

## Fingerprinting Services

Live Scan services are provided by appointment Monday – Thursday from 09:00 am to 3:00 pm. Please allow at least 30 minutes for processing.

The Campus Safety Department has established a program designed to provide Live Scan fingerprinting services for our campus community and for the public. Applicant Live Scan fingerprinting is an automated digital processing program that submits requests for criminal history record information for employment, volunteer positions, and licensing and certification. The program coordinates processing of applicant fingerprint transactions and the California Department of Justice relays results to the requesting agencies.

Live Scan Services are located at Campus Safety in the Pendleton Building and are performed by appointment only between the hours of 9 am and 3 pm.

Individuals interested in electronic fingerprinting must present the following:

1. Live Scan application (provided by requesting agency) BCIA form 8016.
2. A VALID Government issued Picture ID is required. Additional forms of identification include the following:
  - a) California Driver's license
  - b) California Identification card
  - c) Valid out of state driver's license
  - d) Military ID
  - e) Passport
  - f) Valid Resident Alien/Immigration/Green Card
3. Accepted Method of Payment can be made at Connection at the Honnold Library.

Costs for getting LiveScan fingerprinting services completed include the specific charge(s) for the type of background check being requested of the applicant and our service charge, or "Rolling Fees". Rolling Fees are as follows:

\$20.00 Students (includes student workers).

\$25.00 Employees (includes faculty & staff; does not include student workers).

\$35.00 Non-7C persons.

For additional information or to make an appointment, email Dispatch Supervisor Cindy Cahill at [Cindy.Cahill@claremont.edu](mailto:Cindy.Cahill@claremont.edu) or call 909-607-2223.

