



# *Loomis Union School District*

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

[www.loomis-usd.k12.ca.us](http://www.loomis-usd.k12.ca.us)

*Building Excellence in Education since 1856*

Gordon T. Medd, Superintendent

Dear Volunteer,

## Live Scan Procedures

All volunteers are required to pay for the cost of the Live Scan clearance report. Please make checks payable to Loomis Union School District (LUSD) in the amount of \$32.00. Applications will also be charged a fee of \$9.00-\$25.00 at 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 print fee of \$9.00-\$25.00.

Once fingerprinted, please return a copy of the completed Live Scan form to the District Office along with your payment of \$32.00. Please make checks payable to LUSD.

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

Sincerely,

Rhonda Clephane

Personnel Services

(916) 652-1811 x118

(916) 652-1809 Fax

[rclephane@loomis-usd.k12.ca.us](mailto:rclephane@loomis-usd.k12.ca.us)



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

#### Applicant Submission

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

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 40 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)  
Rhonda Clephane  
Contact Name (mandatory for all school submissions)  
(916) 652-1800  
Contact Telephone Number

#### Applicant Information:

Last Name \_\_\_\_\_  
Other Name (AKA or Alias) Last \_\_\_\_\_  
Date of Birth \_\_\_\_\_ Sex  Male  Female  
Height \_\_\_\_\_ Weight \_\_\_\_\_ Eye Color \_\_\_\_\_ Hair Color \_\_\_\_\_  
Place of Birth (State or Country) \_\_\_\_\_ Social Security Number \_\_\_\_\_  
Home Address Street Address or P.O. Box \_\_\_\_\_

First Name \_\_\_\_\_ Middle Initial \_\_\_\_\_ Suffix \_\_\_\_\_  
First \_\_\_\_\_ Suffix \_\_\_\_\_  
Driver's License Number \_\_\_\_\_  
Billing Number 130124  
Agency Billing Number  
Misc. Number \_\_\_\_\_  
Other Identical or Number  
City \_\_\_\_\_ State \_\_\_\_\_ ZIP Code \_\_\_\_\_

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: \$15.00

***Auburn Police Department***  
1215 Lincoln Way  
Auburn, CA 95606  
(530- 823-4237 Ext. 501  
Mon.-11:00am-2:00pm, Thurs.-12:30-4:30pm  
Print Fee: \$15.00

***Sacramento City Police Department***  
5770 Freeport Blvd (1 blk so. of Fruitridge Rd.)  
Sacramento, CA 95814  
(916) 433-0780  
Monday-Friday – 9:00am-4:00pm  
Print Fee: \$20.00  
Must Call for Appointment

***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

***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

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

***Lincoln Police Department***  
(Lincoln Residents Only)  
770 7<sup>th</sup> Street  
Lincoln, CA 95648  
(916) 645-4040  
Thursday 10:00am-3:30pm  
Saturday 10:00am-3:00pm  
Must Call for Appointment  
Print Fee: \$20.00

***Golden West Live Scan***  
2999 Douglas Blvd., Ste. 260  
Roseville, CA 95661  
(916) 804-8675  
Tuesday & Thursday – 9:00am-6:00pm  
Mobile Services – (7) days a week from  
8:00am-8:00pm  
Print Fee: \$9.00

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