

**LOS RIOS COMMUNITY COLLEGE DISTRICT  
COLLEGE POLICE FINGERPRINT SCANNING AUTHORIZATION**



**NOTE:** This document is to be filled out only if you are planning on being fingerprinted at a Los Rios Community College District Police Services Office Livescan location (see reverse side for locations and numbers to call for times). If you choose not to have your fingerprints scanned at a Los Rios College Police Services site, you may have your fingerprints scanned at the State Department of Justice or other authorized agency.

**INSTRUCTIONS TO APPLICANT:** Should you choose to have your fingerprints scanned at a Los Rios College Police Services Office Livescan site please:

1. Fill out Section One below. Make sure Section Two is already filled out by your hiring supervisor/dean/appropriate administrator.
2. 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.
3. Bring this form and the proof of payment to the Los Rios College Police Services Office for your fingerprint scanning.

**SECTION ONE TO BE FILLED OUT BY APPLICANT:**

Section One:

APPLICANT NAME: \_\_\_\_\_

APPLICANT DATE OF BIRTH: \_\_\_\_\_

POSITION TITLE/DESCRIPTION: \_\_\_\_\_

**SECTION TWO TO BE FILLED OUT BY LOS RIOS HIRING SUPERVISOR/DEAN/APPROPRIATE ADMINISTRATOR:**

Section Two:

AUTHORIZED BY: \_\_\_\_\_  
Signature of Hiring Supervisor/Dean/Appropriate Administrator

\_\_\_\_\_  
Print Name and Title

Phone Extension: \_\_\_\_\_

**INSTRUCTIONS FOR LOS RIOS BUSINESS SERVICES OFFICE PERSONNEL ONLY:**  
To charge fingerprint rolling fee, use *Speed Code (G) 2111107*.

**LOS RIOS COMMUNITY COLLEGE DISTRICT  
DISTRICT POLICE - LIVESCAN FACILITIES LOCATIONS**



**For days and times of livescan availability, please call the numbers listed below.**

**American River College – 4700 College Oak Drive, Sacramento CA 95841  
916-484-8019**

**Cosumnes River College – 8401 Center Parkway, Sacramento CA 95823  
916-691-7393**

**Ethan Way Center – 1410 Ethan Way, Sacramento CA 95825  
916-286-3678 (cash/check only at this location)**

**Folsom Lake College – 10 College Parkway, Folsom CA 95630  
916-608-6632**

**Sacramento City College – 3835 Freeport Boulevard, Sacramento CA 95822  
916-558-2366**

For a map of the College Police department at each college site: go to "[www.losrios.edu](http://www.losrios.edu)", click on "QuickLinks" and choose "Campus Police".