



## Office of Human Resources

### **INSTRUCTIONS FOR FINGERPRINTING - Volunteers**

The State of California Education Code, Section 87013 mandates employees of a community college district shall be fingerprinted within ten (10) working days of employment.

Under California law a plea or verdict of guilty or finding of guilt by the court is deemed to be a conviction, irrespective of a subsequent order under Penal Code section 1203.4 and Education Code sections 87008(a), 87009, 87013, 87405, 88022, and 88024. Relief under Penal Code section 1203.4 does not remove the fact of conviction as they relate to applications or questionnaires to public entities such as the Chabot - Las Positas Community College District. As a result, you are required to reveal any past conviction on your employment application.

Fingerprinting may only be completed by State of California's Department of Justice (DOJ) qualified Live Scan Site to perform fingerprinting services. The listing is available on the State of California's Department of Justice website: <https://oag.ca.gov/fingerprints/locations>. It is strongly suggested that the applicant contact the Site you are interested in to verify a) cost of fingerprinting, b) cost of rolling fee, and c) hours of Live Scan operation.

#### STEPS TO FOLLOW:

- 1) Fingerprinting is to be accomplished as soon as possible to meet Board deadlines and confirm Human Resources start date.
- 2) Complete the middle section of the Request for Live Scan Service form by filling in your name, date of birth, sex, height, weight, eye and hair color, place of birth, driver's license number, and home address.
- 3) Take the Request for Live Scan Service form and a valid photo ID to one of the DOJ- qualified Live Scan Site to have the fingerprinting service performed.
- 4) Have the Live Scan Fingerprint Processing Agent complete and acknowledge the service by filling in the appropriate section at the bottom of the Request for Live Scan Service form.
- 5) The agency will process the Request for Live Scan Service form. The Live Scan Site should not charge you the processing fee – it is to be charged to the District's billing number #140127 directly and is noted on the live scan form. However, you will be charged for the rolling fee, which should range up to \$30. Please obtain a receipt and submit to the Office of Human Resources with Item #6 below for reimbursement.
- 6) The Live Scan Fingerprint Processing Agent will return a completed Request for Live Scan form back to you. Please return a copy of the Live Scan form with the rolling fee receipt to the address indicated below and keep a copy for your record.

Office of Human Resources  
Chabot - Las Positas Community College District  
Attention: Denise Marriott  
7600 Dublin Boulevard, 3<sup>rd</sup> Floor  
Dublin CA 94568

For additional information or questions please contact the Office of Human Resources, [Denise Marriott](mailto:Denise.Marriott@chabot.edu), 925.485.5236.