



## Volunteer Live Scan Fingerprinting Guidelines

### *Statewide UC Master Food Preserver Virtual Delivery Program Only*

- Download all 4 pages of the *Request For Live Scan Service* form at [https://mfp.ucanr.edu/Resources/\\_Volunteers/](https://mfp.ucanr.edu/Resources/_Volunteers/).
- The DOJ website lists their recommended Live Scan agencies by location, and includes rolling fees, hours of operations, and appointment information: <https://oag.ca.gov/fingerprints/locations>.

Some sites may have adjusted business hours it's always a good idea to call to confirm posted information.

- You may complete Live Scan fingerprinting in *any* county within California, *BUT* you must **only** use the Live Scan form for the Statewide MFP Volunteer, which includes the proper identification number for routing the results, including the ORI number and mail code for the Program Coordinator's Home County.
- In the Level of Service field, make sure the DOJ box is checked.

If you have been a resident of a state other than California within the past 10 consecutive years, also click the FBI service level.

- You are responsible for paying the agency's rolling fee at the time of service. Rolling fees are typically less than \$30. If the site charges more than that, look for another location. (*The exception to this is the San Francisco area; their fees are minimum of \$30.*)
- It is important for you to **personally keep a copy** of your completed Live Scan form. Do not send a copy to the UC Master Food Preserver office. Instead, [click here to submit the ATI #](#), located at the bottom of your Live Scan form.
- If you have any problems with the Live Scan process, please contact:

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