

Livescan Fingerprinting for School Volunteers

Fingerprinting Requirement (NEW!)

There are so many great ways to contribute your time and talents to the SCM community and we would love your help this year. The safety of our students is our first priority. This year SCM will be requiring parent volunteers who work directly with students outside of the presence of a certificated teacher to be fingerprinted. This includes parents who drive students on field trips or chaperone on camping trips. Fingerprinting is only required once from each volunteer while your child attends SCM. Unlike the DMV driving record, the fingerprint clearance file will remain active and applicable from year to year.

Volunteers will be asked to cover the \$32 cost (as of August 2019) of the fingerprinting service. The school will cover the rest of the cost. SCM will be notified when the volunteer has been cleared to start working with students or driving on trips. **It takes at least three weeks to get the results, so please start this process as early as possible.** Thank you for your willingness to be a volunteer!

Sheriff's Office - Cabrillo College

Livescan fingerprinting can be obtained at Cabrillo College Sheriff's Office or other Livescan agencies.

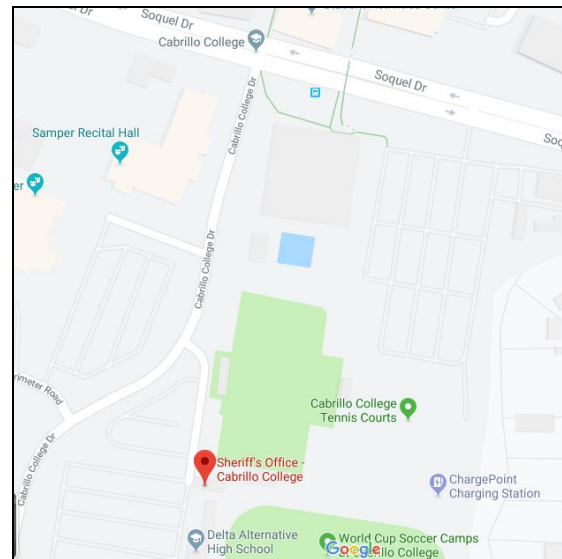
The closest Sheriff's Office is located inside the portable in the parking lot for the Cabrillo College field and track.

6500 Soquel Dr, Aptos, CA 95003

Open Mon. - Fri. 8:00 am - 4:00 pm

Phone (831) 479-6313

Payment by cash, check, or card



Instructions

1. **Print page 1 of the pre-filled Livescan form or pick one up at the SCM front office.** (also available online at scms.org/parents). One form will be needed for each volunteer.
2. **Fill in section 5 with your information before going to the Livescan facility.** You can contact the Livescan service at the Cabrillo College Sheriff's Office or other local Livescan agencies for more information about locations and hours if needed.
3. **At the Livescan agency submit your form, pay the fee, and get fingerprinted.**
4. **Bring the completed form back to the SCM office.**