

In order to stay consistent with the procedures the other campuses are following, the Request for Livescan and the Livescan Authorization forms are both required when conducting the livescan at a Campus Police location

American River College's hours for fingerprinting are usually 9:00 am to 1:00 pm on Tuesdays as of 1/14/22

### INSTRUCTIONS TO APPLICANT

- ✓ Applicant fill out Section One of the Livescan Authorization form. Make sure Section Two is already filled out by your hiring supervisor/dean/appropriate administrator.
- ✓ Submit this authorization to the College Business Services Office, along with payment of \$15 (cash, check or credit card). The Business Office will issue a receipt for proof of payment.

## What To Bring To Your Fingerprinting Appointment

1. *Request for Live Scan Services* form. This form is provided by the hiring supervisor who is requesting your fingerprints. Please make sure to fill out the form before coming to your appointment.
2. *Fingerprint Authorization* form. This form needs to be filled out and signed by the hiring supervisor.
3. A valid, government-issued photo ID (such as a driver's license, state ID, passport, military ID, or resident card).
4. Rolling fees receipt. \$15.00 fee needs to be paid at the Campus Business Office **before your appointment.** Student employees do not need to pay this fee.