



# MOBILE VENDOR PROCESS Application Package

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## Attachments

1. Procedural Flowchart
2. Mobile Vendor Permit Submittal Requirements Checklist
3. Business License Application Form
4. Applicable Municipal Code Sections/Statement of Compliance
5. Livescan Informational Sheet
6. Request for Livescan Service Application

## For More Information

For questions related to business licenses and Mobile Vendor Permits, please contact the Business License Administrator, **HDL**:

- Email: [eastpaloalto@hdlgov.com](mailto:eastpaloalto@hdlgov.com)
- Phone: (650) 223-7740
- Website: <https://eastpaloalto.hdlgov.com/>

For questions related to Livescan and background screening, please contact the **City of East Palo Alto Police Department**:

Elizabeth Lam, Community Services Officer

- Email: [elam@cityofepa.org](mailto:elam@cityofepa.org)
- Non-emergency line: (650) 321-1112

For questions related to food and health permits, please contact **San Mateo County Health**:

- Phone: (650) 372-6200
- Website: <https://smchealth.org/food>



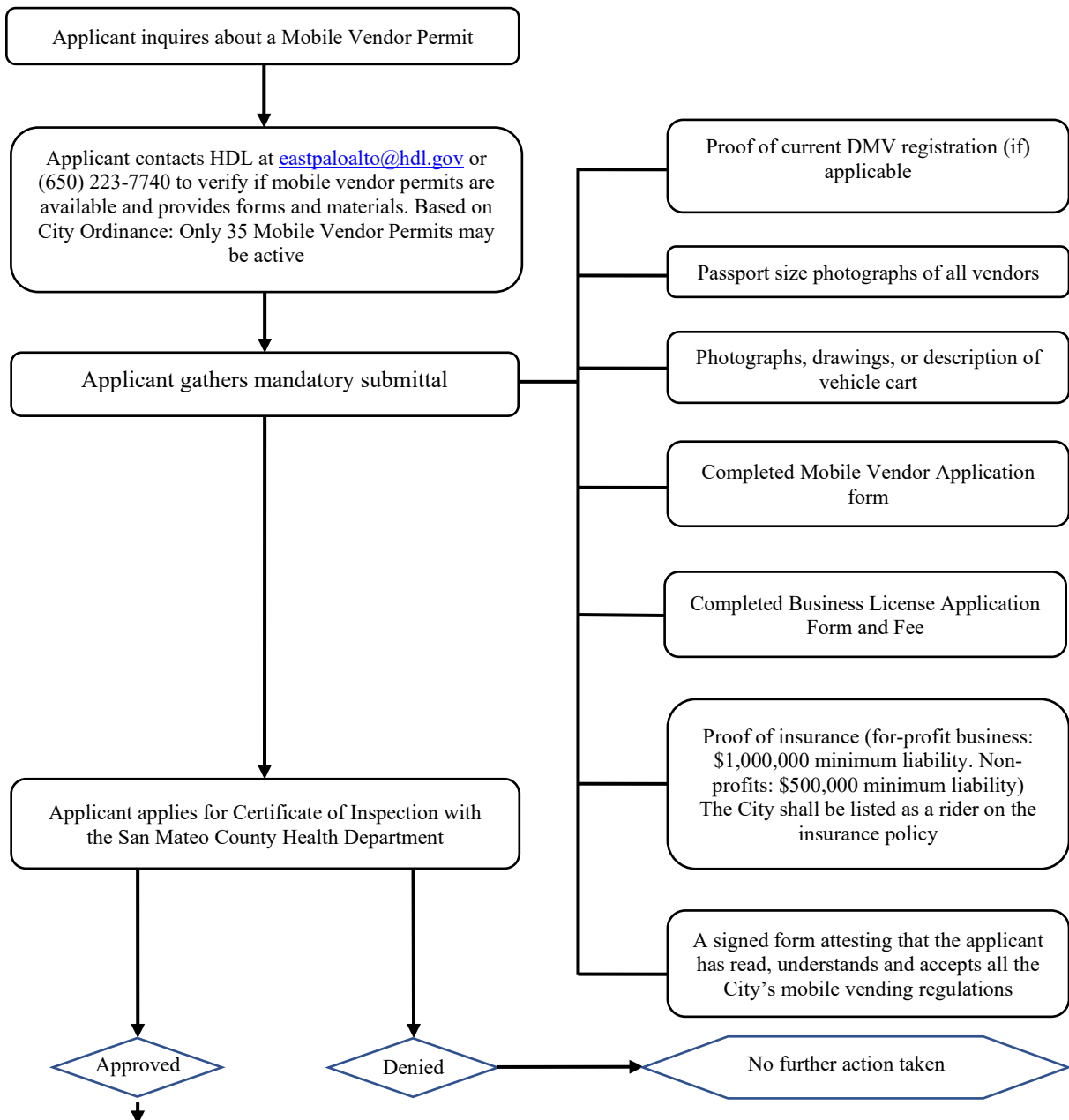
**CITY OF EAST PALO ALTO  
COMMUNITY AND ECONOMIC DEVELOPMENT DEPARTMENT**

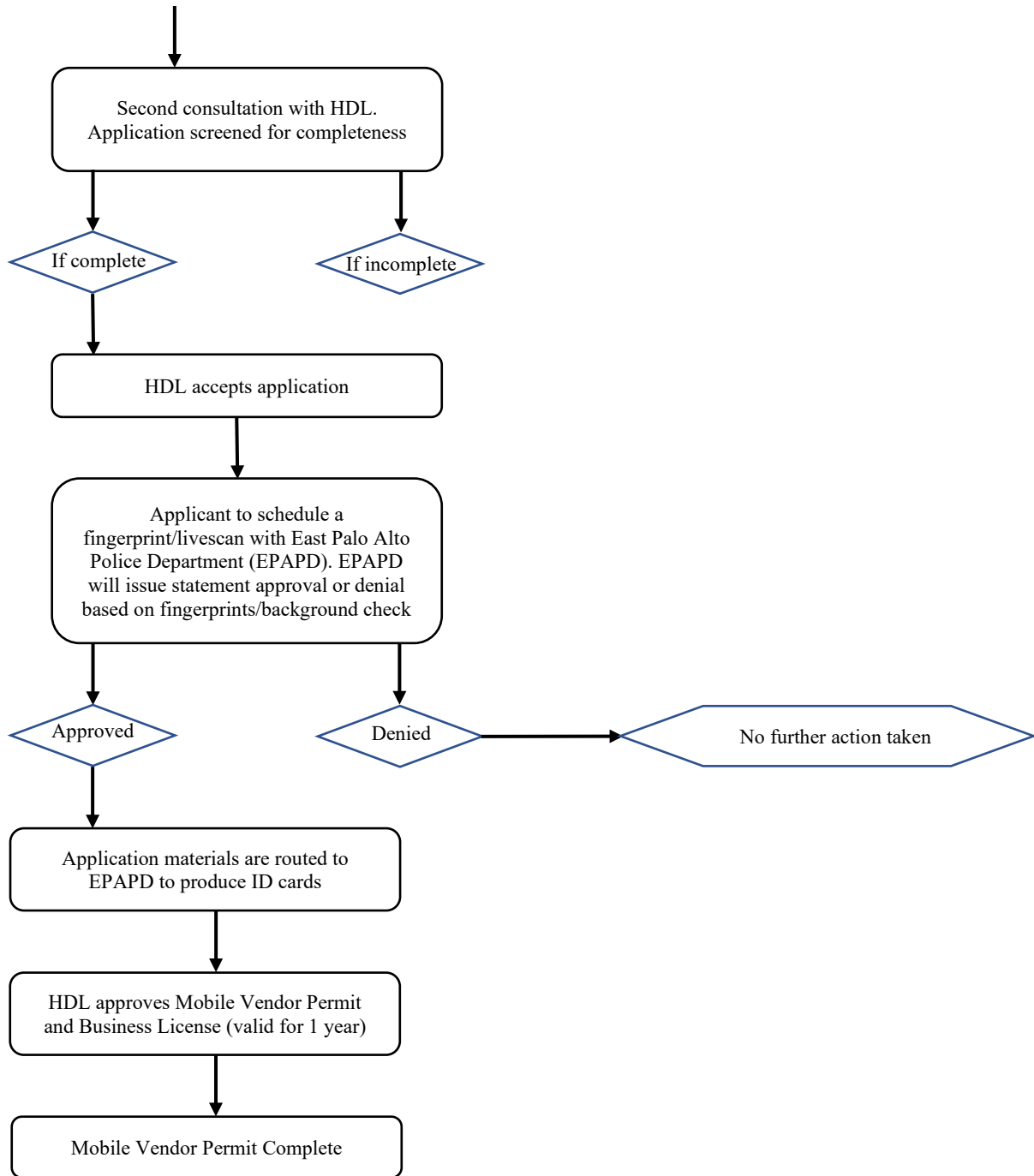
1960 Tate Street • East Palo Alto, CA 94303

Tel: (650) 853-3189 • Fax: (650) 853-3179

**MOBILE VENDOR PERMIT APPLICATIONS  
PROCESSING FLOWCHART**

HDL is the Business License Administrator. More information can be found at <https://eastpalosalto.hdlgov.com/> including online application and renewal. Please contact [eastpalosalto@hdlgov.com](mailto:eastpalosalto@hdlgov.com) or by phone at (650) 223-7740.







