ENTERTAINMENT PERMIT PROGRAM
300 Richards Blvd., 3rd floor, Sacramento CA 95814
Phone: 916-808-3535 / E-mail: entertainpermit@cityofsacramento.org
Website: https://www.cityofsacramento.org/entertainpermit

ENTERTAINMENT PERMIT – LIVE SCAN PROCESS

Please review these instructions carefully.

Entertainment Permit Requirements

• Entertainment Permits applicants must pass a background check with a live scan submitted to the Department of Justice and approved by the Sacramento Police Department (SPD). The permit may be denied if the applicant fails the background check.
• A Responsible Person (Permit Holder or Manager) must be present in the entertainment establishment during all hours that the entertainment establishment is open and offering entertainment.
• The permit naming each responsible person must always be displayed in a conspicuous place in the entertainment establishment and immediately produced upon the request of any police or code enforcement officer, as well as a copy of the establishment’s conditions.
• Failure to have a Responsible Person as listed on the Entertainment Permit posted at the entertainment establishment is violation of the conditions and subject to an administrative penalty.

Entertainment Permit Background Check Information

• Entertainment Permit Holders and Managers are required to complete a Live Scan processed and reviewed by SPD for review and approval.
• Live scan results cannot be transferred or obtained from another agency (e.g., Alcoholic Beverage Control or a different city).
• Live Scan Fees for Entertainment Permits must be paid through the Community Development Department – Entertainment Permit Program.
• Contact the Entertainment Permit office at entertainpermit@cityofsacramento.org to schedule an appointment to submit the appropriate forms (e.g., Entertainment Permit application or Manager Update form) and pay the fees.
• Applicant and/or manager must bring the following information to the appointment:
  o Entertainment Permit application and/or Manager Update forms
  o Live scan fees: $88.00 per person (please pay with a check as cashiering services are not always available to process credit card payments)

Live Scan Appointment Process

• Access the City of Sacramento home page via Chrome at https://www.cityofsacramento.org/
• In the search bar type Get Fingerprinted and press Enter to search
• Click on Get Fingerprinted – City of Sacramento
• Scroll down to the bottom and click on Bookings Calendar
  o Select Police Permits
  o Scroll down and select Date and Time
  o Complete details (name, email, phone)
  o Click on Book
• The applicant will receive an email confirmation regarding the appointment. Email includes link to cancel or reschedule if necessary.
• You must bring the following to your live scan appointment:
  o CDD Entertainment Permit Receipt (Proof of Paid Fees)
  o Form SPD 384: Permit Application
  o Form SPD 950: Applicant’s Descriptive Information

Approval Process
• SPD will contact the Entertainment Permit Program to confirm background check clearance.
• Failure to clear background will result in the denial of the entertainment permit or listing as a manager on an entertainment permit.
• Live scan must be completed and approved before an application can be deemed complete.
• Live scan results may take up to four to six weeks.
• New managers must be added to permit before they can act a “responsible person.” The permit with the manager’s name must be on premise.

If you have any questions or need any additional information regarding this process, please contact the Entertainment Permit office at 916-808-3535 or entertainpermit@cityofsacramento.org.

Entertainment Permit Program and SPD live scan forms are available online at https://www.cityofsacramento.org/entertainpermit or by contacting our office.