University *of* **California**
Agriculture and Natural Resources

UC Cooperative Extension Central Sierra
Serving El Dorado, Amador, Calaveras and Tuolumne Counties

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Live Scan Fingerprinting Instructions

What do I need to bring to my Live Scan appointment?

1. The "REQUEST FOR LIVE SCAN SERVICE" (form BCIA 8016). Download the form of your county residence and UCCE Program, see the "Volunteering with UCCE" webpage to locate the correct Live Scan form - http://cecentralsierra.ucanr.edu/Volunteering_with_UCCE/. If you have lived in California less than 2 years or are applying for the UCCE Master Gardeners of Lake Tahoe Basin, please mark the FBI box in addition to the DOJ box for the level of service. The top portion is completed by our UCCE Central Sierra offices. Fill out the second section (Applicant Information). The rest is left blank. Type or print clearly as the form must be legible (the form can be filled out on line). Print 2 copies of the completed form (including your applicant information) if you would like to keep one for your records. (If you have trouble using the form – save the form to your computer then fill out and print. Some browsers do not work.)
2. Valid photo ID required. Examples
   a. California Driver's License
   b. California ID Card
   c. US Military ID
   d. Passport
3. Live Scan Fee – fees vary. The Department of Justice does not charge a fee for volunteer Live Scan fingerprint services when working with youth in nonprofit organizations, however, the Live Scan agency will charge a rolling fee. Most take cash or checks only.

Where can I find a Live Scan Fingerprinting Agency?

Live Scan fingerprinting services are available at most local police departments, sheriff's offices, and public applicant Live Scan sites. To find a site near you and a listing of fees and times of operation go to: https://oag.ca.gov/fingerprints/locations. Click on your county or location under the map. Call the UCCE Central Sierra office at 530-621-5503 for more information. You do not need to be Live Scanned at a facility within your county. Any location will do. Note: many agencies require appointments.

Once you have been fingerprinted, submit your ATI # for volunteer applicant processing:
https://forms.gle/D7Mf3LZh6NaDwXkZA