**City of East Palo Alto**  
**Business License Application**

• Business Licensing Division •  
 8839 N Cedar Ave #212, Fresno, California 93720  
 PH (650) 223-7740 • FAX (909) 348-0465

OFFICIAL USE ONLY	
Business License No.	_____
Expiration Date	_____
NAIC Code	_____
License Fee \$	_____
Check # _____	<input type="checkbox"/> Credit Card <input type="checkbox"/> Cash

**PLEASE TYPE OR PRINT WITH PEN**

**Business Name** \_\_\_\_\_

**Corporate Name** \_\_\_\_\_  
(if applicable)

**Business Location** \_\_\_\_\_  
(Cannot be P.O. Box per State of California Business & Professions Code-Section 17538.5)

**Mailing Address** \_\_\_\_\_

**Phone No.** \_\_\_\_\_ **Alt. Phone No.** \_\_\_\_\_

**Description of Business** \_\_\_\_\_

**Bus. Start Date** \_\_\_\_\_

New Application  Change  Home Occupation

**Email Address** \_\_\_\_\_

**State Sales Tax No.** \_\_\_\_\_

**License No.** \_\_\_\_\_

**Federal ID No. State** \_\_\_\_\_

**ID No.** \_\_\_\_\_

**State License No.** \_\_\_\_\_

**State License Type** \_\_\_\_\_

**Expire Date** \_\_\_\_\_

**Ownership**  Corporation  Corp-Ltd Liability  Partnership  Sole Proprietor  Trust  Non-Profit

**PERSONAL INFORMATION** - Enter below names of Owners, Partners, or Corporate Officers (attach additional sheet, if necessary)

<b>1st Owner Name</b> _____	<b>Title</b> _____	<b>Social Security No.</b> _____
<b>Home Address</b> _____ <small>(Cannot be P.O. Box)</small>		<b>Driver's License No.</b> _____
		<b>Phone No.</b> _____
		<b>Other ID No.</b> _____
<b>2nd Owner Name</b> _____	<b>Title</b> _____	<b>Social Security No.</b> _____
<b>Home Address</b> _____ <small>(Cannot be P.O. Box)</small>		<b>Driver's License No.</b> _____
		<b>Phone No.</b> _____
		<b>Other ID No.</b> _____

**\*THE INFORMATION BELOW MUST BE COMPLETED FOR YOUR BUSINESS LICENSE TO BE PROCESSED\***

The City of East Palo Alto business license application has been updated in accordance with California Senate Bill No. 205. The primary Standard Industrial Classification (SIC) code, identifying the primary activity of your business, must now be provided with your renewal, and your subjectivity to the State's Industrial General Permit (IGP) must be evaluated as part of this process. Please complete section 3 in Page 2 to fulfill this new requirement.

Per AB 2184, you may protect your residential address by providing a different Service of Process address in accordance with Sections 16000.1(a)(2) and 16100.1(a)(2) of the Business and Professions Code. To do so, please fill out the section on the back of this form.

**EMERGENCY NOTIFICATION** - In case of emergency and I cannot be reached, please call:

**Name** \_\_\_\_\_ **Title** \_\_\_\_\_

**Address** \_\_\_\_\_ **Phone No.** \_\_\_\_\_

**PLEASE FILL IN THE APPROPRIATE BOXES BELOW AND SIGN**

**CERTIFICATION AND ACKNOWLEDGEMENT** I declare under penalty of perjury that the statements made in this application are true. I further agree that business shall be conducted in accordance with the City of East Palo Alto Municipal Code. I understand that Sales or Use Tax may apply to my business activities. Upon issuance of a Business License, it shall be my responsibility to renew the license before the expiration date.

**SIGN HERE**



\_\_\_\_\_  
Signature of Owner or Representative

**Title** \_\_\_\_\_ **Date** \_\_\_\_\_

*Thank you for doing business in the City of East Palo Alto!*

**Business License Application Fees**

<b>Estimated Gross Receipts</b>	<b>Number of Days</b> (operating in the City)	<input type="text"/>
\$ <input type="text"/>	<b>Number of Rental Units</b>	<input type="text"/>

**NOTICE:** Under federal and state law, compliance with disability access laws is a serious and significant responsibility that applies to all California building owners and tenants with buildings open to the public. You may obtain information about your legal obligations and how to comply with disability access laws at the following agencies: The Division of the State Architect at [www.dgs.ca.gov/dsa](http://www.dgs.ca.gov/dsa) - The Department of Rehabilitation at [www.dor.ca.gov](http://www.dor.ca.gov) - The California Commission on Disability Access at [www.cdda.ca.gov](http://www.cdda.ca.gov).

