

# **LOS RIOS COMMUNITY COLLEGE DISTRICT**

## **TEMPORARY CLASSIFIED EMPLOYEES - LIVESCAN DIRECTIONS**

**In this packet, you should find the following documents:**

- A Request for Live Scan Service – Applicant Submission form.
- A Los Rios Community College District College Police Fingerprint Scanning Authorization form (to be used ONLY if you are having your prints taken at one of our campuses).
- A Payroll Deduction form for \$32.00 (to process the background check).

**Follow the instructions below if you are going to have your Live Scan complete at a Los Rios College Police Department:**

- Complete all sections on the “Request for Live Scan Service” form marked by an “x.”
- Both you and your hiring manager need to fill out the Los Rios Community College District College Police Fingerprint Scanning Authorization form.
- Follow the “Instructions to Applicant” section on the form.

**Follow the instructions below if you are going to have your Live Scan completed at a location other than a Los Rios College Police Department:**

- Complete all sections on the “Request for Live Scan Service” form marked by an “x.”
- Determine what agency you will go to for the Live Scan service. A listing of agencies offering Live Scan services can be found at: <https://oag.ca.gov/fingerprints/locations> or click on [losrios.edu](https://losrios.edu), click on “Employees”, click on “HR & Benefits”, click on “Jobs at Los Rios”, then click on “Los Rios Jobs”, then click on “Fingerprinting (Live Scan locations)” and click on “Live Scan information” link.
- Go to an agency offering Live Scan services for fingerprinting. The Live Scan operator will keep the top copy and return the remaining two copies of the form to you. You will need to bring one copy of the completed Live Scan form to your hiring supervisor.

### **Additional Information/Instructions:**

- At the time of fingerprinting, you must be prepared to pay the rolling fee (fees vary by agency) as required by the Live Scan agency.

**Once your background check result has been received by Human Resources, you will be notified by your supervisor.**

For questions, please call (916) 568-3107.



## REQUEST FOR LIVE SCAN SERVICE

### Applicant Submission

A0743

ORI (Code assigned by DOJ)

Temporary Classified

Type of License/Certification/Permit OR Working Title (Maximum 30 characters - if assigned by DOJ, use exact title assigned)

### Contributing Agency Information:

Los Rios Community College District

Agency Authorized to Receive Criminal Record Information

1919 Spanos Court

Street Address or P.O. Box

Sacramento

City

CA

State

95825

ZIP Code

Employment

Authorized Applicant Type

02175

Mail Code (five-digit code assigned by DOJ)

Chanelle Whittaker

Contact Name (mandatory for all school submissions)

(916) 568-3112

Contact Telephone Number

### Applicant Information:

X  
Last Name

Other Name X  
(AKA or Alias) Last

X  
Date of Birth Sex ☐ Male ☐ Female

X X X X  
Height Weight Eye Color Hair Color

X  
Place of Birth (State or Country) Social Security Number

Home X  
Address Street Address or P.O. Box

X  
First Name Middle Initial Suffix

X  
First Suffix

X  
Driver's License Number

Billing  
Number 130190  
(Agency Billing Number)

Misc.  
Number  
(Other Identification Number)

X  
City State ZIP Code

Your Number:   
OCA Number (Agency Identifying Number)

Level of Service: ☒ DOJ ☐ FBI

If re-submission, list original ATI number:  
(Must provide proof of rejection)

Original ATI Number

### Employer (Additional response for agencies specified by statute):

Employer Name

Mail Code (five digit code assigned by DOJ)

Street Address or P.O. Box

City State ZIP Code

Telephone Number (optional)

### Live Scan Transaction Completed By:

Name of Operator

Date

Transmitting Agency

LSID

ATI Number

Amount Collected/Billed

# LOS RIOS COMMUNITY COLLEGE DISTRICT

1919 SPANOS COURT SACRAMENTO, CA 95825-3981

Name (please print): \_\_\_\_\_

Employee ID or Social Security Number: \_\_\_\_\_

**I authorize the Los Rios Community College District to deduct \$32.00 for a background check conducted by the Department of Justice. I understand this amount will be deducted from my first paycheck.**

\_\_\_\_\_  
*Signature*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Campus*

\_\_\_\_\_  
*Department*

# LOS RIOS COMMUNITY COLLEGE DISTRICT COLLEGE POLICE FINGERPRINT SCANNING AUTHORIZATION



**NOTE:** This document is to be filled out only if you are planning on being fingerprinted at a Los Rios Community College District Police Services Office Livescan location (see page 2 for locations and how to schedule an appointment). If you choose not to have your fingerprints scanned at a Los Rios College Police Services site, you may have your fingerprints scanned at an authorized agency.

**INSTRUCTIONS TO APPLICANT:** Should you choose to have your fingerprints scanned at a Los Rios College Police Services Office Livescan site please:

1. Fill out Section One below. Make sure Section Two is already filled out by your hiring supervisor/dean/appropriate administrator.
2. Schedule an appointment (see page 2).
3. Submit this authorization to the College Business Services Office, along with payment of \$15 (cash, check or credit card). The Business Office will issue a receipt for proof of payment.
4. Bring this form and the proof of payment to the Los Rios College Police Services Office for your fingerprint scanning.

## SECTION ONE TO BE FILLED OUT BY APPLICANT:

### Section One:

APPLICANT NAME: \_\_\_\_\_

APPLICANT DATE OF BIRTH: \_\_\_\_\_

POSITION TITLE/DESCRIPTION: \_\_\_\_\_

## SECTION TWO TO BE FILLED OUT BY LOS RIOS HIRING SUPERVISOR/DEAN/APPROPRIATE ADMINISTRATOR:

### Section Two:

AUTHORIZED BY: \_\_\_\_\_  
Signature of Hiring Supervisor/Dean/Appropriate Administrator

\_\_\_\_\_  
Print Name and Title

Phone Extension: \_\_\_\_\_

## **INSTRUCTIONS FOR LOS RIOS BUSINESS SERVICES OFFICE PERSONNEL ONLY:**

To Charge fingerprint rolling fee, use **Speed Code (G) 2111107**.

**LOS RIOS COMMUNITY COLLEGE DISTRICT  
DISTRICT POLICE - LIVESCAN FACILITIES LOCATIONS**



**To schedule an appointment please go to:**

**<https://police.losrios.edu/campus-services/live-scan-fingerprinting>**

**Los Rios CCD locations:**

**American River College – 4700 College Oak Drive, Sacramento CA 95841**

**Cosumnes River College – 8401 Center Parkway, Sacramento CA 95823**

**Ethan Way Center – 1410 Ethan Way, Sacramento CA 95825  
(cash/check only at this location)**

**Folsom Lake College – 10 College Parkway, Folsom CA 95630**

**Sacramento City College – 3835 Freeport Boulevard, Sacramento CA 95822**

For a map of the College Police department at each college site: go to “<https://police.losrios.edu/about-us/police-centers>”, **OR** go to “<https://losrios.edu>”, scroll down to the bottom right and click on “**Los Rios Police Department**”, click on “**About Us**”, then click on “**Police Center**” and choose your most convenient police campus.