

Livescan Locations

1. Who:

- a) **New leaders** will need to be fingerprinted
- b) **Those who have been inactive for a program year or more** will need to be fingerprinted and oriented again.

2. When and How:

We need to get all the fingerprinting done **as soon as possible**, since it takes a while to get clearance, and leaders **may not work with youth until they are cleared**. This is State 4-H policy.

The new **Livescan** fingerprinting is more accurate, and the response is usually faster. The Livescan can be done at several convenient locations. The volunteer should get a **Livescan form from either the Ukiah or Fort Bragg office**. Please be sure volunteers fill out the personal information requested before going to be fingerprinted. Some agencies may charge up to \$12 for the service. (We will reimburse this fee. Just have leaders submit an original receipt to either 4-H office.) Be sure to have a photo ID with you. Once fingerprinted, have leaders **return the “Requesting Agency” page to us** (provided by the fingerprinting agency), so we can track the fingerprinting clearances. If volunteers have any questions about fingerprinting procedures, have them call the 4-H office.

3. Where:

The following agencies are available for Livescan:

- **Ukiah:** the Sheriff’s Dept., 589 Low Gap Rd., Mon., Tues., Wed., 8-11 and 1-4. Call first, 463-5468, to make sure the deputy who does the Livescan has not been called away. The Mendocino County Sheriff’s Dept. does not charge 4-H a fee.
- **Willits:** Due to circumstances beyond our control, **Livescan service is no longer available in Willits.**
- **Fort Bragg: a)** the Fort Bragg Police Station at 250 Cypress St. Mon. – Weds., 1:30 – 3:30 and Tues. – Thurs. 9-11 a.m. Call 961-2800. Bring a photo ID. There is a \$12 fee.
- **Santa Rosa:** Sonoma County Sheriff’s Dept. 2796 Ventura Ave. By appointment only, Mon. – Fri., 1 – 3. Call 565-2650. They charge a \$12 fee for out of county volunteers.