



July 17, 2023

Dear 4-H Adult Volunteer Leader:

If you are receiving this letter, you have shown interest in becoming a 4-H Adult Volunteer Leader. As you are aware, each 4-H Adult Volunteer Leader must go through a screening process. Our #1 priority in 4-H is the safety of young people. The screening process and trainings to become a leader include: complete online 4-H Volunteer Interest Survey, complete profile in 4-H Online Enrollment System or paper enrollment packet, complete required online eXtension courses, have your Live Scan background check and fingerprints taken with the California Department of Justice and clearance received and approved by the 4-H Youth Development Program Regional Coordinator before you can begin the 4-H year. **You will receive an appointment letter and volunteer appointment card if approved, before you can hold any project meetings, chaperone any events, etc.**

Listed below are a few places and times that you can have your fingerprints taken. Enclosed for your convenience is the Request For Live Scan Service form that you will need to take with you when getting your fingerprints done. Please note: YOU MUST CALL AHEAD AND SET UP AN APPOINTMENT AND YOU MUST PROVIDE A PHOTO ID.

- GLENN COUNTY OFFICE OF EDUCATION (\$20, subject to change) – (530) 934-6575 311 South Villa Ave., Willows, CA 95988
Office Hours: Monday-Friday 8:00 a.m. – 4:30 p.m. and fingerprints are by appointment only and only on certain days of the week.
- GLENN COUNTY SHERIFF'S OFFICE (\$75, subject to change) – (530) 934-6428
141 South Lassen St., Willows, CA 95988
Office Hours: Monday 8:00 a.m. - 5:00 p.m. and fingerprints are by appointment only

The Glenn County 4-H Council will reimburse up to \$20.00 for Livescan fees. If there is a fee charged, please submit the receipt to the UCCE Office so we can reimburse you. You can also email the receipt to glenncounty4h@ucanr.edu. Please allow two weeks for your request to be processed. Thank you in advance for your cooperation in this matter.

Sincerely,

Christine Kampmann
Glenn County Community Education Specialist

Enclosure: Request for Live Scan Service Form





REQUEST FOR LIVE SCAN SERVICE

Noncriminal Justice Applicant's Privacy Rights

As an applicant who is the subject of a national fingerprint-based criminal history record check for a noncriminal justice purpose (such as an application for employment or a license, an immigration or naturalization matter, security clearance, or adoption), you have certain rights which are discussed below.

- You must be provided written notification¹ that your fingerprints will be used to check the criminal history records of the FBI.
- You must be provided, and acknowledge receipt of, an adequate Privacy Act Statement when you submit your fingerprints and associated personal information. This Privacy Act Statement should explain the authority for collecting your information and how your information will be used, retained, and shared.²
- If you have a criminal history record, the officials making a determination of your suitability for the employment, license, or other benefit must provide you the opportunity to complete or challenge the accuracy of the information in the record.
- The officials must advise you that the procedures for obtaining a change, correction, or update of your criminal history record are set forth at Title 28, Code of Federal Regulations (CFR), Section 16.34.
- If you have a criminal history record, you should be afforded a reasonable amount of time to correct or complete the record (or decline to do so) before the officials deny you the employment, license, or other benefit based on information in the criminal history record.³

You have the right to expect that officials receiving the results of the criminal history record check will use it only for authorized purposes and will not retain or disseminate it in violation of federal statute, regulation or executive order, or rule, procedure or standard established by the National Crime Prevention and Privacy Compact Council.⁴

If agency policy permits, the officials may provide you with a copy of your FBI criminal history record for review and possible challenge. If agency policy does not permit it to provide you a copy of the record, you may obtain a copy of the record by submitting fingerprints and a fee to the FBI. Information regarding this process may be obtained at <https://www.fbi.gov/services/cjis/identity-history-summary-checks>.

If you decide to challenge the accuracy or completeness of your FBI criminal history record, you should send your challenge to the agency that contributed the questioned information to the FBI. Alternatively, you may send your challenge directly to the FBI. The FBI will then forward your challenge to the agency that contributed the questioned information and request the agency to verify or correct the challenged entry. Upon receipt of an official communication from that agency, the FBI will make any necessary changes/corrections to your record in accordance with the information supplied by that agency. (See 28 CFR 16.30 through 16.34.) *You can find additional information on the FBI website at <https://www.fbi.gov/about-us/cjis/background-checks>.*

¹ Written notification includes electronic notification, but excludes oral notification

² <https://www.fbi.gov/services/cjis/compact-council/privacy-act-statement>

³ See 28 CFR 50.12(b)

⁴ See U.S.C. 552a(b); 28 U.S.C. 534(b); 34 U.S.C. § 40316 (formerly cited as 42 U.S.C. § 14616), Article IV(c)



REQUEST FOR LIVE SCAN SERVICE

Privacy Act Statement.

Authority. The FBI's acquisition, preservation, and exchange of fingerprints and associated information is generally authorized under 28 U.S.C. 534. Depending on the nature of your application, supplemental authorities include Federal statutes, State statutes pursuant to Pub. L. 92-544, Presidential Executive Orders, and federal regulations. Providing your fingerprints and associated information is voluntary; however, failure to do so may affect completion or approval of your application.

