

Fingerprint Requirement Information/Instructions

In accordance with the Church Policy at _____ Church, every individual who works in programs that include children from age 0 through 18 must submit to a LiveScan Fingerprint process. The purpose is to protect the safety and security of our most vulnerable participants. Applicant information is submitted to the California Department of Justice (DOJ) and is not kept at our church. Our representative is notified that the fingerprints have been submitted to DOJ; and if information of criminal activity comes to the attention of DOJ, the church is notified.

The Livescan Application (available from the church office) should be completed using our Church's identification number (_____ - *The church must first get an identifier (ORI) number from Department of Justice by completing their process to get the church registered.*) indicating the Job Title as "Volunteer." The cost of the fingerprint "rolling" process will be reimbursed upon your request. The following locations will accept the application and complete the process.

Remember to have your completed LiveScan Request form and valid picture identification with you to present to the fingerprinting agency.

**Citrus Heights Police Department
6315 Fountain Square Drive
Citrus Heights, CA 95621**

Appointments are scheduled on Wednesday or Thursday from 10 a.m. to 3:30 p.m., or on Saturday from 10 a.m. to 1:30 p.m. Please call the Records Unit for an appointment (916) 727-5500. The fee is \$17 and must be paid at the time of the appointment.

**FingerPrintTech
9828 Business Park Drive, Ste A
Rancho Cordova, CA 95670
Telephone: 366-3624**

Hours are Monday-Friday from 9:00 a.m. to 5:00 p.m. No appointment is necessary. The fee is \$18 and must be paid at time of fingerprinting.

**The UPS Store
7405 Greenback Lane
(NE Corner of San Juan and Greenback)
Citrus Heights, CA 95610
Telephone: 725-1345**

Hours for fingerprinting are 12:30 to 6:00 p.m. No appointment is necessary. The fee is \$19.50 and must be paid at the time of fingerprinting.

