UNIVERSITY OF CALIFORNIA
Agriculture and Natural Resources

Volunteer Live Scan Fingerprinting Guidelines

- All Volunteers are REQUIRED to receive all (4) pages of the "Request For Live Scan Service" form and privacy rights, per the California Department of Justice (DOJ).

- 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 highly recommended 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 they use **only**, the Live Scan form that is provided to them by the ANR Program they are applying or ANR Risk Services. The criminal records search response is routed per the ORI number and mail code identified on the correlating county's Request For Live Scan Service form.

- **Volunteer applicants, who have been a resident of a state other than California within the past 10 consecutive years, must have a FBI service level as well as DOJ. Please ensure that the "FBI" box is checked on the Request For Live Scan form. At minimum, ALL applicants are required to have the "DOJ" Level of Service (*DOJ=California search, FBI=National search*).**

- 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, if it's more than that, check for another location, (the exception to this is the San Francisco area, fees are minimum $30). The DOJ does not assess a fee for volunteers however; the FBI fee is $15.

- 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 me if a DOJ Live Scan response has not been received from Risk Services. Most Live Scan responses are completed within two weeks after completing fingerprinting.

- Volunteer applicants should complete Live Scan 3-4 weeks prior to program start/end dates.

- It is ok to share my contact information with volunteers should they have any problems with the Live Scan process:

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