

DOJ Form Instructions (Fingerprinting)

1. Obtain a "Request for Live Scan Service" form from the church office or the church website at http://www.svpc.us/pdfs/safechurch/ScanServiceForm_BCII_8016.pdf. The top section of the form is already filled in with the church information.
2. Complete the "Name of Applicant" section of the "Request for Life Scan Service" form (see example of the applicant section below):

Name of Applicant: (Please print)		_____	_____	_____	_____
	Last		First		MI
Alias:	_____	_____	_____	Driver's License No:	_____
	Last		First		
Date of Birth:	_____	Sex:	<input type="checkbox"/> Male <input type="checkbox"/> Female	Misc. No. BIL -	Do not fill in
					Agency Billing Number
Height:	_____	Weight:	_____	Misc. Number:	Do not fill in
Eye Color:	_____	Hair Color:	_____	Home Address:	
Place of Birth:	_____			Street No.	Street or PO Box
Social Security Number:	_____			City, State and Zip Code	

3. To get fingerprinted, take the "Request for Live Scan Service" form, a valid government issued photo ID (such as a driver's license) to one of the locations listed below. *You may want to call ahead to verify the details listed below.* To locate other Live Scan locations in Santa Clara County, go to <http://ag.ca.gov/fingerprints/publications/contact.php>.

Location	Hours	Fee	Accepted Forms of Payment
The UPS Store 0180 1030 E El Camino Real Sunnyvale, CA 94087 (408) 245-1600 store0180@theupsstore.com	Saturday 9:00 am to 5:00 pm Mon - Fri 9:00 am to 7:00 pm	\$20.00	<ul style="list-style-type: none"> Cash Credit Cards
KR Services LLC 1208 E. Arques Avenue Suite 101 Sunnyvale, CA 94085 (408) 739-4400 service@mylivescan.com	Saturday 10:00 am to 5:00 pm Mon - Fri 9:00 am to 7:00 pm	\$25.00	<ul style="list-style-type: none"> Cash Credit Cards Debit Cards Checks

4. The fingerprint operator will complete the lower portion of the "Request for Live Scan Service" form and will give you a copy of the completed form. *Return that form to the church office.*
5. You will need to pay for the fingerprinting, but can be reimbursed by filling out a check request form and submitting it with your receipt. You can obtain and submit the check request form in the church office and a check will be mailed to you.