

**INSTRUCTIONS FOR REQUEST FOR LIVE SCAN SERVICE**

A California Department of Justice (DOJ) background check is required for all 4-H Adult Volunteer applicants in order to protect and assure the safety of children in the Imperial County 4-H Youth Development Program.

To begin the process, you will need to make an appointment with one of the agencies listed below.

Live Scan Locations:

Imperial County Sheriff’s Office: 328 Applestill Road, El Centro

Contact: (442) 265-2125 No charge

Southwest Security: 404 W. Heil Ave, El Centro

Contact: (760) 970-4500 Roll fee: $25 *(Confirm fee when making appointment)*

ICOE: 1398 Sperber Road Bldg. B Suite B102.01, El Centro

Contact: (760) 312-6523 Roll fee: $ *(Confirm fee when making appointment)*

Print 3 copies. Take the Request for Live Scan Service form and a photo ID with you to your appointment.

Adult Volunteers will need to complete the Live Scan Application, New Leader Volunteer Training Course - <https://campus.extension.org/>, enroll online - <https://v2.4honline.com/#/user/sign-in>, and pay your club leader your volunteer registration fee for the 2022-2023 program year by November 7, 2022.

We appreciate your commitment to be a 4-H Leader, to assist children, and to keep them safe. If you have any questions, please call the 4-H Office at 442-265-7700.

For more information about being a new volunteer visit: <https://4h.ucanr.edu/4Hvolunteer/New_Volunteers/>