

Fingerprinting Requirements – Volunteers

American River College

Instructions for Departments:

Volunteers can have their fingerprinting done at a Los Rios Live Scan facility at no cost. However, if they choose a non-Los Rios facility, they will be responsible for the fingerprinting fee.

The department or area will cover the \$32 processing fee, which will be charged to them.

For New Volunteer:

- Follow the instructions in the Live Scan Packet to complete the fingerprinting process.
- Complete and sign **Fingerprint Chargeback Form**
- Submit the following to Business Services:
 - A completed copy of the **Request for Live Scan Service**
 - The completed **Fingerprint Chargeback Form**

For Returning Volunteer:

- **No Fingerprint Required:** No fingerprinting is needed if there has been no break in service between fiscal years.

If you have questions about the budget, please reach out to your Administrator.

VOLUNTEER - FINGERPRINT CHARGEBACK

The Department/Area requesting the volunteer is responsible for the \$32 cost of fingerprint processing.

Please complete the following for volunteer:

Name of Applicant: _____

Department: _____

By signing below, I certify that the above is true and correct:

Authorized Name Authorized Signature Date

Provide budget string to charge \$32 processing fee:

Bus Unit	Account	Fund	Department	Program	Class	Project
	5890					

BSO Use Only			
Office Initials	Live Scan	Clearance	Chargeback