



## Loomis Union School District

3290 Humphrey Road, Loomis, CA 95650 (916) 652-1800

[www.loomis-usd.k12.ca.us](http://www.loomis-usd.k12.ca.us)

Building Excellence in Education since 1856

Gordon T. Medd, Superintendent

April 01, 2018

Dear Volunteer,

### Live Scan Procedures

All volunteers are required to pay for the cost of the Live Scan clearance report. Applicants will be charged a fee of \$15.00-\$25.00 (depending on the agency), plus \$32 for DOJ, for a total of \$47.00 - \$57.00 due to the Live Scan agency.

**Live Scan Form:** Please take the completed form to the Live Scan agency of your choice. You must also provide identification at that time.

**Live Scan Agencies:** Please choose an agency from the attached list and be prepared to pay a fingerprint rolling fee print fee of \$15.00 - \$25.00, plus \$32 for DOJ.

**\*Once your fingerprints have cleared, your name will be added to the volunteer list.**

Please don't hesitate to contact me should you have questions on this process.

Sincerely,

Terri DuPriest  
Business Technician

Voice: (916) 652-1811 Ext 107

Fax: (916) 652-1809

Email: [tdupriest@loomis-usd.k12.ca.us](mailto:tdupriest@loomis-usd.k12.ca.us)



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

#### Applicant Submission

ORI: AA795 \_\_\_\_\_ Type of Applicant:  Classified School Employee  Credentialed School Employee  
Code assigned by DOJ

**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:

Loomis Union School District  
Agency Authorized to Receive Criminal Record Information  
3290 Humphrey Rd  
Street Address or P.O. Box  
Loomis CA 95650  
City State ZIP Code

01809  
Mail Code (five digit code assigned by DOJ)  
Terri DuPriest  
Contact Name (mandatory for all school submissions)  
(916) 652-1800  
Contact Telephone Number

#### Applicant Information:

Last Name \_\_\_\_\_  
Other Name (AKA or Alias) Last \_\_\_\_\_  
Date of Birth \_\_\_\_\_ Sex  Male  Female  
Height \_\_\_\_\_ Weight \_\_\_\_\_ Eye Color \_\_\_\_\_ Hair Color \_\_\_\_\_  
Place of Birth (State or Country) \_\_\_\_\_ Social Security Number \_\_\_\_\_  
Home Address Street Address or P.O. Box \_\_\_\_\_

First Name \_\_\_\_\_ Middle Initial \_\_\_\_\_ Suffix \_\_\_\_\_  
First \_\_\_\_\_ Suffix \_\_\_\_\_  
Driver's License Number \_\_\_\_\_  
Billing Number Applicant pays \_\_\_\_\_  
(Agency Billing Number)  
Misc. Number \_\_\_\_\_  
(Other Identification Number)  
City \_\_\_\_\_ State \_\_\_\_\_ ZIP Code \_\_\_\_\_

School Name: \_\_\_\_\_  
(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 \_\_\_\_\_

# LIVESCAN AGENCIES

## **Placer County Sheriff – Loomis Sub-Station**

6140 Horseshoe Bar Rd (across from Raley's)  
Loomis CA 95650  
(916)652-2400  
Monday-Thursday 8:00am-3:00pm  
Print Fee: \$20.00  
*Must Call for Appointment*

## **Roseville City Police Department**

Sunset Notary Service  
1051 Junction Blvd  
(916)746-1039  
Tuesday-Friday 9:00am-6:00pm  
(Saturday by appointment only)  
Print Fee: \$17.00  
Roseville CA 95678

## **Mail Biz Etc.**

6100 Horseshoe Bar Road,  
(916)652-6428  
Monday-Friday 9:00am-5:30pm  
(Saturday by appointment only)  
Print Fee: \$21.00

Loomis, CA 95650

## **The UPS Store - Roseville**

8690 Sierra College Blvd., Ste 160  
Roseville, CA 95661  
(916) 780-0142  
Monday – Friday 9:00am-4:00pm  
Print Fee: \$25.00

## **The UPS Store - Rocklin**

5406 Crossings Dr. Ste 102  
Rocklin, CA 95677  
(916)660-9556  
Monday-Friday 9:00am-4:00pm  
Permit Fee: \$25.00

## **The UPS Store – Roseville**

1079 Sunrise Ave Ste B Roseville  
CA 95661  
(916)780-4544  
Monday – Friday 8:30am-6:30pm  
Saturday 9:00am-5:00pm  
Print Fee: \$20.00

## **Placer County Sheriff – Auburn**

2929 Richardson Drive  
Auburn CA 95603  
(530)889-7812  
Monday & Wednesday 9:00am-4:00pm  
Print Fee: \$20.00  
*Must Call for Appointment*

## **Lincoln Police Department**

Lincoln Residents Only  
770 - 7th Street  
Lincoln CA 95648  
(916)645-4040  
*Appointment Only*

## **Rocklin Police Department**

4080 Rocklin Road  
Rocklin CA 95677  
(916)625-5400  
Tuesday – Friday 10:00am-4:00pm  
Print Fee: \$15.00  
*Must Call for Appointment*

## **5 Star Fingerprinting**

6721 Five Star Blvd., Suite B  
Rocklin, CA 95677  
(916)630-7827  
Monday-Saturday 9:00 am to 6:00pm  
Same Day Appointments Available  
\$15.00  
*Call for Appointment*

## **The UPS Store - Roseville**

910 Pleasant Grove Blvd. Ste 120  
Roseville, CA 95678  
(916)780-7900  
Monday-Friday 9:00am-4:00pm  
Permit Fee: \$25.00

## **The UPS Store – Auburn**

2945 Bell Rd  
Auburn CA 95603  
(530)823-2422  
Monday-Friday 8:00am-6:00pm  
Saturday 10:00am-4:00pm  
Print Fee: 25.00