

**CITYSERVE PROGRAM  
VOLUNTEER FINGERPRINT PROCESS**

CityServe volunteers must be fingerprinted prior to their first day of volunteering if their duties include working with children, handling money, or having access to confidential information. Fingerprints are taken via the computerized Live Scan System.

**FOLLOW THE STEPS LISTED BELOW TO COMPLETE THE FINGERPRINT PROCESS:**

- When you complete your CityServe application and return it to, 809 Center Street, Room 6, Santa Cruz you will be given a "Request for Live Scan Service" form.
- Complete this form as indicated by the CityServe Coordinator or Human Resources staff.
- Take a picture I.D. (Driver's License, DMV identification card or Passport), the completed "Request for Live Scan Service" form and Authorization Form with you to:

FINGERPRINTING LOCATION	ADDRESS	BUSINESS HOURS
<b>Santa Cruz Live Scan <i>Certified Mobile Live Scan Service</i></b>	<b>841 Cedar Street Santa Cruz, CA 95060 (831) 212-5320</b>	<b>Open to walk-ins Monday – Friday, 10:00 a.m. – 4:00 p.m. or Call Santa Cruz Live Scan to make an appointment <a href="https://www.santacruzlivescan.com/">https://www.santacruzlivescan.com/</a></b>

***All Live Scan Fingerprinting fees are paid by the City of Santa Cruz***

- The agency that fingerprints you will give you a copy of the "Request for Live Scan Service" form. **Bring this form back to the City of Santa Cruz Human Resources Department immediately after being fingerprinted**, as proof that you have completed the fingerprint process.
- The results of an individual's fingerprint check will typically be sent to the City of Santa Cruz Human Resources Department by the State Department of Justice within three to seven days of the date that you are fingerprinted.
- **You will not be allowed to start volunteering until the City receives your fingerprint results. We will notify your site supervisor when you are authorized to begin volunteering.**