



## CHABOT LAS POSITAS COMMUNITY COLLEGE DISTRICT Office of Human Resources

### **INSTRUCTIONS FOR FINGERPRINTING - Administrator**

The State of California Education Code, sections 87013 and 88024 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 a Department of Justice (DOJ) qualified Live Scan Site to perform fingerprinting services. The listing is available on the Department of Justice website: <https://oag.ca.gov/fingerprints/locations>. As the applicant is responsible for the cost, it is strongly suggested that the applicant contact the Site you are interested in to verify a) cost of processing, 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 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 a DOJ-qualified Live Scan Site to have the fingerprinting service performed. Reminder: The Live Scan fingerprint processing and rolling fee is the responsibility of the applicant.
- 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. The Live Scan Fingerprint Processing Agent should return a copy of the completed Request for Live Scan Service form back to you.
- 5) The agency will process the Request for Live Scan Service Form.
- 6) Please return a copy of the Live Scan form to the address noted below and keep a copy for your record.

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

For additional information or questions please contact the Office of Human Resources at 925.485.5240.