**RETURN APPLICATION BY MAIL TO:**  
 City of East Palo Alto - Business Licensing  
 8839 N. Cedar Ave #212  
 Fresno, CA 93720-1832

**SCAN & RETURN APPLICATION BY EMAIL TO:**  
[EastPaloAlto@hdlgov.com](mailto:EastPaloAlto@hdlgov.com)

**SERVICE OF PROCESS ADDRESS, PURSUANT TO AB 2184**

Per AB 2184, you may protect your residential address by providing a different Service of Process address in accordance with Sections 16000.1(a)(2) and 16100.1(a) (2) of the Business and Professions Code. If you wish to protect your residential address with a different service of process address, please provide it here.

NOTE - if your service of process address is a post office box or private mailbox, it must comply with paragraph (2) of subdivision (b) of Section 17538.5 of the California Business and Professions Code.

Service of Process Address \_\_\_\_\_  
\_\_\_\_\_

Residential Address to protect       Business Location       Mailing Address       Owner/Partner/Officer Address

**PROHIBITED HOME BASED BUSINESSES**

Please contact the Planning Department of East Palo Alto to confirm Zoning Ordinance for your requested Home Based Business Application. To review what businesses are not permitted to operate out of a home please visit our website at [EastPaloAlto.hdlgov.com](http://EastPaloAlto.hdlgov.com)

East Palo Alto Palnning Division  
650-853-3189

**NPDES PERMIT PROGRAM, PURSUANT TO SB 205 - STORMWATER DISCHARGE**

\*If you are a business that is a regulated industry with storm water discharge requirements in accordance with the SB 205 NPDES permit program, please complete the following:

SIC # \_\_\_\_\_ Permit # \_\_\_\_\_

\*Otherwise, please provide the following identification numbers:

Notice of Non-Applicability # \_\_\_\_\_ OR No Exposure Certification # \_\_\_\_\_

If you do not have an SIC number or a Permit number, or if you are unaware of the requirement, please contact the State Water Resources Control Board at [www.waterboards.ca.gov/water\\_issues/programs/stormwater/contact.html](http://www.waterboards.ca.gov/water_issues/programs/stormwater/contact.html). The State Water Resources Control Board will issue your "Water Discharge Identification Number", "Notice of Non-Applicability" identification number, or "No Exposure Certification" identification number.

## Article V. - Mobile Food Vendors

### 8.12.270 - Display of name and address.

Every mobile food vendor shall cause to be painted upon each vehicle his name and address. Such information shall be inscribed in block letters at least three inches high and two inches wide.

### 8.12.280 - Requirements for food served.

Mobile food vendors shall not sell or serve any food or food product unless it meets the following requirements:

A. No prepared food or food product shall be sold or served unless it has been prepared in food establishments which may lawfully prepare or compound such foods and which comply with state health laws and regulations and this code.

B. No packaged food or food product shall be sold or served unless it has been packaged or wrapped in a food establishment which may lawfully package or wrap such foods or food products and which complies with state health laws and regulations and this code.

C. No food shall be prepared except in mobile food preparation units and in accordance with state health laws and regulations therefor and with this code, unless specific written consent for such preparation has been obtained from the city health officer.

### 8.12.290 - Restriction of food served.

The city health officer may restrict to certain types the food and food products which a mobile food vendor may sell or serve where the city health officer determines that the facilities of the mobile food vendor's vehicle are inadequate to sell or serve safely other foods or food products.

### 8.12.300 - Condition of vehicle and supplies.

Every mobile food vendor shall maintain his vehicles and store his supplies in a clean, healthful, sanitary manner.

### 8.12.310 - Personal cleanliness.

Every food vendor, employee thereof, or operator of a mobile food vending vehicle shall, when serving or handling food or food products, dress in clean outer garments and keep his person clean.

### 8.12.320 - Protection of food and utensils.

All food and food products offered and all utensils used by a mobile food vendor shall be protected from dirt, vermin, and other unsanitary influences. Single service containers shall be used for all food and food products, unless some other manner of service has been authorized by the city health officer. Mobile food vendors shall not display any food or food product except in or on the mobile food vending vehicle.

