

UCSC CAMPUS MAIL SERVICE
LIVE SCAN SERVICE REQUEST

Section I-Completed by Applicant/Employee/Volunteer

ORI: A1783

DOJ Code: 06100

DOJ Bil - 143247

Application: Employment/Volunteer

Job Title: _____

*Name of Applicant: _____
(Please Print) Last First MI

AKA's: _____
Last First MI

*Date of birth: _____ *Gender: Male _____ Female _____

*Height: _____ *Weight: _____ *Eye Color: _____

*Hair color: _____ *Place of Birth: _____

*Home Address: _____
Street or PO Box

City, State, Zip Code

Section II -Completed by SHR Service Team Representative

*HR Service Team: _____ *HR Service Team Representative: _____ *Phone _____

*STR Mail Stop Address: _____ Email: _____

*Mail Recharge Code: (used for billing; FOPAL not accepted)¹ _____

*Level of Background check: Calif. Dept. of Justice _____ FBI _____²

Live Scan Appointment Date/Time: _____

PLEASE NOTE: Individuals must provide picture ID and Social Security Number at time of Live Scan. Units will be charged a service fee of \$65 for "no shows" and appointments cancelled less than 24 hours prior to established date and time.

Section III- Completed by Campus Mail Services

Scan Date: _____ Live Scan Conducted By: _____

Live Scan ATI# _____

¹ Live Scan will not be processed without Mail Recharge Code.

² Both checks will be conducted if this section is left blank.

Live Scan Hours of Operation: Walk-in: Monday, Tuesday & Thursday: 9am-1pm.
Appointments: Monday 1-3pm; Wednesday & Friday 9am-Noon. Call Mail Services at 459-2764 to make an appointment or discuss possible appointment times outside the above schedule.

Routing Instructions - Prior to Live Scan Appointment: Service Team Rep. route original to Mail Services via fax (429-0146), campus mail or give to applicant/employee/volunteer who must present form before live scan can be conducted. After Live Scan Appointment: Mail Services Rep. route original to SHR Employment/Fingerprinting; copy to Service Team Representative.

*Denotes a required field.