

DATE: February 17, 2016

TO: 4-H Prospective Volunteer

FROM: Patti Verdugo Johnson, Business Officer

RE: Live Scan Fingerprinting Volunteer Instructions

Per University Policy, you are required to be fingerprinted using the Live Scan process. This is an electronic fingerprinting method and takes about 15 minutes to process. To ensure a successful fingerprinting, it's been found to be helpful to apply hand cream to your fingertips for several days prior to your appointment. **Please follow the instructions below:**

1. **Make an appointment** – see options attached. Note fees vary by location and are subject to change so confirm the fee beforehand with your chosen location.
2. **Complete only the 'Applicant Information'** section of the Request for Live Scan Service form (attached). Leave blank "Billing Number" and "Misc. Number".
3. **Take** the Completed Live Scan Request Form, picture ID, and money to pay fee to the live scan operator.
4. **Get 1 copy** of the Request for Live Scan Service form (with the bottoms section completed and signed by the fingerprinting operator) for your records once your prints have been taken. **Please hold onto this form at least until you have heard from us that your DOJ clearance is completed.** This information contains sensitive personal data and should be handled as such. You should never scan/e-mail the form.