### 8.12.330 - Industrial catering vehicles.

In addition to those requirements for mobile food vending vehicles, industrial catering vehicles shall also meet the following requirements:

## East Palo Alto Municipal Code; Chapter 5.76 - VENDING

- **5.76.010 - Findings and purpose.**

It is found and declared that:

- A. The primary purpose of the public right-of-way is for use by vehicular and pedestrian traffic.
- B. Vending in the public right-of-way properly planned and effectively managed, promotes the public interest by contributing to an active and attractive pedestrian environment.
- C. Reasonable regulation within the public right-of-way and of sidewalk vending is necessary to protect the public health, safety and welfare.
- D. The regulations contained in this chapter do not prohibit pure speech by religious, civic, and social organizations and others, but merely regulate the activities of an organization which are commercial in nature, or potentially hazardous to the public.  
(Prior code § 8-1.101)

- **5.76.020 - Definitions.**

For purposes of this chapter, the following definitions shall apply:

"Central business district" means the area described as follows:

1. The 1900 block of University Avenue;
2. O'Connor Street between University Avenue and Euclid;
3. Donohoe Street between Cooley and Euclid Avenue;
4. University Avenue between Donohoe and Michigan;
5. E. Bayshore block between Euclid Avenue and Bay Road.

"Church in session" means regular and special services and gatherings at which the at-large membership is present.

"Health officer" means the San Mateo County director of public health or his/her designee.

"Industrial park" means the boundaries of planned industrial developments and designated as such by the East Palo Alto department of community development.

"Motor vehicle" means any vehicle used for the displaying, storing or transporting of articles offered for sale by a vendor which is required to be licensed and registered by the Department of Motor Vehicles.

"Permit officer" means the city of East Palo Alto community development director or his/her designee.

"Public right-of-way" means all rights-of-way in common use by vehicles and pedestrians.

"Sidewalk" is that area of the right-of-way designated for, or in common use by pedestrians.

"Stand" means any trailer, temporary structure, table, showcase, bench, rack, pushcart, wagon, any wheeled vehicle or device which may be moved, used for displaying, storing or transporting of articles offered for sale by a vendor.

"Travel lane" means an area of the right-of-way designated for vehicle travel.

"Vendor" means any person engaged in the solicitation, selling, or offering for sale or barter, food, beverages, merchandise or services, from a stand or motor vehicle or

from his/her person out of doors or in or on any public right of way or area not zoned for this type of sale within the city.

(Ord. 232 §§ 1-2, 1999; prior code § 8-1.102)

- **5.76.030 - Vending permits required.**

It is unlawful for any person to solicit, sell or offer for sale or barter, food, beverages, merchandise or services, from a stand or motor vehicle or from his/her person out of doors or in or on any public right-of-way or area not zoned for this type of sale within the city without first obtaining the required permit pursuant to this chapter.

(Ord. 232 § 3, 1999: prior code § 8-1.103)

- **5.76.040 - Application.**

The permit required by [Section 5.76.030](#) shall be issued in accordance with this chapter and other applicable ordinances. The permit for a vendor's license shall include:

- A. The name, home and business address of the applicant, social security number and the name, address and social security number of the owner, if other than the applicant, of the vending business, stand or motor vehicle to be used in the operation of the vending business;
- B. A description of the type of food, beverage or merchandise to be sold;
- C. A description of the proposed location of the vending business, except that vendors from motor vehicles shall describe the specific street or area and hours of operation in which they propose to vend;
- D. Full elevational drawings, descriptions and/or photographs of any stand or motor vehicle to be used in the operation of the business, including the license and vehicle identification number of any motor vehicle used in the operation of the business;
- E. Three prints of a passport size full-face photograph, taken not more than thirty (30) days prior to the date of the application, of any and every person who will sell or offer for sale any food, beverage or merchandise on any street or sidewalk within the city;
- F. A certificate of inspection as required by [Section 5.76.080](#);
- G. Proof of an insurance policy, issued by an insurance company licensed to do business in the state, protecting the licensee and the city from all claims for damages to property and bodily injury, including death, which may arise from operations under or in connection with the license. Such insurance shall name as additional insured the city and shall provide that the policy shall not terminate or be canceled prior to the expiration date without thirty (30) days advance written notice to the city. Liability insurance shall be in the amount specified by resolution of the city council, adopted from time to time;
- H. Vendors shall be fingerprinted by the East Palo Alto police department, with cost thereof to be paid by the applicant. Driver's license and/or California I.D. are mandatory;
- I. Submit any other information the permit officer may request including, but not limited to, proof of current DMV registration for any vehicle proposed to be used in connection with vending and proof of a current East Palo Alto business license.



