



Live Scan Fingerprint Background Check

In order to be allowed to volunteer at Jordan Downs Center, every incoming volunteer must pass a Live Scan fingerprint background check. A Live Scan fingerprint background check is conducted by a vendor who is licensed by the California Department of Justice (CA DOJ). They scan your fingerprints and send them, along with some personal information that you provide using our service request form, to the CA DOJ and the FBI to search for any criminal history. The CA DOJ and the FBI then transmit the results to Jordan Downs Center through their own secure email service, which can only be accessed by authorized Jordan Downs Center staff.

Filling out the form: You must print out and complete this exact [Request for Live Scan Service](#) form and bring it with you when you get fingerprinted. You will have to present a valid photo ID; expired IDs will not be accepted. You only need to fill out the “applicant information” section. Once the process is complete, please keep the form for your personal records.

Payment: Live Scans should only cost \$45 or \$50 maximum. All Live Scan vendors charge a “rolling fee” to cover their time and labor, which is typically \$20-\$30. Let the vendor know that you are a volunteer with a non-profit youth organization, which means the DOJ fee is waived and the FBI fee is only \$15. If their rolling fee is \$25, you should only be paying \$40.

Results: We usually receive your Live Scan results within a week, although they can take longer, and we will let you know as soon as you have been approved and are ready to be matched with a student.

I have already completed a Live Scan for a different organization, can you use those results? Unfortunately, Live Scan results are non-transferable; we are unable to use the results of any previous Live Scan fingerprint background checks you may have completed with any other organization.

Search for a location near you using [the California Department of Justice website](#).