFORMATION YOU PROVIDE ON YOUR APPLICATION MAY BE SUBJECT TO PUBLIC DISCLOSURE PER THE CALIFORNIA PUBLIC RECORDS ACT



SAN DIEGO POLICE DEPARTMENT PERMITS AND LICENSING UNIT



MASSAGE

STATEMENT OF UNDERSTANDING – RULES AND REGULATIONS

PLEASE READ CAREFULLY

The massage therapist permit is not a license to operate a massage business. In order to legally perform a massage, you also need an off-premise massage business permit, or massage establishment permit, or be a bona-fide employee of the following:

1. Someone who possesses a massage establishment permit; or
2. Someone who possesses a Holistic Health Practitioner Business permit pursuant to Division 44; or
3. Someone who is a state licensed individual who is exempt pursuant to SDMC 33.3511, e.g., physicians, surgeons, chiropractors, physical therapists, etc. The exempt individual has to be physically present at the location while the massage is administered.

If you are a massage therapist working for any individual or business and you are not on their payroll because you are self-employed or treated as an independent contractor, then you are not considered an employee. If you are operating from a fixed location and not an employee of a licensee or exempt individual as stated above, you will need a massage establishment permit. A massage therapist cannot rent space. Any person desiring to engage in off-premise massage must also obtain an off-premise massage business permit. You cannot use an off-premise massage permit to operate from a fixed location.

Definitions:

“Massage Therapist” - means any person who gives or administers a massage to another person, for any form of consideration whatsoever.

“Massage” - means any method of pressure on, or friction against, or stroking, kneading, rubbing, tapping, pounding, vibrating, or stimulating the external parts of the human body with the hands or other parts of the body, with or without the aid of any mechanical or electrical apparatus or appliances, or with or without supplementary aids such as rubbing alcohol, liniments, antiseptics, oils, powder, creams, lotions, ointments or other similar preparations commonly used in this practice.

“Off-Premise Massage Therapist Business” - means the business of providing massage services by appointment at a location other than premises licensed as a *massage establishment*. It includes *massage therapists* who provide *off-premise massage* services and who are self-employed and/or who contract with or work for a business other than a massage establishment.

“Massage Establishment” - means a fixed place of business where any person engages in massage.

“State-approved school” - means any school or institution within the United States, which is approved by the state in which it resides, for the teaching of massage.

“Particular anatomical areas” - means the pubic region, human genitals, perineum, anal region, and the area of the female breast that includes the areola and the nipple.

The following is only a summary of the regulations. You are responsible for being familiar with and complying with all the rules and regulations related to massage. Copies of the Massage Ordinance and General Divisions for police regulated activities may be obtained from the City Clerk’s office located at 202 C Street, 2nd Floor, Telephone # (619) 533-4000 or via the City’s website: www.sannet.gov/ (Department, City Clerk, Documents, Municipal Code), SDMC Chapter 3, Article 3, Division 35 and Divisions 1-5).

Please initial each line:

_____ 33.0105 – **POSTING PERMIT** - Any permittee engaged in business at a fixed place of business shall keep the police permit posted in a conspicuous place upon the premises. Any person engaged in business in the City of San Diego, but not operating from a fixed place of business, shall keep his or her police permit upon their person at all times. When requested, each permittee shall exhibit the police permit to any peace officer, or any individual who is doing business with the permittee or is considering doing business with the permittee.

_____ 33.0308 – **TERM OF PERMIT AND RENEWAL**- Any permit issued shall be valid for a period of one year from the date of issuance. If a completed renewal form is not received on the date required, the permittee has ten calendar days in which to submit the renewal form and pay the regulatory fee without any penalty. If a renewal is not complete with all fees and penalties paid within thirty calendar days after the due date, the permit expires and business operations, occupations, or activities allowed by the permittee must cease. A permittee must then begin the application process as a new applicant. The Police Department is not required to send a renewal notice and the failure to send such notice shall not affect the validity of any late fee or permit expiration.

_____ 33.0312 – **NOTICE OF CHANGE OF EMPLOYERS** – Any person engaged in a police-regulated occupation must notify the Chief of Police of any change of employment within fifteen calendar days of changing to the new employer.

_____ 33.3512 (b) – **RENEWAL FOR MASSAGE THERAPIST PERMIT**– In order to renew a massage therapist or off-premise massage business permit, the permittee must provide proof of twelve hours of continuing education in massage therapy. The continuing education hours must be obtained from a facility, school or organization approved by the regulatory body providing oversight to massage professionals, or any other certification organization recognized by the Chief of Police.

