

“I Have a Dream”® – East Palo Alto FINGERPRINTING INSTRUCTIONS

To ensure the safety of all Dreamers and in compliance with district and local project policies, IHAD-EPA requires all staff and volunteers to be fingerprinted. The process is mandated by California state law for any person working with students. The process is very easy and does not involve any messy ink - only a quick scanning of your fingers that can be done in less than 10 minutes.

Locations

- Please see Page 2 for a list of Live Scan locations. If you live close to Stanford, we recommend the office at Stanford's Police Department.

Fee

- All Live Scan offices will require a fee of at least \$10. If paying this cost is a burden to you, please speak with someone at IHAD-EPA.

What to bring

- Government-issued ID (i.e. driver's license or passport)
- Printed page with your appointment confirmation number (FOR ONLINE FORMS ONLY)
- 3 copies of the “Request for Live Scan Service” Form (FOR ONLINE FORMS ONLY)

How to complete the form

- You will need to fill out a “Request for Live Scan Service” form before you are fingerprinted. Forms will be available at the offices, and some offices (including the Stanford one) also allow you to schedule an appointment and fill out the form online.
 - o if making an appointment ONLINE:
 - o You will fill out the form online.
 - o Refer to instructions A-F.
 - o If making an appointment BY PHONE or attending DROP-IN hours:
 - o You will fill out the form in the Life Scan office.
 - o Refer to A-C only

A. TOP SECTION: Please fill in the information exactly as it appears below:

Agency ORI Code: Z0001

Type of Application: Volunteer

Job Title or type of License, Certification, or Permit: Volunteer

Agency authorized to receive criminal history information: Building Futures Now

Street No: PO Box

Street or PO Box: 1524

City: Palo Alto

State: CA

Zip: 94303

Contact Name: Stacy Bluth

Mail Code: 07202

B. The MIDDLE SECTION asks for personal information and for the most part is straightforward. For eye color you should use one of the following three letter codes: BRO (brown), BLK (black), BLU (blue), GRN (green), GRY (gray), HAZ (hazel), MAR (maroon). For hair color you should use one of the following abbreviations: BAL (bald), BLK (black), BLN (blond), BRO (brown), GRY (gray), RED (red), SDY (sandy), WHI (white). You should enter your height as a three digit number beginning with feet (e.g. 504 if you are 5'4", 601 if you are 6'01"). You are only required to fill in the fields marked with a red asterisk, though you should try to fill in as many of the others as you can.

C. BOTTOM SECTION: Leave blank.

D. After you have completed the form and clicked 'Next', you will be taken to a calendar and asked to choose a location and date for your fingerprinting appointment. You should select 'Stanford University Live Scan' as your location.

E. After you have chosen your location and date and clicked next, you will be asked to choose an available time for your appointment. EVEN THOUGH THE WEB SITE SHOWS SLOTS AVAILABLE FROM 8:00 AM TO 3:45 PM, THE STANFORD OFFICE IS ONLY OPEN MONDAY-THURSDAY FROM 8:30-3:00 (CLOSED FROM 11:45-1:00 FOR LUNCH) AND ON FRIDAY FROM 10:30-3:00

F. (CLOSED FROM 11:45-1:00 FOR LUNCH). BE SURE YOU ONLY MAKE APPOINTMENTS DURING THOSE HOURS.

G. Once you have chosen a time and clicked next, you should print out a copy of your confirmation page (the page that contains the Tracking No. for your appointment). You should also print out 3 copies of Form 8016 'Request for Live Scan Service.

o Once you have had your fingerprints scanned, the person who scanned them should sign all three copies of your 'Request for Live Scan Service' form. The results from your fingerprints will be automatically sent to the IHAD-EPA database. They will not be available to IHAD-EPA staff for a few weeks. Please keep your copy as a record, in case IHAD-EPA does not properly receive its copy.