

PROCEDURE FOR LIVESCAN FINGERPRINT APPLICANTS

Employment/volunteer offers are subject to a Department of Justice fingerprint clearance before starting work. If the Recreation Department approves the request to volunteer the volunteer will be contacted by Recreation Department staff to schedule an appointment to have their Livescan fingerprints completed.

Instructions to the Applicant:

1. **After volunteer is contacted by the Recreation Department the applicant is to complete the Livescan Touchprint Application at the Recreation Department Office.** The Recreation Department will fax the completed form to the County Schools Office. A copy will be returned to the Applicant to take to their fingerprinting appointment.
2. **The Recreation Department will make an appointment for the applicant to be fingerprinted. This appointment can be made prior to coming to the Recreation Department to complete the form but the form MUST be completed before going to get printed.**
3. **Applicant must present photo identification to the Livescan operator.** An acceptable form of identification is a driver's license, a passport, or a student identification card. **NO EXCEPTIONS.**
4. **Applicant is to have the Livescan operator complete the bottom section of the Livescan Touchprint Application form.**
5. **The COMPLETED form is to be returned IMMEDIATELY to the Recreation Department Office.** Located at: 480 Greenley Road, Sonora, California.