



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:

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://4h.zsuite.org/>, and pay your club leader your volunteer registration fee for the 2023-2024 program year by November 3, 2023.

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/