



Silicon Valley NJB Section

Finger Printing Procedures

The following information is needed on your 3-part Live Scan form or to schedule an appointment on-line with the Sheriff's department:

Form: *Request for Live Scan Service*

ORI#: **A6119**

Type of Application: **Volunteer**

Job Title, etc.: **Coach, Assistant Coach, Board Member, Referee, etc.**

Agency: **National Jr Basketball
1500 S Anaheim Blvd, Suite 200
Anaheim, CA 92805**

Mail Code: **08875**

Contact Phone Number: **(714) 917-3565**

Level of Service: **DOJ**

- ❖ Most Sheriffs locations charge \$10/person as the non-profit rate. The Cupertino location charges \$15/person. Prices may have changed – please check with the local office. Please mention / remind them that this is for a non-profit.
- ❖ Please have your coach's and assistant coach's turn in their receipts to you. We may need to refer to these at a later time.
- ❖ It is recommended that all applicants make an appointment first. Please see the Sheriffs Web Site to make an appointment: <http://www.sccsheriff.org>
(or <https://sheriffivescan.sccsheriff.org/sfpnew/FingerPrintApplication.jsp>)
 - **Tracking Number:** After scheduling your appointment you will most likely receive a tracking number. Please remember this number for when you go in for your appointment – it makes it easier to locate your information on the computer
 - **Please print 3 copies of your Applicant Web site printouts** off the web site while/after scheduling your appointment – this will take the place of the hardcopy 3-part form.
 - **Other items:** When scheduling an appointment on-line, please do not use any periods (.) in the "Agency authorized to receive criminal history information" or in the "Street or PO Box" address field. Please remember to select the "DOJ - yes" radio button field under level of service.

Some of the important things to remember when appearing at the Sheriff's Department's Live Scan Location:

1. **Make an appointment for prompt service** – use the convenient [APPLICANT WEBSITE](https://sheriffivescan.sccsheriff.org/sfpnew/FingerPrintApplication.jsp) (<https://sheriffivescan.sccsheriff.org/sfpnew/FingerPrintApplication.jsp>) to secure your personal appointment. Please be prompt. If you are late you may have to reschedule or WAIT for the next available opening. **Walk-in applicants are not recommended** and must wait for an available opening.
 - Those volunteers who do not have access to the internet may make an appointment by phone at one of the locations
 - Missed appointments may be assessed a fee equal to the local fee charged for each applicant.
2. Bring the authorized "**Request for live scan service - applicant submission**" form or 3 copies of your [APPLICANT WEBSITE](#) printouts-- Each form requires a separate printing. *(**NJB Headquarters is sending us some forms from the DOJ for your coaches who do not have on-line access for the Sheriff's department**)*
3. **No children, please.** Applicants need to make arrangements for child care prior to being fingerprinted.
4. **Valid photographic I.D. MUST be presented at time of service:**
Acceptable forms of I.D. are:
 - 1) Driver's License.
 - 2) California Identification Card.
 - 3) Military I.D.
 - 4) Passport.**A second I.D. of any type should also be brought.**
5. **Fingernails:**
Extremely long or curved fingernails may prevent the fingers from properly contacting the printing platen and may need trimming.
6. **Bandaged or injured fingers:**
Applicant may need to reschedule their appointment until the injured or bandaged finger can be fingerprinted.
7. Free parking is available.
8. The service is provided during hours specified at the site locations.
9. Applicants or volunteers with nonprofit organizations will be charged at least a \$10.00 local fingerprinting fee. The fees are subject to change without notice.

Acceptable forms of payment:

- 1) Travelers checks
- 2) Cashiers checks or Money orders
- 3) Cash (exact amount)

NO CREDIT CARDS - PLEASE.

10. All prints are taken electronically and transmitted -- NO hard copy will be supplied.

Four local Live Scan Locations – Santa Clara County Sheriff

Please call specific locations for further information:

Santa Clara County Sheriff Office
55 West Younger Avenue
San Jose, CA 95110
Open Monday – Friday 7:00 AM - 6:00 PM
Appointment by Applicant Website
Phone: (408) 808-4760

Payment: Cash or Check

Santa Clara County Sheriff Office
West Valley Station
1601 S. De Anza Boulevard
Cupertino, CA 95014
Open Monday – Friday 8:30 AM - 4:30 PM
Appointment by Applicant Website
Phone: (408) 868-6614

Payment: Cash or Check

Santa Clara County Sheriff Office
South County Substation
12431 Monterey Road
San Martin, CA 95046
Open Monday – Friday 8:00 AM - 5:00 PM
Appointment by Applicant Website
Phone: (408) 686-3651

Payment: Cash or Check

Stanford University
Department of Public Safety
711 Serra Street
Stanford, CA 94305
8:00 AM to 4:00 PM, Monday - Thursday
10:30 AM to 4:00 PM, Friday
Walk-in applicants: 9:00 AM to 11:00 AM, & 1:15 PM to 3:30 PM Mon-Thurs.
Appointment by Applicant Website
Phone: (650) 725-2499

Payment: Cash or Check