



INSTRUCTIONS FOR FINGERPRINTING

All employees of Southlands Christian Schools are required to have a background check completed. Please complete the attached Livescan form. Please remember the following:

- Fingerprints must be **DIGITAL ONLY**. No ink fingerprints.
- SCS will pay for both the State and DOJ background check fees. The Walnut Sheriff Department has agreed to waive the roll fee for SCS employees.
- You may go to **ANY** location that processes digital fingerprints. Fees may apply.
- Please use only the attached pre-filled Livescan form.
- Once fingerprints have been completed, please return a copy of the completed form back to HR.
- Fingerprints must be completed **PRIOR** to the start of employment.
- Contact Walnut Sheriff (909) 859-2859 ½ - 1 hour before going for fingerprint submission.

Permission to Obtain a Background Check

Please note that in connection with your application for employment and/or ongoing employment with Southlands Christian Schools, we may obtain a “consumer report,” as defined in the Fair Credit Reporting Act (FCRA), from a consumer reporting agency. Consumer reports include, but are not limited to, credit reports, criminal background checks and motor vehicle reports.

By consenting to this form I hereby acknowledge that I have read the above disclosure and voluntarily authorize Southlands Christian Schools, including its agents and representatives, to procure background information (also known as a “consumer report and/or investigative consumer report”) about me for my employment or ongoing employment with Southlands Christian Schools. If hired or currently employed, I understand that this authorization will remain on file and will serve as an ongoing authorization, to the extent permitted by law, for a consumer report to be lawfully obtained at any time in connection with my employment. This report may include my driving history, including any traffic citations; a social security number verification; present and former addresses; criminal and civil history/records; and the state sex offender records.

I understand that I am entitled to a complete copy of any background information report of which I am the subject upon my request to Southlands Christian Schools, if such is made within a reasonable time from the date it was produced. I also understand that I may receive a written summary of my rights under the Fair Credit Reporting Act.

Signature

Date

For more information about background checks please visit <https://oag.ca.gov/fingerprints>.



REQUEST FOR LIVE SCAN SERVICE

Applicant Submission

A6345
ORI (Code assigned by DOJ)

Employment
Authorized Applicant Type

Type of License/Certification/Permit OR Working Title (Maximum 30 characters - if assigned by DOJ, use exact title assigned)

Contributing Agency Information:

Southlands Christian Schools
Agency Authorized to Receive Criminal Record Information

06568
Mail Code (five-digit code assigned by DOJ)

18550 Farjardo Street
Street Address or P.O. Box

Jenifer Primacio
Contact Name (mandatory for all school submissions)

Rowland Heights CA 91748
City State ZIP Code

(909) 939-4953
Contact Telephone Number

Applicant Information:

Last Name

First Name Middle Initial Suffix

Other Name (AKA or Alias) Last

First Suffix

Date of Birth Sex Male Female

Driver's License Number

Height Weight Eye Color Hair Color

Billing Number (Agency Billing Number)

Place of Birth (State or Country) Social Security Number

Misc. Number (Other Identification Number)

Home Address Street Address or P.O. Box

City State ZIP Code

Your Number: OCA Number (Agency Identifying Number)

Level of Service: DOJ FBI
(If the Level of Service indicates FBI, the fingerprints will be used to check the criminal history record information of the FBI)

If re-submission, list original ATI number: (Must provide proof of rejection)

Original ATI Number

Employer (Additional response for agencies specified by statute):

Employer Name

Mail Code (five digit code assigned by DOJ)

Street Address or P.O. Box

City State ZIP Code

Telephone Number (optional)

Live Scan Transaction Completed By:

Name of Operator

Date

Transmitting Agency LSID

ATI Number Amount Collected/Billed



REQUEST FOR LIVE SCAN SERVICE

Privacy Notice

As Required by Civil Code § 1798.17

Collection and Use of Personal Information. The California Justice Information Services (CJIS) Division in the Department of Justice (DOJ) collects the information requested on this form as authorized by Business and Professions Code sections 4600-4621, 7574-7574.16, 26050-26059, 11340-11346, and 22440-22449; Penal Code sections 11100-11112, and 11077.1; Health and Safety Code sections 1522, 1416.20-1416.50, 1569.10-1569.24, 1596.80-1596.879, 1725-1742, and 18050-18055; Family Code sections 8700-87200, 8800-8823, and 8900-8925; Financial Code sections 1300-1301, 22100-22112, 17200-17215, and 28122-28124; Education Code sections 44330-44355; Welfare and Institutions Code sections 9710-9719.5, 14043-14045, 4684-4689.8, and 16500-16523.1; and other various state statutes and regulations. The CJIS Division uses this information to process requests of authorized entities that want to obtain information as to the existence and content of a record of state or federal convictions to help determine suitability for employment, or volunteer work with children, elderly, or disabled; or for adoption or purposes of a license, certification, or permit. In addition, any personal information collected by state agencies is subject to the limitations in the Information Practices Act and state policy. The DOJ's general privacy policy is available at <http://oag.ca.gov/privacy-policy>.

Providing Personal Information. All the personal information requested in the form must be provided. Failure to provide all the necessary information will result in delays and/or the rejection of your request.

Access to Your Information. You may review the records maintained by the CJIS Division in the DOJ that contain your personal information, as permitted by the Information Practices Act. See below for contact information.

Possible Disclosure of Personal Information. In order to process applications pertaining to Live Scan service to help determine the suitability of a person applying for a license, employment, or a volunteer position working with children, the elderly, or the disabled, we may need to share the information you give us with authorized applicant agencies.

The information you provide may also be disclosed in the following circumstances:

- With other persons or agencies where necessary to perform their legal duties, and their use of your information is compatible and complies with state law, such as for investigations or for licensing, certification, or regulatory purposes;
- To another government agency as required by state or federal law.

Contact Information. For questions about this notice or access to your records, you may contact the Associate Governmental Program Analyst at the DOJ's Keeper of Records at (916) 210-3310, by email at keeperofrecords@doj.ca.gov, or by mail at:

Department of Justice
Bureau of Criminal Information & Analysis
Keeper of Records
P.O. Box 903417
Sacramento, CA 94203-4170

The following agencies offer Live Scan Fingerprinting:

Walnut Sheriff Department
21695 Valley Blvd.
Walnut, CA 91789
(909) 859-2859

No Charge

RZ Livescan Services
19145 Colima Rd.
Rowland Hts., CA 91748
(626) 581-4450

\$25.00
M-F 9 – 5pm
Weekend hours also available
Walk in service available.

UPS Store
1142 S DIAMOND BAR BLVD
DIAMOND BAR, CA 91765
(909) 861-2401
CORNER OF DIAMOND BAR & GRAND
IN THE RALPH'S SHOPPING CENTER

\$25.00, Cash preferred
(additional charge for debit or credit)
M-F 8 – 6:15 pm / Sat 9 – 3:30 pm

La Verne Police Dept
2061 3rd
La Verne, CA 90750
909-596-1913

Cash or check only
Tuesday 12pm-8pm
Wednesday 9:30am-1pm
Please call to verify hours and fees

City of Whittier Police Dept.
7315 S. Painter Ave.
Whittier, CA 90604
562-945-8250 (Opt. #3, #2)

Call for Fees/By Appointment Only
MWF 12-8pm