

A background investigation is required for Category C businesses prior to the issuance of the business license. Background investigations require finger printing at an approved Live Scan facility. The fee for a basic background investigation is \$88.40 including the finger printing.



The following information will assist you in completing this requirement:

Where do I go to obtain my Live Scan processing?

Twin Oaks Shopping Center
The Postal Annex
5737 Kanan Rd
Agoura Hills , California 91301
Cross Street: Thousand Oaks Boulevard
Phone: (818) 707-9197
Fax: (818) 707-9199
pa170@postalannex.com

Store Hours

Mon.-Fri.: 9:00am - 6:00pm
Saturday: 10:00am - 3:00pm
Sunday: Closed

What Information Do I Bring?

Applicants must complete and bring the *Request for Live Scan Processing* form obtained from the City Planning Division to the Live Scan facility upon payment of the business license and basic background check fees.

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

After the Live Scan processing, the City will be notified by the Enforcement Agency of the results and will notify the applicant of the status of the business license. Pending the outcome, additional information could be requested.

How long will it take to receive results?

Basic background checks processing will take approximately 7 to 14 days.

We thank you for your patience during this process! Should you need assistance please contact the Planning Division at (818) 597-7328.

City Staff