

**Southern California Conference
Office of Education**

CRIMINAL CLEARANCE PROCEDURES

1. Complete applicant information on the *Request for Live Scan Service* form. Put the name of the school that is requesting this information at the top of the page (this area is circled).
2. Make 2 copies of the completed *Request for Live Scan Service* form
3. Take all copies to an authorized Live Scan Operator: for locations, please visit <http://oag.ca.gov/fingerprints/locations>. Locations are listed by county.
4. Mail, fax, or email one copy of the *Request for Live Scan Service* form (once your live scan is completed) to the Office of Education, or email a copy to Cherie Vendouris at cvendouris@sccsda.org.
5. Any questions, please contact Cherie Vendouris at 818.546.8456.

Please note that you are not allowed to volunteer or work on any school campus in the Southern California Conference until your criminal clearance has been verified.