# REQUEST FOR LIVE SCAN SERVICE

## (Public Schools or Joint Powers Agencies)

### Applicant Submission

**ORI:** A1135  
**Type of Applicant:**  
☐ Classified School Employee  
☐ Credentialed School Employee

**The following selections are for Public Schools only:**

☐ License, Certification, Permit  
☐ Peace Officer  
☐ Law Enforcement Officer  
☒ Volunteer

**Type of License/Certification/Permit OR Working Title:** Ed 180 - Winter

**Contributing Agency Information:**

**Santa Cruz County Office of Education**  
**Agency Authorized to Receive Criminal Record Information**

**02026**  
**Mail Code (five-digit code assigned by DOJ)**

**400 Encinal Street**  
**Street Address or P.O. Box**

**Santa Cruz**  
**CA**  
**95060**

**Human Resources**  
**Contact Name (mandatory for all school submissions)**

**8314665755**  
**Contact Telephone Number**

**Applicant Information:**

**Last Name**  
**First Name**  
**Middle Initial**  
**Suffix**

**Other Name**

**(AKA or Alias)**

**Last**  
**Sex**  
☐ Male  
☐ Female

**Date of Birth**  
**Height**  
**Weight**  
**Eye Color**  
**Hair Color**

**Place of Birth (State or Country)**  
**Social Security Number**

**Home Address**

**Street Address or P.O. Box**

**City**  
**State**  
**ZIP Code**

**Driver’s License Number**

**Billing Number**

**Misc. Number**

**Your Number:**

**(OCA Number (Agency Identifying Number))**

**Level of Service:**  
☒ DOJ  
☒ FBI

**If re-submission, list original ATI number:**

**Original ATI Number**

**Live Scan Transaction Completed By:**

**Name of Operator**

**Date**

**Transmitting Agency**  
**LSID**  
**ATI Number**  
**Amount Collected/Billed**
For your convenience, this is a list of Live Scan Service locations in the Santa Cruz area, but know that you can use ANY Live Scan service location https://oag.ca.gov/fingerprints/locations

<table>
<thead>
<tr>
<th>Location</th>
<th>Hours</th>
<th>Fee</th>
<th>Acceptable forms of Payment</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cabrillo College Sheriff's Office</td>
<td>Mon - Fri 8:00 am to 4:00 pm, Walk-ins</td>
<td>$77.00</td>
<td>Cash, Company Checks, Credit Cards, Debit Cards, Money Order, Checks</td>
</tr>
<tr>
<td>The UPS Store #0285</td>
<td>Mon - Fri 1:30 - 4:00 p.m. ONLY</td>
<td>$72.00</td>
<td>Cash, Company Checks, Credit Cards, Debit Cards, Money Order, Checks</td>
</tr>
<tr>
<td>Santa Cruz County Office of Education</td>
<td>Weekdays 9:00 am to 6:00 pm, Walk-ins, Weekends 9:00 am to 6:00 pm, Appt. only</td>
<td>$77.00</td>
<td>Billing Accounts, Cash, Company Checks, Credit Cards, Debit Cards, Money Order, Checks</td>
</tr>
<tr>
<td>Santa Cruz Live Scan</td>
<td>Saturday 10:00 am to 6:00 pm, Walk-ins &amp; Appt.</td>
<td>$77.00</td>
<td>Billing Accounts, Cash, Company Checks, Credit Cards, Debit Cards, Money Order, Checks</td>
</tr>
<tr>
<td>The UPS Store #1128</td>
<td>Tuesday 9:00 am to 6:00 pm, Walk-ins, Appt.</td>
<td>$77.00</td>
<td>Cash, Company Checks, Credit Cards, Debit Cards, Money Order, Checks</td>
</tr>
<tr>
<td>The UPS Store 0833</td>
<td>Tuesday 9:00 am to 5:00 pm, Walk-ins &amp; Appt.</td>
<td>$77.00</td>
<td>Billing Accounts, Cash, Company Checks, Corporate Accounts, Credit Cards, Debit Cards, Money Order, Checks</td>
</tr>
<tr>
<td>The UPS Store #4555</td>
<td>Tuesday 10:00 am to 4:00 pm, Walk-ins &amp; Appt.</td>
<td>$77.00</td>
<td>Cash, Company Checks, Corporate Accounts, Credit Cards, Debit Cards, Money Order, Checks</td>
</tr>
<tr>
<td>Watsonville Police Dept.</td>
<td>Thursday 8:30 am to 12:00 pm, Walk-ins, Wednesday 1:30 pm to 4:00 pm, Appt. only</td>
<td>$72.00</td>
<td>Cash, Money Order, Checks</td>
</tr>
</tbody>
</table>

*While you can use any Live Scan service location, you absolutely must use the REQUEST FOR LIVE SCAN SERVICE FORM that is included with this attachment

**Keep a copy of your COMPLETED and processed Live Scan service request form. The operator will have filled in the information at the bottom of the sheet. (For your protection, black out your social security number.) At the first EDUC 180 class meeting, you will be required to turn in a copy of your processed Live Scan service request form (make sure your SSN has been covered) along with your Mandated Reporter training certificate
For your convenience, here is the information for Live Scan service available at the Santa Cruz County Office of Education, but know that you can use ANY Live Scan service location https://oag.ca.gov/fingerprints/locations

**Keep a copy of your COMPLETED and processed Live Scan service request form. The operator will have filled in the information at the bottom of the sheet. (For your protection, black out your social security number.) At the first EDUC 180 class meeting, you will be required to turn in a copy of your processed Live Scan service request form (make sure your SSN has been covered) along with your Mandated Reporter training certificate.

Applicant Live Scan /Fingerprint Services

For School Districts
Santa Cruz County Office of Education
Human Resources Department
400 Encinal Street, Santa Cruz, CA 95060
(831) 466-5750

HOURS: MONDAY – FRIDAY 1:30 - 4:00 p.m.

The following are required:
1. You must bring the Request for Livescan Services Form with you. The SCCOE does not have extra copies of the form at their office. If you have misplaced your form, you will need to get another one from the UCSC Education 180 contact.
2. The Applicant will be required to present one of the following acceptable forms of identification:
   - Driver’s license or ID card issued by a state or outlying possession of the U.S. provided it contains a photograph;
   - ID card issued by federal, state, or local government agencies or entities provided it contains a photograph;
   - School ID card with photograph;
   - U.S. Military ID card with photograph;
   - U.S. Passport with photograph; and
   - Alien Registration Receipt Card with photograph.

Applicant should contact their respective employing or licensing agency if they have questions.

3. The Santa Cruz County Office of Education only accepts a Personal Check or Money Order for the cost of the fingerprints. They do not accept cash or credit.
Print and keep your Mandated Reporter training certificate, you will be required to turn it in at the first EDUC 180 class meeting along with a copy of your processed Live Scan service request form that the operator filled in (for your protection, black out your social security number).