

Live Scan for Dummies...

A stress-free and how-to guide for AARBF volunteers

What is Live Scan?

Live Scan is a digital fingerprinting system that allows fingerprints to be scanned and electronically sent to the California Department of Justice. Once cleared, CA DOJ will forward your approved status onto us at AARBF, allowing you to volunteer!

Who needs to submit Live Scan?

You do! As of January 1st, 2007 AARBF requires all new and returning volunteers and staff to submit fingerprints through Live Scan. Once you have completed Live Scan you are in the system for life! If you are a Federal employee and have been fingerprinted or had Live Scan in the past, you may have your supervisor write AARBF a letter stating that you have been cleared. If you are not a Federal employee, you must obtain your Live Scan and have all information sent to: **ORI: A9601** and **Mail Code: 11253**

Where can I get my Live Scan?

Live Scan is easily accessible throughout California. You may find a list of businesses, separated by County, that host Live Scan along with their location, prices, and whether they accept walk-ins or appointments at:

<http://ag.ca.gov/fingerprints/publications/contact.htm>

What do I need to bring to Live Scan?

You will need to bring three filled out copies of your Live Scan submission form from AARBF, a valid form of identification (expired IDs will not be accepted), and an appropriate method of payment. AARBF will not pay for your Live Scan. You can print a copy of the form at:

http://ag.ca.gov/fingerprints/forms/BCII_8016.pdf

When do I need to do this?

As soon as possible! The Department of Justice clearance process can sometimes take longer than expected, so to avoid any possible glitches and risk missing an exciting outing; make sure to get your Live Scan submitted *as soon as possible!*

Remember if you forget to complete Live Scan or do not submit your fingerprints on time you will not be able to participate in certain events.

If you have any questions about Live Scan, contact Sarah Burton at

1-800-755-BURN(2876) or sburton@aarbf.org