_____ 33.3512 (c) – **RENEWAL FOR MASSAGE THERAPIST PERMIT**– The permittee must show proof that the permittee's national certification credential is current. Proof from any national certification organization recognized by the regulatory body providing oversight to massage professionals or any other certification organization recognized by the Chief of Police.

_____ 33.3512 (d) – **RENEWAL FOR MASSAGE THERAPIST PERMIT**– Section 33.3512(b) and (c) do not apply to off-premise massage business permit holders as described in section 33.3507(c).

_____ 33.3513 – **EQUIPMENT AND CLEANLINESS REQUIREMENTS FOR MASSAGE ESTABLISHMENTS** – Establishments must maintain equipment and facilities in a sanitary manner as detailed in Sections 33.3513(a) through 33.3513(i).

_____ 33.3515 (a) – **MASSAGE ESTABLISHMENT HOURS AND SERVICES**– It is unlawful for any responsible person to allow the establishment to be open between the hours of 12:00 a.m. and 6:00 a.m. All customers, patrons and visitors must be excluded from the premises during those hours.

_____ 33.3515 (b) – **MASSAGE ESTABLISHMENT HOURS AND SERVICE**– A list of services available and the cost of such services shall be posted in an open and conspicuous public place on the premises. The services shall be described in readily understandable language. No services other than those posted are allowed.

_____ 33.3516 – **MASSAGE ESTABLISHMENT PATRON'S SPECIFIED ANATOMICAL AREAS, NO TOUCHING ADVISAL** – Each establishment shall provide to all patrons clean, sanitary and opaque coverings capable of covering the patron's particular anatomical areas. No responsible person shall permit any person in any area within the massage establishment which is used by the patrons or which can be viewed by patrons from such an area, unless the person's particular anatomical areas are fully covered. No permittee shall give a massage or be in any room with a patron unless the patron's particular anatomical areas are fully covered with an opaque covering. No responsible person shall permit any person to massage, or intentionally touch the particular anatomical areas of another person. The responsible person and permittee shall insure that patrons are advised of Sections 33.3516(a) through 33.3516(e).

_____ 33.3522 (a) – **OPERATING REQUIREMENTS FOR MASSAGE THERAPIST**– No massage therapist, while performing any task or service associated with the massage establishment or off-premise massage business, shall be present in any room with another person unless the person's particular anatomical areas are fully covered. This subsection does not apply to momentary nudity occurring in bathrooms, shower areas, or dressing or locker rooms.

_____ **33.3522 (a) – OPERATING REQUIREMENTS FOR MASSAGE THERAPISTS**– No massage therapist, while performing any task or service associated with the massage establishment or off-premise massage business, shall be present in any room with another person unless the person’s particular anatomical areas are fully covered. This subsection does not apply to momentary nudity occurring in bathrooms, shower areas, or dressing or locker rooms.

_____ **33.3522 (b) - OPERATING REQUIREMENTS FOR MASSAGE THERAPIST**– No massage therapist, while performing any task for service associated with the business of massage, shall massage or intentionally touch the particular anatomical areas of another person.

_____ **33.3522 (c) - OPERATING REQUIREMENTS FOR MASSAGE THERAPIST**– Each therapist must wear a name tag when working as a massage therapist. The name tag must contain the therapist’s name as it appears on the police permit.

_____ **33.522 (d) – OPERATING REQUIREMENTS FOR MASSAGE THERAPIST**– It is unlawful for any massage therapist to use towels, linens or instruments during the massage that are not in a clean or in a safe condition.

_____ **33.3522 (e) – OPERATING REQUIREMENTS FOR MASSAGE THERAPIST**– It is unlawful for any massage therapist to provide massage services between 12:00 a.m. and 6:00 a.m.

_____ **33.3522 (f) – OPERATING REQUIREMENTS FOR MASSAGE THERAPIST**– The permittee shall insure that patrons are advised of section 33.3522(a) and section 33.3522(b) prior to treatment. The advisal may be (1) posted as a document in the room where the massage is conducted, or (2) contained in patron intake documents, or (3) posted in any other manner approved by the Chief of Police.

_____ **33.3522 (g) – OPERATING REQUIREMENTS FOR MASSAGE THERAPIST**– Any off-premise massage business permittee who hires, dispatches or contracts with other off-premise massage therapists to do off-premise massage is responsible for ensuring that those massage therapists comply with all applicable regulations in this Division. The permittee must also make reasonable efforts to prevent criminal activity by the other massage therapists. In addition to all other grounds, prostitution by such massage therapist is grounds for revoking the permit.

