DIRECTIONS FOR MAKING LIVE SCAN APPOINTMENTS

You Must Get Your Fingerprints Done Within the First Ten Days of Your Start Date with The District (Per *Ed Code 88024*).

All fingerprint scans are to be completed by SJECCD Campus Police at Evergreen Valley College. Fingerprint scans obtained elsewhere will be self-procured.

 To schedule an appointment:

1. Email the Campus Police department at Livescan@sjeccd.edu and request a Live Scan appointment to be scheduled within 7 days.

2. Using the ***Request for Live Scan Service*** form provided to you by Academic Services, Academic Support, or Human Resources - enter all required fields in the Applicant Information section and take this form with you to your appointment at Campus Police.

3. After your appointment, please return a copy of the *Request for Live Scan* form receipt received from the District Police Department, to the employee in Academic Services, Academic Support, or Human Resources that directed you to be fingerprinted.

Fingerprint Clearance by the FBI and State of California is mandatory.

Failure to comply within 10 days of your start date will result in stoppage of work without pay, and may result in termination of employment.