

**LOS RIOS COMMUNITY COLLEGE DISTRICT
HUMAN RESOURCES
TEMPORARY CLASSIFIED - LIVESCAN DIRECTIONS**

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).
 - A Payroll Deduction form for \$32.00 (to process the background check).
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 need to pay a \$15 rolling fee at the college Business Services Office prior to your appointment.** 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, 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.



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 Temporary Classified Employees/Other: 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).
3. 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.
4. 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) | |
|--|--|
| 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 | |

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 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, click on "QuickLinks," and select "Campus Police".

LOS RIOS COMMUNITY COLLEGE DISTRICT

1919 SPANOS COURT SACRAMENTO, CA 95825-3981

Name (please print): _____

Employee ID or Social Security Number: _____

I authorize the Los Rios Community College District to deduct \$32.00 for a background check conducted by the Department of Justice. I understand this amount will be deducted from my first paycheck.

Signature

Date

Campus

Department