



Loomis Union School District

3290 Humphrey Road, Loomis, CA 95650 (916) 652-1800

www.loomis-usd.k12.ca.us

Building Excellence in Education since 1856

Gordon T. Medd, Superintendent

January 01, 2018

Dear Volunteer,

Live Scan Procedures

All volunteers are required to pay for the cost of the Live Scan clearance report. Applicants will be charged a fee of \$15.00-\$25.00 (depending on the agency), plus \$32 for DOJ, for a total of \$47.00 - \$57.00 due to the Live Scan agency.

Live Scan Form: Please take the completed form to the Live Scan agency of your choice. You must also provide identification at that time.

Live Scan Agencies: Please choose an agency from the attached list and be prepared to pay a fingerprint rolling fee print fee of \$15.00 - \$25.00, plus \$32 for DOJ.

***Once your fingerprints have cleared, your name will be added to the volunteer list.**

Please don't hesitate to contact me should you have questions on this process.

Sincerely,

Terri DuPriest
Business Technician

Voice: (916) 652-1811 Ext 107

Fax: (916) 652-1809

Email: tdupriest@loomis-usd.k12.ca.us



REQUEST FOR LIVE SCAN SERVICE (Public Schools or Joint Powers Agencies)

Applicant Submission

ORI: AA795 Type of Applicant: Classified School Employee Credentialed School Employee
Code assigned by DOJ

The following selections are for Public Schools only:

License, Certification, Permit Peace Officer Law Enforcement Officer Volunteer

Type of License/Certification/Permit OR Working Title: Volunteer
(Maximum 30 characters - if assigned by DOJ, use exact title assigned)

Contributing Agency Information:

Loomis Union School District
Agency Authorized to Receive Criminal Record Information
3290 Humphrey Rd
Street Address or P.O. Box
Loomis CA 95650
City State ZIP Code
01809
Mail Code (five-digit code assigned by DOJ)
Terri DuPriest
Contact Name (mandatory for all school submissions)
(916) 652-1800
Contact Telephone Number

Applicant Information:

Last Name First Name Middle Initial Suffix
Other Name (AKA or Alias) Last First Suffix
Date of Birth Sex Male Female Driver's License Number
Height Weight Eye Color Hair Color Billing Number
Place of Birth (State or Country) Social Security Number Misc. Number
Home Address Street Address or P.O. Box City State ZIP Code
(Agency Billing Number)
(Other Identification Number)

Your Number: _____
(OCA Number (Agency Identifying Number))

Level of Service: DOJ FBI

If re-submission, list original ATI number:
(Must provide proof of rejection) _____
Original ATI Number

Live Scan Transaction Completed By:

Name of Operator Date
Transmitting Agency LSID ATI Number Amount Collected/Billed

LIVESCAN AGENCIES

Placer County Sheriff – Loomis Sub-Station

6140 Horseshoe Bar Rd (across from Raley's)
Loomis CA 95650
(916)652-2400
Monday-Thursday 8:00am-3:00pm
Print Fee: \$20.00
Must Call for Appointment

Roseville City Police Department

1051 Junction Blvd
Roseville CA 95678
(916)746-1039
Tuesday-Friday 9:00am-6:00pm
(Saturday by appointment only)
Print Fee: \$20.00

Mail Biz Etc.

6100 Horseshoe Bar Road,
Loomis, CA 95650
(916)652-6428
Monday-Friday 9:00am-5:30pm
(Saturday by appointment only)
Print Fee: \$21.00

The UPS Store - Roseville

8690 Sierra College Blvd., Ste 160
Roseville, CA 95661
(916) 780-0142
Monday – Friday 9:00am-4:00pm
Print Fee: \$25.00

The UPS Store - Rocklin

5406 Crossings Dr. Ste 102
Rocklin, CA 95677
(916)660-9556
Monday-Friday 9:00am-4:00pm
Permit Fee: \$25.00

The UPS Store – Roseville

1079 Sunrise Ave Ste B Roseville
CA 95661
(916)780-4544
Monday – Friday 8:30am-6:30pm
Saturday 9:00am-5:00pm
Print Fee: \$20.00

Placer County Sheriff – Auburn

2929 Richardson Drive
Auburn CA 95603
(530)889-7812
Monday & Wednesday 9:00am-4:00pm
Print Fee: \$20.00
Must Call for Appointment

Lincoln Police Department

Lincoln Residents Only
770 - 7th Street
Lincoln CA 95648
(916)645-4040
Appointment Only

Rocklin Police Department

4080 Rocklin Road
Rocklin CA 95677
(916)625-5400
Tuesday – Friday 10:00am-4:00pm
Print Fee: \$15.00
Must Call for Appointment

5 Star Fingerprinting

6721 Five Star Blvd., Suite B
Rocklin, CA 95677
(916)630-7827
Monday-Saturday 9:00 am to 6:00pm
Same Day Appointments Available
\$15.00
Call for Appointment

The UPS Store - Roseville

910 Pleasant Grove Blvd. Ste 120
Roseville, CA 95678
(916)780-7900
Monday-Friday 9:00am-4:00pm
Permit Fee: \$25.00

The UPS Store – Auburn

2945 Bell Rd
Auburn CA 95603
(530)823-2422
Monday-Friday 8:00am-6:00pm
Saturday 10:00am-4:00pm
Print Fee: 25.00