



BUSINESS LICENSE

BACKGROUND INVESTIGATIONS

During the course of your business license processing, a background investigation will be required depending on the category of business. Background investigations will be conducted via Live Scan processing at the Malibu Lost Hills Sheriff's Station. The fee for basic background investigation is \$88.40. Depending on the category of the business a deposit will be required to cover investigations beyond the basic time frame. As always, should you need assistance please contact the Planning Department at (818) 597-7328



Your business license requires the processing of a background investigation. The following information will assist you in completing this requirement:

Where do I go to obtain my Live Scan processing?

The Live Scan Agency
29134 Roadside Dr., Ste 105, Agoura Hills, CA 91301

What are the hours of operation?

Live Scans processing can be performed on the following days/times:
Monday - Friday; 9:00 am—6:00 pm and Saturday 10:00am - 2:00pm. Excludes major holidays.
Paige Aspar (310) 529-1827
paige@livescanagent.com

Appointments are required. No walk ins. Applicants must call ahead to arrange an appointment time. The agency can also be contacted at www.livescanagent.com.

What Information Do I Bring?

Applicants must complete and bring the attached form (Request for Live Scan Processing)

Where do I pay the fee?

The fee will be collected at the time of payment for the your business license application. Staff will advise if a deposit for more than the basic fee is required.

After the Live Scan, what do I need to do?

After the Live Scan processing, the City will be notified of the results and notify the applicant. Pending the outcome, additional information could be requested.

How long will it take to receive results?

Basic background checks results can be returned within 7 to 14 days.

We thank you for your patience during this process!

City Staff