



Employee Live Scan Instructions

Live Scan is a system for electronically submitting fingerprints used in background checks to the California Department of Justice (DOJ) and the Federal Bureau of Investigation (FBI). All STEM Preparatory Schools, Inc. (STEM Prep) employees must pass a Live Scan check before beginning employment.

Simply follow these steps:

STEP 1

Fill out the following information on the pre-printed Live Scan form (BCII 8016), which can be obtained from STEM Prep:

1. Name of Applicant: Enter your Last Name, First Name, and Middle Name.
2. Alias: Enter any aliases (including any maiden name).
3. Enter your Date of Birth, Sex, Height, Weight, Eye Color, Hair Color, & Place of Birth
4. Enter your Social Security number.
5. Driver's License No.: Enter your Driver's License number, including the state.
6. Home Address: Enter your home address.

STEP 2

With the completed Live Scan Form, go to the nearest Live Scan operator to have your fingerprints electronically submitted to the DOJ and, if required, the FBI. You can get a listing of all Live Scan sites at <http://ag.ca.gov/fingerprints/publications/contact.php>.

STEP 3

Pay the Live Scan Operator:

\$32.00 DOJ Fingerprint Processing Fee

\$17.00 FBI Fingerprint Processing Fee (if required)

SUB-TOTAL \$49.00

In addition, you must pay the Live Scan Operator the Live Scan site Processing Fee. The fee is set by each Live Scan Site and can vary. Neither STEM Prep nor the DOJ set this fee.

STEP 4

Submit a copy of the Live Scan Form (BCII 8016) received from the Live Scan site, signed by the Live Scan Operator, including the ATI number, to our HR Manager, Susana Enriquez, at senriquez@stem-prep.org.