



COUNTY OF LOS ANGELES
PROBATION DEPARTMENT - ADMINISTRATIVE BUREAU
9150 East Imperial Highway
Downey, CA 90242
BACKGROUND REQUEST FORM
Email form to: Vivian.Gonzalez@probation.lacounty.gov



Requesting Agency: _____
Agency Address: _____
City and Zip Code: _____
Agency Contact Person: _____
Telephone No: _____
Fax No: _____
Email Address: _____
Lead Agency (if Different): _____

LIVE SCAN SCHEDULE:

Monday & Friday: 8:30 AM - 11:30 AM & 1:00 PM - 4:00 PM
Appointments are held every 15 minutes

Please Note: We do not live scan on Tuesday, Wednesday, nor Thursday.
Please have applicant arrive on time.

Completed by Requesting Agency					Completed by Central Processing Unit	
Applicant's Name	Applicant's Position	Work Location	Available Dates & Times		Appointment Date	Appointment Time

- Instructions to Applicants:
- 1. Prior to the background interview, please complete the application in black or blue ink.
 - 2. Please bring a valid photo identification (Example: California Driver's License or Identification Card)