

Subcontractor Approval Procedure

City of Newport Beach

1. Fill out and sign the Exhibit A Form for your subcontractor
2. Email the Exhibit A, a copy of their license or government issued ID, and a head shot photo (like a passport photo; no hats or sunglasses) to recreation@newportbeachca.gov
 - ❖ If your subcontractor is a minor, a **Parental Consent Form** must also be filled out and submitted
3. Please indicate if you will be paying the \$63 fee for the fingerprints, or if your subcontractor will be responsible. Our staff will reach out to the appropriate party to collect a form of payment if you do not already have a card on file.
4. Your subcontractor will receive an email via Adobe Sign containing paperwork that will need to be completed and signed.
5. Upon review of their paperwork, they will receive a second email containing the Police Record Check Application form.
6. They will need to make an appointment for fingerprinting by calling the Newport Beach Police Department at 949-644-3681.
7. Subcontractor must PRINT and bring the completed Police Record Check Application form (and Parental Consent Form, if applicable) to their appointment. Police will not process fingerprints without it.
 - ❖ Newport Beach Police Department - 870 Santa Barbara Drive