



REQUEST FOR LIVE SCAN SERVICE

Applicant Submission

Employee ID: _____

Instructions:

1. Fill in the blanks in the highlighted areas with clear print.
2. Bring this completed form with valid forms of ID (State ID (U.S. state), Passport, Permanent Resident Card or Military ID, if non-US has to be translated in English) to **Pak Mail Martinez located at 649 Main Street, Suite 102 Martinez, CA 94553.**
3. Submit the completed form to your local HR office, and keep a copy for yourself.

ORI: A0594 <small>Code Assigned by DOJ</small> Job Title: <input type="checkbox"/> Full-time Faculty <input type="checkbox"/> Part-time Faculty <input type="checkbox"/> Manager <input type="checkbox"/> Classified <input type="checkbox"/> Independent Contractor/Other	Type of Application: Employment-School Employee
Agency authorized to receive criminal history information Contra Costa Community College District <small>Agency Address Set Contributing Agency</small> 500 Court Street, 4th Floor <small>Street No. Street or PO Box</small> Martinez CA 94553 <small>City State Zip Code</small>	
<div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> 02154 <small>Mail Code (five-digit code assigned by DOJ)</small> Stephanie Morgado <small>Contact Name (Mandatory for all school submissions)</small> (925) 229-6870 <small>Contact Telephone No.</small> </div> </div>	
Name of Applicant: _____, _____ <small>(Please Print) Last First MI</small> Alias: _____ Driver's License No. _____ Date of Birth: _____ Sex: <input type="checkbox"/> Male <input type="checkbox"/> Female Agency Billing No. 144392 Height: _____ Weight: _____ Misc. No: _____ Eye Color: _____ Hair Color: _____ Home Address: _____ Place of Birth: _____ Social Security Number: _____	
Your Number: _____ <small>OCA No. (Agency Identifying No.)</small> _____ <small>If resubmission, list original ATI No.</small>	
Level of Service: <input checked="" type="checkbox"/> DOJ <input checked="" type="checkbox"/> FBI	
Employer: (Additional Response for Agencies listed by Statute) Campus Location: <input type="checkbox"/> DO <input type="checkbox"/> DVC <input type="checkbox"/> LMC <input type="checkbox"/> CCC <input type="checkbox"/> Off Campus/Other <hr/> <small>Street No. Street or PO Box</small> <small>Mail Code (five digit code assigned by DOJ)</small> <hr/> <small>City State Zip Code</small> <small>Agency Telephone No. (Optional)</small>	
Live Scan Transaction Completed By: _____ <small>Name of Operator</small> _____ <small>Date</small> <hr/> <small>Transmitting Agency ATI No.</small> <small>Amount Collected/Billed</small>	

IMPORTANT INFORMATION FOR LIVE SCAN FINGERPRINTING APPLICANTS

What is Live Scan?

Live scan is an inkless electronic system designed to capture an individual's fingerprint images and demographic data (name, sex, race, date of birth, etc.) in a digitized format that can be transmitted to the Department of Justice and other agencies for processing. Live scan fingerprint technology provides a fast, easy way of capturing fingerprint images and transmitting them to get a quick criminal history record response.

How does it work?

Fingerprint impressions are taken by placing an individual's fingers against a glass platen and scanning them. The scanned images are digitized and packaged with the demographic information that must be keyed into the system. Both sets of data are then electronically forwarded to the Department of Justice system for processing. Most live scan submissions are processed and results returned within 72 hours.

Live Scan Fingerprinting Services:

Live Scan technology allows digitally scanned fingerprints to be submitted electronically to the Department of Justice within a matter of minutes and allows criminal background checks to be processed usually within 72 hours. It is the responsibility of the applicant to obtain the correct forms for their fingerprinting services.

How to make an appointment:

An appointment is not necessary; Pak Mail accepts walk-ins.

**Pak Mail Martinez
649 Main Street, Suite 102
Martinez, CA 94553
Phone: (925) 228-6209**

What do I need to bring with me?

Applicants must bring to their appointment a completed Live Scan Request Form (also located on the CCCC website at <http://www.4cd.edu/hr/fingerprinting/Forms/AllItems.aspx>) and should have a valid social security number on the form along with a valid form of government issued photo identification, and the identification presented must be current! Expired identification, DMV photo receipts will not be accepted per Department of Justice requirements.

Examples of acceptable forms of identification are:

- State ID (U.S. state),
- Passport,
- Permanent Resident Card or
- Military ID,
- Current School ID if you are 18 years or younger

*Expired IDs are not accepted as means of verifying identification.

What are the final steps?

Give one copy to your local HR office and keep one copy for yourself.