

Instructions for Request for Live Scan Service form

1. Pick up two copies of the Request for Live Scan Service form from the head of the department for which you are volunteering..
2. Before your fingerprint appointment please complete the following sections.
 - **Section A:** Check the box(es) for the type of volunteer service you are currently providing, or for which you plan to provide.
 - **Section B:** Completed for you.
 - **Section C:** Before your appointment, please complete this section, beginning with “Name of Applicant.” Include any and all aliases you have ever used, including maiden name, prior married name, etc.
 - **Sections D and E:** Circle whichever applies to your volunteer service, parish or school. If you are volunteering for both the parish and school, please circle parish.
 - **Bottom part of Section E:** Live Scan operator/technician will complete this section.
 - **Signature Section at the bottom of page:** Please sign and date this when in the presence of the Live Scan operator/technician.
3. Take your two forms and your government issued photo ID with you to your appointment.
4. Be certain that you sign both forms – at your appointment, and that the Live Scan operator/technician signs both forms.
5. The technician will keep one completed form and you will keep one completed form.
6. Make a copy of your completed form, and turn it in to the St. Louise department for which you are volunteering.

Resources for obtaining a Live Scan fingerprint.

1. Archdiocese of Los Angeles: selected parishes each month. Each St. Louise department has a current list.
Cost: Free for volunteers.
2. Live Scan Solutions, Inc. (recently merged with IBT - Integrated Biometric Technology):

<u>Citrus College</u>	<u>Hours:</u>
1000 W. Foothill Blvd	M-Th: 10am-6pm (closed for lunch 1:30-2:30pm)
Glendora, CA 91741	Friday: 9am-4pm (closed for lunch 12:00-1:00pm)
626-914-9999 (office)	Sat.: 9am-1pm;
Appointments: 1-800-315-4507, or	Sun.: closed
IBTfingerprint.com	

Appointments are preferred, though walk-ins are accepted.

If you do not have an appointment, it is suggested that you call first, verifying hours of operation and making certain they are not too busy.

Located in the Lifelong Learning Center (LL Bldg.), on campus; it's the building near the main parking lot, off Citrus Ave.

Cost: Cash, ask for current volunteer price.