

To Applicants:

Please complete the Background and Records Check packet and form below and return to:

District Attorney Human Resources
70 West Hedding St., West Wing, 5th Floor
San Jose, CA 95110

Please answer all questions with **YES** or **NO**, **N/A is not acceptable.**

We will sign as WITNESS when we receive the packet.

The background process includes fingerprinting. We will make an appointment for you. You will need to take two forms of ID, along with paperwork we will give you. On completion of the Live Scan process, the technician will give you a “receipt”, bring this to us immediately following your appointment.

This background process can take up to six weeks so it is important that you return the packet as soon as possible. If you have any questions, please call Luisa Arana at 792-2686.

Information Needed for Live Scan Appointment

Name of Applicant _____
Last First Middle

AKA'S _____ Drivers License No. _____ State _____

Date of Birth _____ Male _____ Female _____

Height _____ Weight _____ Hair Color _____ Eye Color _____

Place of Birth _____
City State County

Social Security # _____ - _____ - _____ US Citizen? _____
Yes No

Home Address _____
Street City State Zip Code

How long at this address? _____
Years Months

Telephone Number _(_____)_____ Alternate _(_____)_____