

DOJ Form Instructions

1. Obtain a “Request for Live Scan Service” form from the DOJ web site, the SVPC web site, the Director of Children’s Ministry, the Director of Youth Ministry, or from the church office.

http://www.svpc.us/pdfs/safechurch/ScanServiceForm_BCI 8016.pdf

2. Fill out “Request for Live Scan Service” form using the following information: (forms obtained from church have the church information already filled in)

1st Box ORI: AC548

Application Type: **Volunteer**

Job Title or Type of License, Certification or Permit: **Volunteer with Children/Youth**

2nd Box Mailcode: **13638**

Agency Authorized to receive information: **Presbyterian Church of Sunnyvale**

Address: **728 W Fremont Ave, Sunnyvale CA 94087**

Contact Name: **Ginna Traina**

Contact Phone Number: **(408) 739-1892**

3rd Box Fill in your personal information

Alias: **Maiden name (if applicable)**

Misc. No. BIL: **leave blank**

Misc. No.: **leave blank**

4th Box Your Number: **leave blank**

Original ATI number: **leave blank**

Level of Service: **DOJ**

5th Box **leave all questions blank**

6th Box **To be filled in by Postal Net**

3. Take the “Request for Live Scan Service” form and a valid government issued photo id (such as a Driver’s License) to a live scan fingerprint location near you to get fingerprinted. See the box for details on locating a fingerprint location.

To locate a live scan fingerprint location near you please consult the Department of Justice website listed below. Please be sure to call ahead and verify times of service, cost, method of payment accepted and whether or not appointments are required. From this website one is able to search by address or view a listing by county.

<http://ag.ca.gov/fingerprints/publications/contact.php>

4. You will need to pay the amount shown, but can be reimbursed, if requested, by filling out a check request form (ask for and turn in to the front desk at the church office).
5. The finger print operator will fill in the bottom box of the form and give you two copies. Place one of the copies in the red folder in the “Safe Church” mailbox cubby by the front desk. The other is for your records. If you wish, you may blank out any personal information before turning in the form.