

COUNTY OF SAN DIEGO DEPARTMENT OF HUMAN RESOURCES BACKGROUND INVESTIGATION UNIT

LIVE SCAN APPOINTMENT INSTRUCTIONS - VOLUNTEERS

Address / Contact Information:

5530 Overland Avenue, Suite 210 (2nd Floor)
San Diego, CA 92123
Phone: (858) 694-3840

Parking:

Parking is available in front of the offices in clearly marked green visitor stalls. The 2 hours visitor parking is strictly enforced with a substantial fine. Ample parking is also available in the parking garage which is located directly behind the building.

Instructions:

- Live Scan appointments must be scheduled in advance.
- Once at 5530 Overland Avenue, go to the 2nd floor and inform the person at the front desk of your name and that you are here for fingerprinting.
- You will be required to show a valid state driver's license/identification card or other government issued picture identification.
- The process takes approximately 30 minutes.

Directions:

For directions, contact the BIU at (858) 694-3840. Driving directions from major highways are provided below.

From the 163 - exit onto Clairemont Mesa Blvd going East, turn left (North) onto Overland Avenue

From 15 - exit onto Clairemont Mesa Blvd going West, turn right (North) onto Overland Avenue

*To access Parking Structure turn right onto Farnham Street. Parking Structure is on the left.

From the 52 Westbound - take 15 South exit and follow directions above.

From the 52 Eastbound - take Kearny Villa Rd exit, turn right (West) and keep straight to Ruffin Rd, turn right onto Farnham St, turn right into Parking Structure or proceed to Overland Ave and turn right

