

# Subcontractor Approval Procedure

## City of Newport Beach

### Step 1: Complete Exhibit A Form

- Fill out and sign the Exhibit A Form for your subcontractor
- Email the Exhibit A to [recreation@newportbeachca.gov](mailto:recreation@newportbeachca.gov)  
- OR -
- Give to your subcontractor to bring when completing Step 2
- ❖ If your subcontractor is a minor, a **Parental Consent Form** must also be filled out and submitted

**\*\*NO FURTHER ACTION CAN BE TAKEN UNTIL EXHIBIT A IS RECEIVED\*\***

### Step 2: Complete Paperwork with the Recreation Department

- Subcontractor must come to the Recreation Department to complete paperwork (no appointment needed)
  - Monday-Thursday 8am-5:00pm & Friday 8am-4:00pm  
Newport Beach City Hall  
100 Civic Center Drive Bay E (See directions below)  
949-644-3151
- A one-time \$63 fee will be charged for the fingerprints. (You may keep a card on file with the front desk to pay for your subcontractors)
- A photo will be taken for their instructor badge and they will receive a Police Record Check Application form

### Step 3: Fingerprinting with Newport Beach Police Department

- An appointment will need to be made with the Newport Beach Police Department at 949-644-3681 for fingerprinting 7 days a week.
- Subcontractor must bring Police Record Check Application form. They will not process fingerprints without it.
  - Newport Beach Police Department - 870 Santa Barbara Drive

### Important Notes

- **DIRECTIONS:** When arriving at Newport Beach City Hall, park anywhere in the parking structure. The Recreation Department is located in Bay E (closest to the library) on the first floor.
- Background and fingerprint clearance may take up to **60 days** through the Department of Justice.
- Subcontractors **will not be permitted** to teach until they have been cleared.
- You will receive an email once your subcontractor has been cleared and their instructor badge will be mailed to you.