

Fingerprint Live Scan Procedures

You must go to the following live scan business location to do a background check when it is convenient for you during the stated business hours:

**The UPS Store, 108A 300 Carlsbad Village Drive, Carlsbad, CA. 92008-2999
(Located in the Village Faire, below Gregorios, just east of Sun Diego)**

Phone: (760) 434-9933

The business hours are: Mon-Fri 8am-6pm

Sat 9am-5pm

You can go anytime during open business hours.

Bring the live scan application form with you and two forms of ID, driver's licenses, CA ID Card, passport, military ID, social security card, birth certificate, out state IDS are okay.

If you are under 18 a school ID is acceptable as well. You must know your social security number.

You must mention to them that you are a volunteer youth basketball coach with the City of Carlsbad so you do not get charged.

Remember you pay nothing for the back ground check. The City of Carlsbad pays the fees, so make sure you walk out paying nothing.