



REQUEST FOR LIVE SCAN SERVICE (Public Schools or Joint Powers Agencies)

[Print Form](#)[Reset Form](#)

Applicant Submission

ORI: CA0372100

Code assigned by DOJ

Type of Applicant: ☐ Classified School Employee ☐ Credentialed School Employee

The following selections are for Public Schools only:

☐ License, Certification, Permit ☐ Peace Officer ☐ Law Enforcement Officer ☒ Volunteer

Type of License/Certification/Permit OR Working Title: Volunteer

(Maximum 30 characters - if assigned by DOJ, use exact title assigned)

Contributing Agency Information:

San Diego Unified School District

Agency Authorized to Receive Criminal Record Information

4100 Normal Street

Street Address or P.O. Box

San Diego

City

CA

State

92103

ZIP Code

03257

Mail Code (five-digit code assigned by DOJ)

Human Resources/ LiveScan

Contact Name (mandatory for all school submissions)

(619) 725-8089

Contact Telephone Number

Applicant Information:

Last Name First Name Middle Initial Suffix

Other Name

(AKA or Alias) Last

First

Suffix

Date of Birth

Sex ☐ Male ☐ Female

Driver's License Number

Height

Weight

Eye Color

Hair Color

Billing
Number

(Agency Billing Number)

Place of Birth (State or Country)

Social Security Number

Misc.
Number

(Other Identification Number)

Home

Address

Street Address or P.O. Box

City

State

ZIP Code

Your Number: N/A

(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

Live Scan Transaction Completed By:

Name of Operator

Date

Transmitting Agency

LSID

ATI Number

Amount Collected/Billed



Human Resource Service Division
Live Scan Referral Information

Congratulations on your offer of employment with the San Diego Unified School District!

Please carefully review this information sheet to schedule your fingerprinting appointment. You cannot begin your work assignment until your fingerprints have cleared and you have received positive confirmation from the Human Resource Services Division representative that you can report to a worksite.

Due to COVID-19 Health and Safety requirements, you should schedule an appointment for your fingerprints. Please note, fingerprinting can be delayed due to poor prints or additional time needed for the state and federal agencies to conduct the background check, therefore it is critical that you make your appointment immediately upon this offer.

Before you go:

- Applicants are required to pay both fees to the fingerprint operator (rolling fees) and the state and federal fees. When you make your appointment, please also confirm the acceptable forms of payment.
- Government fees are required for the State (DOJ) and Federal (FBI) level criminal history record checks. Additional fees may also be required (e.g., license or certification fees). For a list of current fee charges, please go to [Applicant Fingerprint Processing Fees](#)
- Rolling fees vary from location to location and cover only the operator's cost for rolling the fingerprint images. Please note, the fees listed in this form are based on a point in time; the operator may adjust fees without notice. The fees listed below do not include the DOJ and FBI fees. Your total fees may range and can possibly start around \$80 and beyond, varies per location.
- Applicants must present valid photo identification to the Live Scan Operator. Expired identification will not be accepted.
- You must present the attached *Request for Live Scan Service (Public Schools or Joint Powers Agencies)* to the Live Scan Operator at the time of your appointment; if you forget the form, they will not be able to process your fingerprinting appointment.

Fingerprint Operator Location & Contact Information	Hours of Operation	Rolling Fee	Forms of Payment Accepted at this location
Mail & Parcels Plus 4364 Bonita Road Bonita, CA 91902 (619) 470-4008 mppbonita@aol.com	Saturday Walk-ins 9:00 am to 4:00 pm Weekdays Walk-ins 8:00 am to 6:00 pm	\$25.00 + Applicant Fingerprint Processing Fees	<ul style="list-style-type: none"> • Cash • Credit cards • Debit Cards
Certifix Live Scan dbw The UPS Store 6965 El Camino Real. #105 Carlsbad, CA 92009 1 (760) 666-3419 info@certifixlivescan.com	Weekdays Walk-ins & Appointments 9:00 am to 6:00 pm Saturday Walk-ins & Appointments 9:00 am to 5:00 pm	\$30.00 + Applicant Fingerprint Processing Fees	<ul style="list-style-type: none"> • Cash Only

Attention: Please call ahead to ensure appointment availability. Do not enter any live scan facility if you have any COVID-19 symptoms (fever, cough, trouble breathing, etc.), are awaiting the results of a COVID-19 test, or have been advised to self-quarantine.



