

**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; FOAPAL not accepted)¹ _____

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

PLEASE NOTE: Individuals must provide picture ID and Social Security Number at time of Live Scan.

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.

*Denotes a required field.

Live Scan Hours of Operation: Services offered on a walk-in basis Monday & Thursday: 9am - Noon or by appointment. Call Mail Services at 459-2764 to make an appointment.

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 Appointment: Mail Services Rep. route original to SHR Employment/ Fingerprinting; copy to Service Team Representative.