



## COHORT 3: COLLEGE CORPS STUDENTS (Revised 07/15/2024)

This information is for students who applied to the College Corps Program Cohort 3.

SF State's [Institute for Civic & Community Engagement](#) (ICCE) coordinates the College Corps Program and supports all student placement within the three focus areas K-12 Education, Climate Action, and Food Insecurity. If you have any questions and would like to check in with your assigned program coordinator, Samantha and Elizabeth, please schedule time using their Calendly link.

### STEPS TO COMPLETE

#### OVERVIEW OF PRE-SITE PROCESS: BACKGROUND INFORMATION & TIMELINE

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The Live Scan clearance can take up to 4-6 weeks and could affect your college corps start date, **we highly recommend that you complete the onboarding process as soon as possible.**

#### DEADLINE – to complete ASAP

- Complete Live Scan process submit the completed copy of your *Request for Live Scan Service* form (must be a clear image) to assigned Program Coordinator to indicate that you completed this onboarding task.

#### COMPLETE THE LIVELSCAN PROCESS

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Live Scan is required for all students participating in the College Corps Program *before* they start the program. Live Scan fingerprinting refers to both the technique and the technology used by law enforcement agencies to capture fingerprints and palm prints electronically, without the need for the more traditional method of ink and paper. Below you will be provided with Live Scan instructions/resources, such as links to Live Scan locations, how to prepare, and expected cost.

### ADDITIONAL INFORMATION & FAQs

#### LIVE SCAN LOCATIONS

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**Students that are conditionally accepted into the College Corps program must undergo the live scan process as part of the onboarding process.**

- Students have **TWO OPTIONS**:
  - Do Live Scan through SF State University Police Department (UPD)

- Find the closest available Live Scan location near you and have the results sent to UPD, click on this link: <https://oag.ca.gov/fingerprints/locations>.

1) What to Bring to Your Appointment

- ✓ Valid government issued ID such as: driver's license, state/government ID card, or passport.
- ✓ Live Scan Request Form (form is attached to this document – last page). Complete the yellow highlighted sections and print the *REQUEST FOR LIVE SCAN SERVICE* PDF form and bring to your appointment. Every other item not highlighted yellow – leave blank. You can complete the yellow sections handwritten or printed on computer. Note: if you do not have a current Driver's License, leave this item blank and ask the Live Scan technician for guidance. Note, you must be able to provide a valid government issued ID at your appointment.
- ✓ Form of payments: credit/debit cards.

### LIVESCAN THROUGH LIVESCAN SERVICE OTHER THAN UPD

- A. Find the closest available LifeScan location near you, click on this link: <https://oag.ca.gov/fingerprints/locations>.
- B. Please call in advance and/or visit their website to see if they are actively performing Live Scans, what the processing fee, service (DOJ and FBI) costs are and what forms of payment are acceptable, as well as to confirm what additional items you need to bring to your appointment.
- C. What to Bring to Your Appointment
- ✓ Again, call in advance (and/or look at their website) and/or refer to your chosen Live Scan site to confirm what items you need to bring to your appointment.
  - ✓ Complete the yellow highlighted sections and print the *REQUEST FOR LIVE SCAN SERVICE PDF* form (form is attached to this document – last page) and bring to your appointment. Every other item not highlighted yellow – leave blank. You can complete the yellow sections handwritten or printed on computer. Note: if you do not have a current Driver's License, leave this item blank and ask the Live Scan technician for guidance. Note, you must be able to provide a valid government issued ID at your appointment.
- D. Live Scan Costs
- ✓ The types of background checks that you are required to obtain are both the Department of Justice (DOJ) and FBI. These levels of services have been marked (pre-filled) for you on the *REQUEST FOR LIVE SCAN SERVICE PDF* form. We encourage students to call Live Scan locations first to check for cost because these sites charge their own processing fees and will vary depending on the site. Estimated costs for DOJ and FBI can vary not including processing fees up to \$100.

### REQUEST FOR LIVE SCAN SERVICE FORM

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- For your Live Scan appointment, you must bring a printed completed copy of the *REQUEST FOR LIVE SCAN SERVICE PDF*.
- **You must complete the yellow highlighted sections.** Every other item not highlighted yellow – leave blank. You can complete the yellow sections handwritten or typed (whatever is your preference).
- The types of background checks that you are required to obtain are both the Department of Justice

(DOJ) and FBI. These levels of services have been marked (pre-filled) for you on the REQUEST FOR LIVE SCAN SERVICE PDF form.

#### WHAT HAPPENS AFTER YOUR LIVE SCAN APPOINTMENT?

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- At the end of your appointment with the Live Scan technician will hand you a copy of the completed REQUEST FOR LIVE SCAN SERVICE PDF (they will fill out the bottom section of the form - see image below for reference). Keep this for your records, as this acts as a "receipt"/proof that you went through the process.
- **ACTION ITEM:** You will send a copy (must be a clear image) of this completed REQUEST FOR LIVE SCAN SERVICE PDF to your assigned Program Coordinator Samantha or Elizabeth.