

- LIVESCAN INSTRUCTIONS -



Questions and Answers

Do we need to be Live Scan fingerprinted every year? No. Returning staff will not need to be fingerprinted again unless special circumstances exist or unless a “significant” break in service has occurred – this will be at the discretion of the Camp Director(s). Returning staff will be required to complete the “Voluntary Disclosure Form” each year.

Most of our staff are public safety employees, and as such have already been fingerprinted and had extensive background checks completed by their employer. Why we need to complete “another” check? Due to current privacy laws, your employer is not allowed to “share” information without your consent, and the DOJ will not allow us (even with your consent) to access any prior history/reports. We apologize for the inconvenience of the process, but there are NO other options. We hope you can all understand the necessity for the process, and the current demands to provide assurance that those entrusted with the care of children are appropriate to do so.

Live Scan Fingerprinting

To be fingerprinted, you will need to make an appointment with your local Department of Justice, Office of Education, Sheriff’s Department or Police Department (agencies that host Live Scan terminals). You may also check the Attorney General’s website at <http://ag.ca.gov/fingerprints/publications/contact.php> for additional information concerning locations and hours of operation. Please be aware that at this time of year appointments can take up to three (3) weeks to schedule. We have enclosed a list of many of the available locations in the Greater Sacramento area. If you have difficulty finding a location, please email us at camp@ffburn.org or call (916) 739-8525 so that we can assist you in locating one.

You will need to take this form to the fingerprinting location with you (*along with a picture ID*). Please complete the highlighted section prior to your arrival at the Live Scan terminal. When you arrive, let them know that you are with a non-profit organization. This may make a difference in the fee. If verification of our non-profit status is needed, our Federal Tax ID number is #23-7364927.

The Firefighters Burn Institute has a billing account with the Department of Justice located at 4949 Broadway, Sacramento, CA 95820, where you can obtain a LiveScan free of charge (will be billed directly to the Firefighters Burn Institute). The DOJ takes walk-ins only from 7:30am – 4pm, Monday-Friday. It is best to arrive no later than 2pm for same day fingerprinting. For other locations you will be charged a fee to be fingerprinted. Unfortunately, this fee ranges from location to location, but it should range between \$8.00 and \$30.00. You will need to pay this fee, however, save the receipt and mail to the Firefighters Burn Institute for reimbursement. We apologize that you will have to pay for this cost upfront, however, because each location designates its’ own fee, there is no way that we can pay for this ahead of time.

Once fingerprinted, the LiveScan agency will keep the cover sheet on the form, and you will receive the two back copies. Please mail these copies (along with the receipt) to the Firefighters Burn Institute’s office. Please make sure your name is on the receipt.