(Ord. 232 § 4, 1999; prior code § 8-1.104)

- **5.76.050 - Issuance.**

- A. Not later than thirty (30) days after the filing of a completed application for a vendor's permit, the applicant will be notified by the permit officer of the decision on the issuance or denial of the permit. Permits are personal, therefore not transferable. The permit officer shall consider the standards set forth in Sections [5.76.050\(B\)](#), [5.76.070](#), [5.76.080](#) and [5.76.100](#) in determination of whether to grant a permit. If the permit is denied, the applicant is entitled to a hearing before the city manager if requested in writing within thirty (30) days of denial. Requests for such hearing will be delivered by certified or express mail to the permit officer. A permit issued pursuant to this section is valid for a period of one year. A permit to vend shall specify the location(s) from which vending is permitted and shall only be valid for vending at that location(s) only.
- B. Not more than thirty five (35) vendor permits shall be issued annually by the city, such restrictions based upon the city council's determination that restricting the number of vendors is consistent with the health, safety and general welfare of the community, the demonstrated need for such vendors, and is reasonably related to the administrative capacity to monitor and enforce these regulations. In determining whether to issue a new permit the permit officer shall give preference to an applicant who is a city resident for at least six months prior to the application, with proof of residency satisfactory to the permit officer.

(Ord. 232 § 5, 1999; prior code § 8-1.105)

- **5.76.060 - Vending prohibited in certain locations.**

Vending is prohibited with the following exceptions:

- A. Vending on the sidewalks is permitted in the central business district, industrial park(s) and other approved locations subject to the restrictions contained in [Section 5.76.070](#).
- B. Vending from motor vehicles is permitted throughout the city subject to the restrictions in this chapter.
- C. Vending on public and private property is subject to requirements of the zoning ordinance.

(Prior code § 8-1.106)

- **5.76.070 - Prohibited conduct.**

No vendor shall:

- A. Vend within two hundred (200) feet of the grounds of any elementary or secondary school between one hour prior to the start of the school day and one hour after dismissal at the end of the school day;
- B. Vend within one hundred (100) feet of any hospital or medical offices without expressed written permission of the owner and concurrence by the permitting officer;
- C. Vend within one hundred (100) feet of any church while church is in session;
- D. Vend on any street or sidewalk where vending is otherwise prohibited;
- E. Vend between thirty (30) minutes after sundown and eight-thirty a.m.;

- F. Leave any stand or motor vehicle unattended;
- G. Store, park or leave any stand or vending paraphernalia overnight on any street or sidewalk, or park any motor vehicle other than in a lawful parking place, in conformance with city and state parking regulations;
- H. Sell food or beverages for immediate consumption unless the vendor provides litter receptacles which are available for his patrons' use;
- I. Leave any location without first picking up, removing and disposing of all trash or refuse remaining from sales made by him/her;
- J. Allow any items relating to the operation of the vending business to be placed anywhere other than in, on or under the stand or motor vehicle;
- K. Set up, maintain or permit the use of any table, crate, carton, rack, or any other device to increase the selling or display capacity of his stand or motor vehicle, where such items have not been described in his application;
- L. Solicit or conduct business with persons in motor vehicles;
- M. Sell anything other than that which he is licensed to vend;
- N. Sound or permit the sounding of any device which produces a noise in excess of fifty-five (55) decibels measured at a distance of fifty (50) feet from the source, or use or operate any loudspeaking, public address system, radio, sound amplifier or similar device to attract the attention of the public.
- O. Vend without the insurance coverage specified in [Section 5.76.040](#);
- P. No vendor selling from a stand on the sidewalk shall:
  1. Exceed fifty (50) percent of the width of the sidewalk it occupies,
  2. Vend within fifteen (15) feet of an entryway to any building without expressed written permission of the owner and concurrence by the permitting officer,
  3. Vend within twenty (20) feet of any driveway entrance to a police or fire station, or within ten feet of any other driveway,
  4. Vend within ten feet of the crosswalk at any intersection,
  5. Vend within twenty (20) feet of any bus stop,
  6. Allow the stand or any other item relating to the operation of the vending business to lean against or hang from any building or other structure lawfully placed on public or private property, without the owner's written permission.

