

Procedures for LiveScan Fingerprinting

Livescan is a fingerprinting system that is managed by the DOJ and FBI departments. This is required for all coaching staff that will be working with our students at CSUF. The fee to obtain this service has been paid in full by the Student Life and Leadership department on your behalf. You should not pay any fees to have this service completed. We kindly ask that you follow the outlined directions to ensure your time and experience is smooth when getting this service done with the University Police Department.

Instructions:

1. Please find the attached form in your coach's email (see attachment "LiveScan Form")
2. Download and print the Livescan form to fill it out.
3. Please fill in the job title at the top of the form (ie., Archers of CSUF Coach)
4. Please fill out the entire middle section of the form starting with Name of Applicant
5. Take it with you to the University Police Department to get fingerprints processed.
 - University Police is located off State College Blvd, turn left on Gymnasium Drive
 - Live Scan services are Monday-Friday, 8 am until 5 pm. Saturdays from 8 am to 12 pm.
 - Walk-ins accepted - No appointment needed!
 - For a map and directions to CSUF, visit: <http://www.fullerton.edu/campusmap/>
6. Please remember to bring a form of picture ID
Acceptable forms of identification include the following:
 - California driver's license / Identification card
 - Valid out-of-state driver's license
 - Military ID
 - Passport (with another form of identification)
 - Valid Resident Alien Card/Immigration/Green Card
7. ADDITIONAL INFORMATION can be found below and at their site
<http://police.fullerton.edu/fingerprinting/> :

Please be advised:

- Individuals with open sores or cuts will need to reschedule due to health concerns and safety of our staff.
- Fingernails – Extremely long or curved fingernails may prevent the fingers from properly contacting the printing plate and may need trimming.
- All hand jewelry needs to be removed prior to your live scan.
- Bandaged or Injured Fingers – Applicants may need to reschedule their appointment until the injured or bandaged finger can be printed.

******No hard copies of the print submission will be provided - All live scan prints are taken electronically and transmitted directly to the Department of Justice. CSUF Police Department does not have the ability to print copies of the submission******