



CITY OF NEEDLES

Development Services Department
Code Enforcement, Planning, Building & Safety

817 Third Street • Needles, California 92363

Good Day:

June 24, 2022

The City of Needles processes Live Scan Documents on Tuesdays and Thursdays, between the hours of 8:30 and 11:30.

Your Sponsor Facility will notify you when to come to the City Office for processing.

- 1. You must have a completed copy of your Request for Live Scan.**
- 2. You must have a copy of the City of Needles Affidavits.**
- 3. You must have a copy of the California Privacy Disclosure forms.**
- 4. Do not pre-fill the Affidavits and Disclosure Forms.**
- 5. Documents must be signed in front of the Custodian of Records (B. Hatz II or A. Smith).**
- 6. You must have a Government issued form of identification, such as a passport, drivers license, state issued identification card etc.**
- 7. Please do not call the City of Needles to check on your Live Scan progress, call your facility.**

Thank you for your cooperation in this matter.

City of Needles
Code Enforcement
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