



Loomis Union School District

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

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



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

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

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

Lincoln Police Department

Lincoln Residents Only

770 - 7th Street

Lincoln CA 95648

(916)645-4040

Appointment Only

Mail Biz Etc.

6100 Horseshoe Bar Road,
(916)652-6428 Loomis, CA 95650

Monday-Friday 9:00am-4:30pm

Saturday-10:00am-1:30pm

Print Fee: \$21.00

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

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

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 - 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

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 – 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

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

Feb 2019