Note: Where conflict may arise between Sections 5.76.070A—D and [5.76.070\(P\)](#), the former shall prevail;

- Q. No vendor vending from a motor vehicle shall:
  1. Conduct his/her business in such a way as would restrict or interfere with the ingress or egress of the abutting property owner or tenant, or create or become a public nuisance, increase traffic congestion or delay, or constitute a hazard to traffic, life or property, or an obstruction to adequate access to fire, police or sanitation vehicles
  2. Stop, stand or park his vehicle upon any street, or permit it to remain there except on the roadway at the curb for the purpose of vending therefrom,
  3. Stop, stand or park his vehicle upon any street for the purpose of selling, or sell on any street under any circumstances during the hours when parking, stopping or standing has been prohibited by signs or curb markings or is

prohibited by statute or ordinance. Blocking travel lane(s) is specifically prohibited,

4. Remain in any one place or within two hundred (200) feet for a period longer than fifteen (15) minutes,
5. Stop, stand or park his vehicle within fifty (50) feet of any intersection, except that vehicles vending products likely to attract children as customers shall park curbside when stopping to make a sale as close as possible to a pedestrian crosswalk without entering the intersection or otherwise interfering with the flow of traffic;

R. No vending shall occur on Sundays except by local nonprofit organizations.  
(Prior code § 8-1.107)

- **5.76.080 - Health and sanitation requirements for food and beverage vending.**

Vendors of food and beverages shall comply with the inspection provisions and standards for Grade A restaurants contained in the city code and the following:

- A. The equipment used in vending food and beverages shall be inspected by the health officer in conjunction with this application for a permit.
- B. Each food and beverage vending business shall be subject to semi-annual inspection by the health officer/permit officer.

(Prior code § 8-1.108)

- **5.76.090 - Safety requirements.**

All motor vehicles in or from which food is prepared or sold shall comply with the following requirements:

- A. All equipment installed in any part of the vehicle shall be secured in order to prevent movement during transit and to prevent detachment in the event of a collision or overturn.
- B. All utensils shall be stored in order to prevent their being hurled about in the event of a sudden stop, collision or overturn. A safety knife holder shall be provided to avoid loose storage of knives.
- C. Compressors, auxiliary engines, generators, batteries, battery chargers, gas fueled water heaters, and similar equipment shall be installed so as to be accessible only from outside the vehicle and shall be in accordance with state regulation.
- D. All vehicles shall be equipped with proper backup lights and a bell that sounds automatically when the vehicle is in reverse gear.
- E. All vehicles and stands shall be opened for inspection to the permitting officer or his designee.

(Prior code § 8-1.109)

- **5.76.100 - Display of permit.**

All permits will be visibly displayed to the public at all times during the operation of the vending business. The vendor/operator shall wear on his/her person a picture identification, with name, approved as to form by the permit officer at the time of the issuance of the vendor permit.

(Ord. 232 § 6, 1999; prior code § 8-1.110)

- **5.76.110 - Advertising.**

No advertising, except the posting of prices, shall be permitted on any stand or motor vehicle, except to identify the name of the product or the name of the vendor.

(Prior code § 8-1.111)

- **5.76.120 - Community nonprofit organizations.**

Temporary vending permits may be issued to bona fide nonprofit organizations. These permits will be monthly and specify sales events and locations over a thirty-day period. Fees required under the provisions of this chapter are waived.

(Prior code § 8-1.112)

- **5.76.130 - Renewal.**

All permits are valid for the entire licensing period unless revoked or suspended prior to the expiration. An application to renew a permit shall be made not later than thirty (30) days before the expiration of the current permit.

(Prior code § 8-1.113)

- **5.76.140 - Denial, suspension and revocation.**

Any permit may be denied, suspended or revoked for any of the following causes:

- A. Fraud or misrepresentation contained in the application for the license;
- B. Fraud or misrepresentation made in the course of carrying on the business of vending;
- C. Conduct of the permitted business in such manner as to create a public nuisance, or constitute a danger to the public health, safety, welfare or morals;
- D. Conduct which is contrary to the provisions of this chapter;
- E. Upon a finding by the permit officer, or city manager upon review, that the vendor has violated the terms of the permit or is found to have committed one or more of the acts set forth in this section, the vendor shall surrender the permit to the permit officer on demand.

(Ord. 232 § 7, 1999: prior code § 8-1.114)

- **5.76.150 - Penalty.**

Any person violating any provision of this chapter shall be guilty of a misdemeanor.

(Ord. 232 § 8, 1999: prior code § 8-1.115)

(Ord. No. 334, § 19, 7-20-2010)

A. The interiors of all compartments used for food or food products shall be constructed in such a manner as both to be easily washable and to withstand repeated washing.

