UNIVERSITY OF CALIFORNIA
Agriculture and Natural Resources

Volunteer Live Scan Fingerprinting Guidelines:

- Ensure that the volunteer applicant receives all four pages of the "Request For Live Scan Service" form.

- Following, is the link to the DOJ website which lists their recommended Live Scan agencies by location, and includes rolling fees, hours of operations, and appointment information (which is subject to change at any time – it's always a good idea to have your volunteer call to verify):
  - https://oag.ca.gov/fingerprints/locations
  - All Live Scan fingerprinting services are "Essential Critical Infrastructure Workers" in COVID-19, some sites may have adjusted business hours that are not posted on the above webpage; again, have the applicant call to confirm posted information.

- Volunteer applicants may complete Live Scan fingerprinting in any county within California as long as they use **only**, the Live Scan form that you provide to them, which includes the proper identification number for routing the results, including the ORI number and mail code which correlates to your county.

- **Volunteer applicants who have been a resident of a state other than California within the past 10 <u>consecutive</u> years, must have a FBI service level as well as DOJ. <u>In this case, you will need to check the "FBI" box on the Live Scan form before you send it to the volunteer</u>. At minimum, ALL applicants are required to have the "DOJ" Level of Service. (*DOJ=California search, FBI=National search*)**

- Volunteers will need to pay the agency's rolling fee at the time of service (we do NOT have a "billing number" for fingerprinting). Rolling fees <u>are typically less than $30</u>, if the fee is higher look for another location, (the exception to this is the San Francisco area, where fees are minimum $30).

- It is important for volunteers to ***personally*** keep a copy of their completed Live Scan form, (you nor I, are responsible for maintaining the copy of this confidential record).

- Do not wait more than two weeks to contact UC ANR's Custodian of Records, if you have not received clearance notification of an applicant who has completed Live Scan.

Feel free to share contact info for UC ANR's Custodian of Records with volunteers should they have any questions or problems with the Live Scan process:

Kimberly Rodegerdts
Risk Analyst/Custodian of Criminal Records
UC ANR Risk and Safety Services
2801 Second St.
Davis, CA 95618
karodegerdts@ucanr.edu
530-750-1383