

**LOS RIOS COMMUNITY COLLEGE DISTRICT  
HUMAN RESOURCES  
STUDENT EMPLOYEES\* - LIVESCAN DIRECTIONS**

**DIRECTIONS FOR STUDENT EMPLOYEES (Student Help or Federal Work Study ONLY)**

**In this packet, you should find the following documents:**

- A Request for Live Scan Service - Applicant Submission form.
  - A Los Rios Community College District College Police Fingerprint Scanning Authorization form (to be used only if you are having your prints taken at one of our campuses).
1. Your hiring supervisor will fill out and sign the LRCCD College Police Fingerprint Scanning Authorization form.
  2. Complete the sections marked with an "X" on the Request for Live Scan Service form.
  3. After completing the Request for Live Scan Service form, decide where you will have the live scan service completed at (a Los Rios Community College District Police Department or an Outside Agency). Please note that you must provide your government issued photo identification card to the live scan agency in order for your live scan to be processed (i.e., driver's license, passport). For questions on appropriate identification, please call the live scan agency directly.
    - A. **A Los Rios Community College District (LRCCD) Police Department:**  
If you choose to have your live scan service completed at one of the LRCCD's Police Departments, you **will NOT need to pay a rolling fee.** Please review the LRCCD College Police Fingerprint Scanning Authorization form for all available locations and times of live scan processing BEFORE going to the College Police Department.
    - B. **An Outside Agency:**  
If you choose to have your live scan service completed at an agency, other than a LRCCD Police Department, you **will have to pay the required rolling fee and processing fee.** A listing of agencies offering Live Scan services can be found at: <https://oag.ca.gov/fingerprints/locations> or click on [losrios.edu](https://losrios.edu), click on "Employees", click on "HR & Benefits", click on "Jobs at Los Rios", then click on "Los Rios Jobs", then click on "Fingerprinting (Live Scan locations)" and click on "Live Scan information" link. The fees vary depending upon the outside agency. Please call the outside agency for times of live scan processing BEFORE going to the agency.
  4. After completing the live scan service, the live scan operator will retain the original Request for Live Scan form and provide you with two copies. You will need to return one copy to your hiring supervisor and keep the other one for your records.

**You will not be allowed to begin employment until you have cleared the background check.**

**Note: It is not the intent of Los Rios CCD to have an applicant pay more than once for their background check. If you have previously completed a background check with Los Rios CCD, please call your HR Specialist at (916) 568-3107 to confirm if you must complete this live scan process again.**

**For questions, please call (916) 568-3107.**

\*LRCCD Board Regulations R-2631, requires that Student Employees must be fingerprinted in order to work.



# REQUEST FOR LIVE SCAN SERVICE

## Applicant Submission

A0743  
ORI (Code assigned by DOJ)

Employment  
Authorized Applicant Type

X  
Type of License/Certification/Permit OR Working Title (Maximum 30 characters - if assigned by DOJ, use exact title assigned)

### Contributing Agency Information:

Los Rios Community College District  
Agency Authorized to Receive Criminal Record Information

02175  
Mail Code (five-digit code assigned by DOJ)

1919 Spanos Court  
Street Address or P.O. Box

Contact Name (mandatory for all school submissions)

Sacramento CA 95825  
City State ZIP Code

(916) 568-3112  
Contact Telephone Number

### Applicant Information:

X  
Last Name

X  
First Name Middle Initial Suffix

Other Name X  
(AKA or Alias) Last

X  
First Suffix

X  
Date of Birth Sex  Male  Female

X  
Driver's License Number

X X X X  
Height Weight Eye Color Hair Color

Billing Number 130190  
(Agency Billing Number)

X  
Place of Birth (State or Country) Social Security Number

Misc. Number  
(Other Identification Number)

Home X  
Address Street Address or P.O. Box

X  
City State ZIP Code

Your Number: \_\_\_\_\_  
OCA Number (Agency Identifying Number)

Level of Service:  DOJ  FBI

If re-submission, list original ATI number:  
(Must provide proof of rejection)

Original ATI Number \_\_\_\_\_

### Employer (Additional response for agencies specified by statute):

Employer Name \_\_\_\_\_

Mail Code (five digit code assigned by DOJ) \_\_\_\_\_

Street Address or P.O. Box \_\_\_\_\_

City State ZIP Code \_\_\_\_\_

Telephone Number (optional) \_\_\_\_\_

### Live Scan Transaction Completed By:

Name of Operator \_\_\_\_\_

Date \_\_\_\_\_

Transmitting Agency LSID \_\_\_\_\_

ATI Number Amount Collected/Billed \_\_\_\_\_

# 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 page 2 for locations and how to schedule an appointment). If you choose not to have your fingerprints scanned at a Los Rios College Police Services site, you may have your fingerprints scanned at an authorized agency.

**Instructions for Student Employees (Student Help or Federal Work Study):** 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. Schedule an appointment (see page 2).

SECTION ONE (To be filled out by Applicant)	
Applicant Name	
Date of Birth	
Title/Position	

SECTION TWO (To be filled out by Los Rios Hiring Supervisor, Dean, or Administrator)	
Authorized Signature	
Name & Title	
Phone/Extension	

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 8**  
401 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 select "Campus Police".