B. All food and food product storage and display compartments shall have tightly fitted doors free from cracks which might admit or harbor vermin. Such compartments shall protect food and food products from external contamination.

#### 8.12.340 - Bakery products vehicles.

In addition to the requirements for mobile food vending vehicles and those in Section 8.12.330 for industrial catering vehicles, bakery product vehicles shall also meet the requirements that no fruit, vegetable, meat, fish, or other food shall be transported in any bakery product vehicle unless such food is isolated in a compartment especially constructed therefor from all bakery products.

#### 8.12.350 - Duration—Fixed position.

No mobile food vendor shall permit his vehicle either to remain in any one location for the purpose of sale or display of food or food products for more than thirty (30) minutes during any four-hour period, or to return to the same location within any four-hour period. Any mobile food vending vehicle which fails to move at least five hundred (500) feet from its prior location within any four-hour period shall be deemed in a fixed position. Mobile food vending vehicles in a fixed position shall comply with state health laws and regulations and the provisions of this code concerning restaurants.

While any mobile food vending vehicle is in any location, the mobile food vendor shall have the duty to keep such location in a neat and orderly condition. He shall pick up and dispose of in a sanitary manner all paper, litter, garbage, and other refuse resulting from his presence and activities.

#### 8.12.370 - Toilet facilities.

No mobile food vendor shall operate longer than thirty (30) minutes in a single location unless adequate toilet facilities exist conveniently nearby; provided that the city health officer may authorize operation in individual cases for such longer periods as he deems advisable.

## **Livescan Informational Sheet**

- 1) Why is a Livescan required for a Mobile Food Vendor Permit?  
Pursuant to East Palo Alto Municipal Code 5.76.040 H., vendors shall be fingerprinted with the cost thereof to be paid by the applicant.
- 2) Where do I send the Livescan receipt?  
East Palo Alto Police Department  
Elizabeth Lam, Community Services Officer, [elam@cityofepa.org](mailto:elam@cityofepa.org)
- 3) What is the Mail Code that is listed on the Livescan application?  
12205 (see attachment #6)
- 4) Can I request a Livescan through East Palo Alto Police Department (EPAPD)?  
No, unfortunately at this time EPAPD does not have a Livescan machine to process this request.
- 5) Where can I go for a Livescan?  
The locations can be found at this link on the Department of Justice (DOJ) website for approved locations in San Mateo County:  
[You searched for San Mateo County California, United States | Certifx Live Scan](#)
- 6) How much does the Livescan cost?  
The current livescan fees can be found at this link on the DOJ website:  
[Applicant Fingerprint Processing Fees](#)
- 7) Who is responsible for the Livescan fees?  
Pursuant to East Palo Alto Municipal Code 5.76.040 H., vendors shall be fingerprinted with the cost thereof to be paid by the applicant.



### REQUEST FOR LIVE SCAN SERVICE

#### Applicant Submission

CA0412700  
ORI (Code assigned by DOJ)

Mobile Vendor  
Authorized Applicant Type

Mobile Vendor Permit  
Type of License/Certification/Permit OR Working Title (Maximum 30 characters - if assigned by DOJ, use exact title assigned)

#### Contributing Agency Information:

East Palo Alto Police Department  
Agency Authorized to Receive Criminal Record Information

12205  
Mail Code (five-digit code assigned by DOJ)

141 Demeter Street  
Street Address or P.O. Box

Vickie Porter  
Contact Name (mandatory for all school submissions)

East Palo Alto CA 94303  
City State ZIP Code

(650) 853-3163  
Contact Telephone Number

#### Applicant Information:

Last Name

First Name Middle Initial Suffix

Other Name (AKA or Alias) Last

First Suffix

Date of Birth Sex  Male  Female

Driver's License Number

Height Weight Eye Color Hair Color

Billing Number  
(Agency Billing Number)

Place of Birth (State or Country) Social Security Number

Misc. Number  
(Other Identification Number)

Home Address Street Address or P.O. Box

City State ZIP Code

Your Number: \_\_\_\_\_  
OCA Number (Agency Identifying Number)

Level of Service:  DOJ  FBI  
(If the Level of Service indicates FBI, the fingerprints will be used to check the criminal history record information of the FBI)

If re-submission, list original ATI number:  
(Must provide proof of rejection)

Original ATI Number

#### Employer (Additional response for agencies specified by statute):

Employer Name

Mail Code (five digit code assigned by DOJ)

Street Address or P.O. Box

City State ZIP Code

Telephone Number (optional)

#### Live Scan Transaction Completed By:

Name of Operator

Date

Transmitting Agency LSID

ATI Number

Amount Collected/Billed