Principal Purpose. Certain determinations, such as employment, licensing, and security clearances, may be predicated on fingerprint-based background checks. Your fingerprints and associated information/biometrics may be provided to the employing, investigating, or otherwise responsible agency, and/or the FBI for the purpose of comparing your fingerprints to other fingerprints in the FBI's Next Generation Identification (NGI) system or its successor systems (including civil, criminal, and latent fingerprint repositories) or other available records of the employing, investigating, or otherwise responsible agency. The FBI may retain your fingerprints and associated information/biometrics in NGI after the completion of this application and, while retained, your fingerprints may continue to be compared against other fingerprints submitted to or retained by NGI.

Routine Uses. During the processing of this application and for as long thereafter as your fingerprints and associated information/biometrics are retained in NGI, your information may be disclosed pursuant to your consent, and may be disclosed without your consent as permitted by the Privacy Act of 1974 and all applicable Routine Uses as may be published at any time in the Federal Register, including the Routine Uses for the NGI system and the FBI's Blanket Routine Uses. Routine uses include, but are not limited to, disclosures to: employing, governmental, or authorized non-governmental agencies responsible for employment, contracting, licensing, security clearances, and other suitability determinations; local, state, tribal, or federal law enforcement agencies; criminal justice agencies; and agencies responsible for national security or public safety.



REQUEST FOR LIVE SCAN SERVICE

Privacy Notice

As Required by Civil Code § 1798.17

Collection and Use of Personal Information. The California Justice Information Services (CJIS) Division in the Department of Justice (DOJ) collects the information requested on this form as authorized by Business and Professions Code sections 4600-4621, 7574-7574.16, 26050-26059, 11340-11346, and 22440-22449; Penal Code sections 11100-11112, and 11077.1; Health and Safety Code sections 1522, 1416.20-1416.50, 1569.10-1569.24, 1596.80-1596.879, 1725-1742, and 18050-18055; Family Code sections 8700-87200, 8800-8823, and 8900-8925; Financial Code sections 1300-1301, 22100-22112, 17200-17215, and 28122-28124; Education Code sections 44330-44355; Welfare and Institutions Code sections 9710-9719.5, 14043-14045, 4684-4689.8, and 16500-16523.1; and other various state statutes and regulations. The CJIS Division uses this information to process requests of authorized entities that want to obtain information as to the existence and content of a record of state or federal convictions to help determine suitability for employment, or volunteer work with children, elderly, or disabled; or for adoption or purposes of a license, certification, or permit. In addition, any personal information collected by state agencies is subject to the limitations in the Information Practices Act and state policy. The DOJ's general privacy policy is available at <http://oag.ca.gov/privacy-policy>.

Providing Personal Information. All the personal information requested in the form must be provided. Failure to provide all the necessary information will result in delays and/or the rejection of your request.

Access to Your Information. You may review the records maintained by the CJIS Division in the DOJ that contain your personal information, as permitted by the Information Practices Act. See below for contact information.

Possible Disclosure of Personal Information. In order to process applications pertaining to Live Scan service to help determine the suitability of a person applying for a license, employment, or a volunteer position working with children, the elderly, or the disabled, we may need to share the information you give us with authorized applicant agencies.

The information you provide may also be disclosed in the following circumstances:

- With other persons or agencies where necessary to perform their legal duties, and their use of your information is compatible and complies with state law, such as for investigations or for licensing, certification, or regulatory purposes.
- To another government agency as required by state or federal law.

Contact Information. For questions about this notice or access to your records, you may contact the Associate Governmental Program Analyst at the DOJ's Keeper of Records at (916) 210-3310, by email at keeperofrecords@doj.ca.gov, or by mail at:

Department of Justice
Bureau of Criminal Information & Analysis
Keeper of Records
P.O. Box 903417
Sacramento, CA 94203-4170



REQUEST FOR LIVE SCAN SERVICE

Applicant Submission

A2466		VOLUNTEER	
ORI (Code assigned by DOJ)		Authorized Applicant Type	
4-H VOLUNTEER/11105.3PC			
Type of License/Certification/Permit <u>OR</u> Working Title (Maximum 30 characters - if assigned by DOJ, use exact title assigned)			
Contributing Agency Information:			
CAYO UCCE GLENN		06410	
Agency Authorized to Receive Criminal Record Information		Mail Code (five-digit code assigned by DOJ)	
821 E. SOUTH ST		KIMBERLY RODEGERDTS	
Street Address or P.O. Box		Contact Name (mandatory for all school submissions)	
ORLAND	CA	95963	5307501383
City	State	ZIP Code	Contact Telephone Number

Applicant Information:

Last Name		First Name		Middle Initial	Suffix
Other Name: (AKA or Alias)					
Last Name		First Name		Suffix	
Date of Birth		Sex <input type="checkbox"/> Male <input type="checkbox"/> Female			
Height	Weight	Eye Color	Hair Color		
Place of Birth (State or Country)		Social Security Number			
Home Address		City		State	ZIP Code
Street Address or P.O. Box					

I have received and read the included Privacy Notice, Privacy Act Statement, and Applicant's Privacy Rights.

Applicant Signature

Date

Your Number: UCCE GLENN 4-H
OCA Number (Agency Identifying Number)

Level of Service: ☒ DOJ ☐ FBI

(If the Level of Service indicates FBI, the fingerprints will be used to check the criminal history record information of the FBI.)

If re-submission, list original ATI number:
(Must provide proof of rejection) Original ATI Number

Employer (Additional response for agencies specified by statute):

N/A			
Employer Name			
N/A		Telephone Number (optional)	
Street Address or P.O. Box			
N/A	State	ZIP Code	Mail Code (five digit code assigned by DOJ)
City			

Live Scan Transaction Completed By:

Name of Operator		Date	
Transmitting Agency	LSID	ATI Number	Amount Collected/Billed