_____ **33.3523 – MASSAGE THERAPIST CLOTHING REQUIREMENTS**– Massage therapist must be fully covered from a point not to exceed four inches above the center of the kneecap to the base of the neck excluding the arms. Shorts may be worn if they extend down the leg a minimum of three inches from the crotch.

_____ **33.3524 (a) – MASSAGE ESTABLISHMENT, MASSAGE THERAPIST, OFF-PREMISE, MASSAGE BUSINESS ADVERTISING REQUIREMENTS** – Each therapist, establishment, or business licensed under this Division shall include the number of their police permit in any advertisement of services appearing in any newspaper, telephone directory, printed advertising medium, or electronic media. The reference does not have to contain the words “police permit.” “City of San Diego permit number 1111,” or similar language, will suffice so long as the correct police permit number is included.

I have read and understand the San Diego Municipal Code requirements listed above. If I have any questions regarding these requirements or my employment in a police regulated occupation, I understand that I may schedule an interview with a representative from the Police Permits & Licensing office.

Sign and Date:

_____ DATE

_____ SIGNATURE

_____ PRINTED NAME

Received by: _____

REQUEST FOR LIVE SCAN SERVICE

BCII 8016 (3/07)

Applicant Submission

ORI: CA0371100 Type of Application: Permits and Licensing

Code assigned by DOJ

Job Title or Type of License, Certification or Permit: Message Establishment

Agency Address Set Contributing Agency:

San Diego Police Department

Agency authorized to receive criminal history information

08228

Mail Code (five-digit code assigned by DOJ)

P.O. Box 121431- MS 735

Street No. Street or PO Box

Contact Name (Mandatory for all school submissions)

San Diego

City

California

State

92112-1431

Zip Code

(619) 531-2250

Contact Telephone No.

Name of Applicant:

(Please print)

Last

First

MI

Alias:

Last

First

Driver's License No:

Date of Birth:

Sex:

Male

Female

Misc. No. BIL -

APPLICANT TO PAY

Agency Billing Number

Height:

Weight:

Misc. Number:

Home Address:

Eye Color:

Hair Color:

Street No.

Street or PO Box

Place of Birth:

City, State and Zip Code

Social Security Number:

Your Number:

OCA No. (Agency Identifying No.)

Level of Service:

DOJ

FBI

If resubmission, list Original ATI

Number:

Employer: (Additional response for agencies specified by statute)

Not Applicable

Employer Name

Street No.

Street or PO Box

Mail Code (five digit code assigned by DOJ)

City

State

Zip Code

()

Agency Telephone No. (optional)

Live Scan Transaction Completed By:

Name of Operator

Date

Transmitting Agency

ATI No.

Amount Collected/Billed

Live Scan Fingerprint Information

Municipal Code §33.0304 - Applicant and Employees to Furnish Fingerprints and Photographs

For the purpose of investigation and for regulation of the occupation or business during the time it is licensed, applicants, *responsible persons*, managers, or *employees* may be required to furnish their fingerprints and photographs. ***Fingerprints must be taken by a governmental agency.*** The *Chief of Police* shall forward the fingerprints to the Identification Division of the State of California, Department of Justice, or the Federal Bureau of Investigation, for identity confirmation and criminal histories.

The following are acceptable US Governmental Agencies located in San Diego County:

CHULA VISTA

Chula Vista Police Department
315 Fourth Avenue
Chula Vista, CA 91911
Contact: (619) 409-5954
M - F, 8am-12pm, **Appointments Only**
M - F, 1pm-4pm, **Appointments Only**
www.chulavistapd.org

ESCONDIDO

Escondido Police Department
1163 N. Centre City Pkwy
Escondido, CA 92026
Contact: (760) 839-4431
M - W, 9am-1130am & 230pm - 330pm
Appointments Only

SAN DIEGO – LSID X54/ML1

San Diego Community College Police
1536 Frazee Road, 1st Floor
San Diego, CA 92108
Contact: (619) 388-6416
M - Th, 730am-5pm, **Walk-In**
F, 8am - 12pm, **Walk-In**

LA MESA

La Mesa Police Department
8085 University Avenue
La Mesa, CA 91942
Contact: (619) 667-7592
M - F, 9am - 430pm
Appointments/Walk-In
***Hours may vary. Call to confirm.**