



Employee Tip Sheet

MEETING FINGERPRINT REQUIREMENTS

It's a snap to schedule getting your fingerprints taken!

State law and District policy require that all "new hire" employees be fingerprinted before processing of their assignment is considered complete. All fingerprints taken are screened by the Department of Justice. FBI screening is required for student employees, professional experts, or community services teachers whose work involves supervision or association with minors under 18 years of age. Fortunately, getting your fingerprints taken is easy and can be done at no cost to you. Here's how.



All fingerprints are taken using the Live Scan processing system adopted by the California Department of Justice at a State of California authorized Live Scan facility. These facilities are located throughout California. Some facilities can even be found at a District location! **Use the Live Scan facility designated by your location personnel office.**

1. WHO TO CONTACT

Except for Child Development Center employees, all appointments for fingerprinting are scheduled through the Personnel Office at the hiring location. The Child Development Center Director schedules appointments for employees who work in the Centers. Your designated contact will:

- Schedule your appointment.¹
 - Appointments may be scheduled upon acceptance of an employment offer but must be scheduled no later than your first day of service.
 - Fingerprints must be taken within five (5) working days of your first day of service.
 - Fingerprinting is usually done at one of four District locations: Los Angeles City College, Los Angeles Valley College, West Los Angeles College, or the District Office.
- Give you a Request for Live Scan Service form. You must complete the applicant portion of the form
- Determine if your assignment requires FBI screening or not.
- Initiate arrangements for a parking permit or parking validation as needed.

2. WHAT TO BRING

When you go for fingerprinting, you **must** bring the following original items:

- Valid (not expired) state-issued driver's license or identification card.²
- Request for Live Scan Service form provided by your location Personnel Office.

3. WHAT TO EXPECT

The actual fingerprinting process takes about 30 minutes or so. When you arrive your identification will be reviewed and your Request for Live Scan Service form will be reviewed for completeness. Both hands will be fingerprinted. Because the scanner is easily scratched, you will be instructed to remove any jewelry before fingerprinting is done. You may be given some lotion to use on your fingertips as moisture on the fingertips allows for a darker print image.

¹ Fingerprinting at District expense is at authorized Live Scan facilities under contract. The District does not reimburse for applicants for fingerprinting done elsewhere. If an alternate location is required, your Personnel Assistant must make the arrangements.

² In the absence of one of these cards, contact your designated Live Scan Service provider for assistance with determining what is considered an acceptable secondary form of identification.