

Volunteer Live Scan Fingerprinting Information & Guidance

- All ANR volunteers are REQUIRED to complete a California Department of Justice (DOJ) Live Scan Criminal History Records check. Every person who completes Live Scan fingerprinting must receive all (4) pages of the “Request For Live Scan Service” form and privacy rights, per the DOJ. The aforementioned form is created specifically for each county and program by the ANR Custodian of Records in the ANR Risk Services Unit. The form is maintained and available through the ANR Custodian of Records (see contact information below).
- Following, is the link to the DOJ website, which lists recommended Live Scan agencies by location. This listing includes rolling fees, hours of operations, and appointment information; this information is subject to change at any time; volunteer applicants are encouraged to call the Live Scan agency to verify hours & pricing information: <https://oag.ca.gov/fingerprints/locations>.
- Volunteer applicants may complete Live Scan fingerprinting in any county within California as long as the Live Scan form provided by the respective ANR Program Coordinator or from the Custodian of Records at ANR Risk Services is used. The DOJ routes criminal record reports based on the ORI number and mail code identified on the correlating county’s Request for Live Scan Service form.
- **All Master Gardener Program volunteer** applicants, who have been a resident of a state other than California within the past 10 consecutive years, must have a FBI level of service search, in addition to the DOJ level of service search; (*DOJ=California search, FBI=National search*). In this case, ANR Program Reps. will need to verify that the “FBI” box is selected on the Live Scan form before providing it to the volunteer applicant. At minimum, ALL applicants are required to have a “DOJ” Level of Service.
- **All 4-H Program volunteer applicants are required to have the “DOJ” Level of Service as well as FBI Level of Service; (*DOJ=California search, FBI=National search*)**. Please verify that BOTH the DOJ & FBI boxes are selected on the Live Scan form.
- Volunteers will need to pay the agency’s rolling fee at the time of service (ANR does NOT have a “billing number” for fingerprinting). Rolling fees are typically less than \$30, there are some areas that charge more (such as the Bay Area). The DOJ does not assess their own fee for volunteers; however, the FBI does, their fee is \$15 (in addition to the Live Scan agency’s “rolling fee”).
- It is important for volunteers to (**personally**) keep a copy of their completed Live Scan form, (*County offices nor ANR Risk Services, are responsible for maintaining a copy of this confidential record*).
- Authorized county program staff should not wait more than two weeks to contact Risk Services after a volunteer has confirmed completion of the fingerprinting service if they have not received the Live Scan report notification from Risk Services. Most Live Scan responses are completed within two weeks after completing fingerprinting.
- It is important for volunteer applicants to complete the Live Scan process 3-4 weeks before the programs start or end dates. Keep in mind that processing times can be significantly affected during peak periods, such as Open Enrollment, as well as in January, April, June, and December.

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