Human Resource Service Division
Live Scan Referral Information

Certifix Live Scan dbw The UPS Store 11835 Carmel Mountain Road #1304 Carmel Mountain, CA 92128 1 (858) 304-8219 info@certifixlivescan.com	Weekdays Walk-ins 9:00 am to 5:30 pm Saturday Walk-ins 9:00 am to 4:00 pm	\$25.00 + Applicant Fingerprint Processing Fees	<ul style="list-style-type: none"> • Cash • Checks • Credit Cards • Debit Cards • Money Order
AD Livescan & Notary Services South 807 Anchorage Place Suite #1 Chula Vista, CA 91914 (619) 348-3125 southbay@adlivescan.com Mobile services are available	Weekdays Walk-ins & Appointments 9:00 am to 6:00 pm Saturday Appt. only 9:00 am to 12:00 pm Sunday Appt. only	\$25.00 + Applicant Fingerprint Processing Fees	<ul style="list-style-type: none"> • Checks • Credit Cards • Debit Cards • Money Order
Chula Vista Police Dept. 315 Fourth Street Chula Vista, CA 91910 (619) 691-5137	Mon - Fri Appt. only 8:00 am to 4:00 pm	\$23.00 + Applicant Fingerprint Processing Fees	<ul style="list-style-type: none"> • Cash • Checks
Postal Annex #188 2220 Otay Lakes Road Suite #502 Chula Vista, CA 91915 (619) 656-8484 pa188@postalannex.com website: postalannexeastlake.com	Saturday Walk-ins 9:00 am to 3:45 pm Weekdays Walk-ins 9:00 am to 5:45 pm	\$20.00 + Applicant Fingerprint Processing Fees	<ul style="list-style-type: none"> • Cash • Credit Cards • Debit Cards
Affordable Live Scan located inside of the Farmers Insurance Office 4238 El Cajon Blvd San Diego, CA 92105 (619) 888-0288 affordablelivescan@yahoo.com Mobile services are available	Weekdays Appt. only 9:00 am to 5:00 pm	\$25.00 + Applicant Fingerprint Processing Fees	<ul style="list-style-type: none"> • Cash • Credit Cards • Debit Cards
Alive Scan 2707 Garnet Avenue Suite #3 Pacific Beach, CA 92109 (858) 349-0204 info@alivescan.com Mobile services are available	Monday Walk-ins & Appointments 10:00 am to 5:00 pm Wednesday Walk-ins & Appointments 10:00 am to 5:00 pm Friday Walk-ins & Appointments 10:00 am to 5:00 pm	\$28.00 + Applicant Fingerprint Processing Fees	<ul style="list-style-type: none"> • Cash • Checks • Credit Cards • Debit Cards

Attention: Please call ahead to ensure appointment availability. Do not enter any live scan facility if you have any COVID-19 symptoms (fever, cough, trouble breathing, etc.), are awaiting the results of a COVID-19 test, or have been advised to self-quarantine.



Human Resource Service Division
Live Scan Referral Information

San Diego Livescan (LA MESA/EAST COUNTY) 8900 Grossmont Blvd Suite 4-2La Mesa, CA 91941 (619) 597-6657 sdlivescan@gmail.com Mobile services are available	MON-FRI 9:30AM-4:30PM ****SATURDAY 10AM-12PM**** NO APPOINTMENT NECESSARY AT ALL LOCATIONS	SAN DIEGO UNIFIED SCHOOL DISTRICT ROLLING FEE \$27.00	<ul style="list-style-type: none">• Cash• Credit Cards• Debit Cards• Money Order
San Diego Livescan (CLAIREMONT/SAN DIEGO) 9590 CHESAPEAKE DR, SUITE 122 SAN DIEGO, CA 92123 619-627-7047 sdlivescan@gmail.com Mobile services are available	MON-FRI 9:30AM-4:30PM NO APPOINTMENT NECESSARY AT ALL LOCATIONS	SAN DIEGO UNIFIED SCHOOL DISTRICT ROLLING FEE \$27.00	<ul style="list-style-type: none">• Cash• Credit Cards• Debit Cards• Money Order

Attention: Please call ahead to ensure appointment availability. Do not enter any live scan facility if you have any COVID-19 symptoms (fever, cough, trouble breathing, etc.), are awaiting the results of a COVID-19 test, or have been advised to self-quarantine.