

Fingerprinting Requirements – Student Help/FWS American River College Chargeback Instructions

The fingerprinting charge will be free to the student if they use a Los Rios Live Scan facility. The student will be responsible for the fingerprinting charge at a non-Los Rios facility.

For assignments, other than Child Care/Early Child Development Centers, the Department or Area requesting student employment shall pay the \$32 processing fee. A chargeback of \$32 will be charged to your department whether or not applicant is hired.

- Follow directions on Live Scan Packet to complete fingerprint process
- Student Help - Submit to Business Services, completed Request for Live Scan Service and Student Help and FWS – Fingerprint Chargeback form on page 3 with hiring packet.
- FWS – Submit to Financial Aid, completed Request for Live Scan Service and Student Help and FWS – Fingerprint Chargeback form on page 3 with hiring packet.
- Business Office will prepare journal entry to charge the department's budget