



MULTIPLE DISTRICT FOUR – CALIFORNIA LIONS INSTRUCTIONS FOR LIVE SCAN FINGERPRINTING

Live Scan fingerprint results will be submitted to the **Department of Justice (DOJ)** and the **Federal Bureau of Investigation (FBI)** electronically.

Fingerprint Fees - Paid to Live Scan Site

If you have your prints taken via Live Scan, **you must pay the fingerprint fees directly to the site where you have your Live Scan fingerprints taken:**

DOJ FINGERPRINT PROCESSING FEE - \$32

FBI FINGERPRINT PROCESSING FEE - \$17

In addition to these processing fees, there may be a service charge associated with the Live Scan site you visit. The Live Scan service site will collect the above fees at the time you are fingerprinted. The Live Scan service charge may vary from location to location.

Live Scan Fingerprint Locations

You must visit an approved Live Scan Service Site. Most local Police and Sheriff Departments offer the Live Scan fingerprinting service. Some large school districts, passport services, and stores with generalized fingerprinting expertise may also offer Live Scan. A current listing of Live Scan sites is available on the DOJ website at <https://oag.ca.gov/fingerprints/locations>.

Consider calling the Live Scan service provider for hours of operation, fees, and appointment times if necessary. You must present a valid photo identification (i.e., driver's license, military ID, or passport) at the Live Scan site.

Complete the Request for Live Scan Service Form

You must complete and submit the attached ***Request for Live Scan Service*** form at the Live Scan site. Make sure that the information provided in Section 3 of the form matches the information on your MD4 Volunteer Application. Once your fingerprints have been scanned, the Live Scan Operator will complete Section 4 of this form and return the copies to you.

For your records it is recommended you keep a copy of the Live Scan returned to you by the Live Scan Operator. If a Resubmission is necessary, you will need to list the Original ATI Number noted on the form by the Live Scan Operator.

Filling Out Your Live Scan Form

To facilitate prompt and accurate processing, please **TYPE or print legibly in ink.**

SECTION 1: *Type of Application:* Volunteer

SECTION 2: This section is completed by Multiple District Four (MD4)

SECTION 3:

Name of Applicant: Enter your full name as it appears on your application and official I.D.

Alias: Indicate all other names used

Date of Birth: Indicate your month/day/year of birth.

Sex: Mark the appropriate box

Height: Indicate your height in feet and inches

Weight: Indicate your weight in pounds (lbs.)

Eye Color: Indicate eye color abbreviation:

BLK - Black	GRY - Gray	MAR - Maroon	BLU - Blue	GRN - Green
PNK - Pink	BRO - Brown	HAZ - Hazel	MUL - Multicolor	

Hair Color: Indicate hair color abbreviation:

BAL - Bald	BRO - Brown	SDY - Sandy	BLK - Black
GRY - Gray	WHI - White	BLN - Blonde	RED - Red

Place of Birth: Indicate the state or country of birth.

Social Security Number: Enter your SSN or individual taxpayer ID number.

Driver's License No.: Enter your Driver's license number if you have one.

Billing Number: Leave Blank – Do not fill in.

Misc. Number: Leave Blank - Do not fill in.

Enter a mailing address of your choice. You may use a business address, your home address, or any current address.

If Resubmission, list Original ATI No.:

This is only used for a second fingerprinting due to a prior fingerprint rejection. The ATI No. allows you to be re-fingerprinted without paying the DOJ and FBI processing fee (service charges may still apply.)

Applicant Signature

Sign and date the application to indicate that you have read the included Privacy Notice, Privacy Act Statement and Applicant's Privacy Rights.

SECTION 4: To be completed by the Live Scan operator.



Multiple District Four – California Lions Receipt of Background Check

The Custodian of Records (COR) has strict record information security requirements that MD4 must comply with. The COR will be guided by DOJ on the secure handling, dissemination, and destruction of information. The Department of Justice does and will conduct random audits to make sure information is secure and the agency is complying with security requirements.

The Council Chair (CC) is the MD4 Custodian of Records. The Council Chair is the only one that has access to the DOJ secure site.

1. Via a secure email and code access number, the CC receives a DOJ notification.
2. He/She reviews the DOJ record.
3. A Clear Record – *No Record*: The CC notifies Area Leader of volunteers that have cleared. Nothing is printed.
4. Area Leader will notify District Youth Protection Officer of receipt of DOJ Clearances.
5. Area Leader will add cleared volunteer(s) to their roster and verify receipt of all other necessary documents and provide Youth Advisor Card.
6. If a volunteer's background report does indicate criminal offenses, the CC will contact the volunteer.
7. After communicating with the volunteer, the CC will inform the Club President and District Youth Protection Officer the volunteer did not pass the background clearance. No other information is to be shared.

As per MD4 Youth Protection Policy and Procedure Manual:

Person Prohibited from Volunteering for Lions Youth Service

A person prohibited from participating in Lions youth programs is anyone who:

- Has been convicted of any offense which resulted in harm to an individual, including, but not limited to assault, sexual assault, sexual harassment, or neglect,
- Has been convicted of any offense which, in the opinion of the District/Club Youth Protection Officer, suggests an unacceptable risk of harm to a person in the care of that individual, or
- A person subject to a restraining order as the result of an allegation of Domestic Violence.