

COMMUNITY OUTREACH AND OPPORTUNITY PROGRAMS

PROCEDURES FOR LIVE SCAN

1. **All employees and volunteers who have direct or unsupervised contact with children, the elderly, or disabled individuals must be electronically fingerprinted (live scan).**
2. Employees/Volunteers should fill out the **REQUEST FOR LIVE SCAN FORM** using one of two methods:
 - a. Complete the .pdf (adobe) document provided on the CO-OP website at www.co-opla.org/volunteer using the fill-in form. Print **3 copies** of the completed form.
 - b. Obtain a carbon copy (triplicate) form from the CO-OP main office.
3. Use the example provided online or in our office to complete the Live Scan Form.
4. Employees/Volunteers take the form to a live scan facility that is most convenient for them. Locations in LA County are provided on the CO-OP website or by following this link <http://ag.ca.gov/fingerprints/publications/contact.htm#los%20angeles> to the California Live Scan website.

Be sure to call your selected facility ahead of time to schedule an appointment and determine the associated fees.

5. Each facility charges a "Rolling Processing Fee" for each individual receiving Live Scan service. This fee varies per facility. Payment for these fees must be paid via the method specified by the facility at the time of service. **Reimbursement of these fees to employees/volunteers pre-approved by CO-OP can be handled in the following ways:**
 - a. Employee/Volunteer pays for Live Scan fee as a donation to CO-OP;
 - b. Employee/Volunteer pays for Live Scan fee and submits a claim for reimbursement to the Volunteer or Employment Coordinator;
 - c. Employee/Volunteer requests pre-payment of fees or direct payment of fees to a Live Scan facility that is in close proximity to the CO-OP main office as arranged by the Volunteer or Employment Coordinator.
6. **In order to complete the Live Scan process, Employees/Volunteers must return the Live Scan Request form to the Volunteer or Employment Coordinator within 72 hours of receiving Live Scan service.**
7. Live Scan results are normally available to CO-OP within 5 days of processing. The Volunteer or Employment Coordinator will contact you to inform you of your clearance.