

COMMUNITY OUTREACH & OPPORTUNITY PROGRAMS
8929 S. Sepulveda Boulevard, Ste. #400
Los Angeles, CA 90045
(310) 649-1016

EMPLOYEE FINGERPRINT REQUIREMENT FORM

The State of California requires fingerprinting and criminal clearance through the Department of Justice. All adults working with children and youth up to age 18 must provide a copy of this clearance to be part of your personnel file. The cost incurred for this clearance will be reimbursed by CO-OP or may be treated as a tax-deductible donation to the agency.

Employment/Volunteer service with CO-OP is based on submittal of our Fingerprint Requirement Form and having a Live Scan from a State approved clearance site. Your receipt copy from Live Scan should be submitted to the Volunteer or Employment Coordinator no later than date indicated below. We will make copy of your receipt upon request and will wait for final fingerprint paperwork from the approved fingerprint site.

Receipt copy to be turned in no later than 2 weeks after Live Scan is completed.

_____/_____
Employee, Volunteer, Board Member Printed Name Date

Employee, Volunteer, Board Member Signature