



## **Frequently Asked Questions about Live Scan and the Criminal Background Checks**

### **Q. I have provided fingerprints to other employers or agencies. Is it possible for Sunnyvale Presbyterian Church to use the results of previously taken prints?**

A. The DOJ does not share your information with other agencies. It is against the law for different agencies to share confidential fingerprint results with each other. An applicant's Live Scan form acts as a release for a criminal history response to be sent to the specified requesting agency. This means that you must submit a new application each time a criminal history is requested of you; therefore you must go through the Live Scan process again. Previous Live Scan information CANNOT be utilized. Furthermore, by Sunnyvale Presbyterian Church requesting the information, the church is put on "Subsequent Notification", meaning the church will be informed of convictions that are recorded in the future.

### **Q. What do I need to bring to my fingerprint appointment?**

A: The following are required for a complete Live Scan Application:

- A picture identification (drivers license, identification card, or passport)
- Request For Live Scan Service form
- INS/Resident or green card if you are not a U.S citizen
- A valid Social Security number is required on form
- Payment of \$14.00

### **Q. How do I prepare for my Live Scan appointment?**

A. Please ensure your form(s) have been completely filled-out before your appointment. Arrive on time for your appointment, check in at the fingerprint desk, and present your REQUEST FOR LIVE SCAN SERVICE form.

It is most important for your hands to be clean. Do not apply lotion or cream on your hands before your appointment. Fingernails should be trimmed (extensively long nails are prohibited) and rings with large stones should not be worn. This will prevent any possibility of damaging the Live Scan platen

### **Q. How long will it be before Sunnyvale Presbyterian Church receives my fingerprint clearance?**

A. On the day of your appointment, the Live Scan Technician will submit your fingerprints electronically to the Department of Justice/ FBI. Generally, it will take three to seven working days for the employer or agency to receive the DOJ clearance. During peak employment periods (August - October), the clearance may be delayed.

Clearance will take longer (up to 30 days) for any of the following reasons:

- If you have not lived in California for at least one year;
- If your year of birth is prior to 1945, or;
- If you have an arrest record.



**Q. Exactly what types of convictions are disclosed?**

A. Information released by the Department of Justice is restricted to arrests resulting in convictions involving specific sex, narcotic, or violent crimes. This would include, but is not limited to: Driving Under the Influence, drug possession, any crimes involving weapons and any sex-related crimes.

**Q. Who will have access to my conviction information?**

A. Only one person (the Church Administrator) will have access to this information. If information of a conviction is received, this the Church Administrator will review the specific situation and determine if the reported conviction would preclude a volunteer from being approved. The only information that is passed onto the Safe Church Committee is whether or not a volunteer is cleared. Specifics of convictions are not shared with anyone.

**Q. Is there any time when a volunteer with a conviction reported by the DOJ would be cleared?**

A. Yes. Everything is reviewed on a case-by-case basis. For example, it is possible that a single, long ago drug possession charge would not exclude a volunteer. Another example could be someone with a DUI might be cleared to work with children but asked not to be a driver on a trip.

**Q. Can I request personal criminal history background check results for myself?**

A. Individuals have the right to request a copy of their own criminal history record from DOJ to review the information for accuracy and completeness. You may request a background clearance for yourself based on live scan fingerprints, and other personal information. Further information can be found at: <http://ag.ca.gov/fingerprints/forms/crim%20record%20instruct.pdf>

**Q. How can I check on the status of my live scan application?**

A. If a requesting agency does not have results within seven days and digital Live Scan fingerprints were submitted, you can use the automated telephone system (916-227-4557) to check on your submission. You will need the following information: (1) your date of birth; and (2) the 10-digit Automated Transaction Identifier (ATI) number that appears at the bottom of the Department of Justice form requesting Live Scan fingerprint background checks. The ATI number always appears in the following sequence: 1 LETTER; 3 NUMBERS; 3 LETTERS and 3 NUMBERS.

**Q: Does a youth (under 18) need to get fingerprinted?**

A. No. The DOJ does not return any information for people under the age of 18. However, when a volunteer turns 18 they must get fingerprinted. If for some reason a person under 18 is fingerprinted for Sunnyvale Presbyterian Church, this meets the fingerprinting requirement and they do not need to do so again when they turn 18.