



County of Los Angeles DEPARTMENT OF CHILDREN AND FAMILY SERVICES

425 Shatto Place, Los Angeles, California 90020
(213) 351-5602



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Date

Name

Address

City, State, zip

Greetings,

Welcome to the beginning of your partnership with the Department of Children and Family Services. This packet contains information to assist you with the application requirements. We are here to support and guide you through the assessment process.

Attached you will find the RFA 01 application. It is important that you complete this form in its entirety as it provides the information about you and your household members required to begin the assessment process. In order to streamline the process, please follow the steps below:

- Complete the RFA 01A application and provide a copy to your social worker;
- Within 3 days of the child being placed in your home, you and the other adults (anyone over 18 years of age) in your household must complete electronic fingerprinting (Live Scan) as part of the criminal background check at a DCFS office; there is no fee to Live Scan.
- Please ensure that all adults have current photo identification when they appear to live scan;
- If you or any adult in your home have a criminal record, and the crime is exemptible, the Department will support you by completing the criminal record exemption process.

Live scan services are available without an appointment at any of the DCFS office locations attached to this letter. Regular business hours are Monday through Friday 8:30 am – 4:30 pm. After hours live scan services are available at our Emergency Response Command Post (ERCP) office, located at 1933 S. Broadway, Los Angeles, CA 90007.

Thank you for your willingness to be assessed to provide a loving, caring and safe home for a child/children.

Best Regards,

DCFS RFA Live Scan Section

"To Enrich Lives Through Effective and Caring Service"

Addressee Name

Date

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DCFS is mandated by the California Department of Justice to allow only acceptable forms of photo identification for live scan purposes. Expired photo identification will not be accepted. Examples of acceptable types of photo identification are as follows:

- California Driver's License
- California Identification Card
- Student Identification Card
- Alien Registration Card
- Out of State Driver's License
- U.S. Passport Book or U.S. Passport Card
- Military Identification Card
- Foreign Consulate Identification Card

If you or the adults in your household have no acceptable photo identification, please discuss with your assigned RFA CSW or RFA SCSW about the use of alternative or secondary forms of identification.

DCFS OFFICE	ADDRESS	RECEPTION PHONE #
Belvedere	5835 S. Eastern Ave., Los Angeles 90040	(323) 725-4401
Children's Court	201 Centre Plaza Drive, Monterey Park 91754	(323) 526-6767
Carson-Compton	1 Civic Plaza Drive Suite 100, Carson 90745	(310) 233-1000
Corporate Office	2525 Corporate Place Suite 150, Monterey Park 91754	(323) 881-1302
Glendora	725 S. Grand Ave., Glendora 91740	(626) 691-1700
South County	4060 Watson Plaza Drive, Lakewood 90712	(562) 497-3500
Lancaster	300 East Avenue K6, Lancaster 93535	(661) 951-4107
Metro North	1933 S. Broadway, Los Angeles 90007	(213) 763-1587
Palmdale	39959 Sierra Highway, Suite A-150, Palmdale 93550	(661) 223-4200
Pasadena	532 E. Colorado Blvd., Pasadena 91101	(626) 229-3500
Pomona	801 Corporate Center Drive, Pomona 91766	(909) 802-1300
Santa Clarita	28490 Avenue Stanford, Suite 100, Santa Clarita 91355	(661) 702-6264
Santa Fe Springs	10355 Slusher Drive, Santa Fe Springs 90670	(562) 903-5000
West San Fernando Valley	20151 Nordhoff Street, Chatsworth 91311	(818) 717-4000
Torrance	2325 Crenshaw Blvd., Torrance 90501	(310) 972-3111
Van Nuys Office	7555 Van Nuys Blvd., Van Nuys 91405	(818) 904-8300
Vermont Corridor	8300 S. Vermont Ave., Los Angeles 90044	(323) 965-7060
Wateridge North	5110 W. Goldleaf Circle, Los Angeles 90056	(323) 290-8500
Hawthorne	11539 Hawthorne Blvd., Hawthorne 90250	(310) 263-2178
West Los Angeles	5757 Wilshire Blvd., Suite 200, Los Angeles 90036	(323) 900-2222
Emergency Response -ERCP	1933 S. Broadway, Los Angeles 90007	(213) 725-7318

Normal business hours for Live Scan service are 8:30a.m. to 4:30 p.m., Monday through Friday.

After hours Live Scan service is available 24 hours a day/7 days a week at our ERCP location.

If you have any questions or need additional information, please contact the RFA CSW or RFA SCSW currently assigned to complete your home assessment.