

LIVE SCAN INSTRUCTIONS

Per Ed Code 87013 and 88024, employees must have their fingerprints/background request completed within 10 days of your employment date.

- Employees must bring the Request for Live Scan Service Form specific to our District to their preferred testing site. The form can be exported to print in your NEOGOV Onboarding Portal. See Directions on the last two pages of this document.
- When completing the Request for Live Scan Service form, please include your job title in the top section, and then the remaining Applicant Information in the middle section.
- Once complete, take the Live Scan form to your preferred testing site- **be sure to check with your preferred site for hours, fees, and appointment information FIRST.**
- Typically, any UPS Store is also able to complete the live scan fingerprinting.
- Some options are listed below, but you can also review this link for other location sites in Orange County: <https://oag.ca.gov/fingerprints/locations?county=Orange>
- **Please note that employees are responsible for live scan rolling fees, which vary.** DOJ and FBI fees are paid for by the District.

California Live Scan
 18090 Beach Blvd.
 Huntington Beach, CA 92648
 Phone (714)787-8765
 E-mail: [livescan support@hotmail.com](mailto:livescan.support@hotmail.com)

Weekdays Only, Walk-ins Welcome
Mon-Fri (9am-6pm).
 Rolling Fee: \$16: Cash, Debit, Credit,
 Money Order

Costa Mesa Police
 99 Fair Drive
 Costa Mesa, CA 92627
 Phone (714)754-5033

Appointment Only
Mon and Wed (9am-12pm)
 Rolling Fee: \$10: Cash, Checks, Money Order

Orange County Department of Ed.
 200 Kalmus Drive
 Costa Mesa, CA 92626
 Phone (714)966-4306

Appointment Only
Mon-Fri (9am-3:30pm)
 Rolling Fee: \$22: Cash, Money Order, Checks

Wellnessmart
 2790 Harbor Blvd. #209
 Costa Mesa, CA 92626
 Phone (949) 464-4496

Walk-ins Welcome
Mon-Fri (9am-5pm)
Saturdays (10am-4pm)
 Rolling Fee: \$23: Cash, Credit Card (except Amex), Debit

Wellnessmart
 221 Palo Verde Ave.
 Long Beach, CA 90815
 Phone (562) 598-0700

Walk-ins Welcome
Mon-Fri (9am-6:30pm)
Saturdays (10am-4pm)
Sundays (11am-4pm)
 Rolling Fee: \$23: Cash, Credit Card (except Amex), Debit

Live Scan'N More, Inc.
 1225 W. 17th St, #1
 Santa Ana, CA 92706
<https://livescannmore.com/>

Walk-ins Welcome or Appointment
Mon-Fri (9am-6pm)
Saturdays (9am-1pm)
 Rolling Fee: \$25 All forms of payment accepted

Directions for Exporting the “Request for Live Scan Form” from NEOEGOV Onboarding:

1. First click on the Employee link located under the person icon- highlighted below.

The screenshot shows a user profile for 'TEST TEST' with the role 'HOURLY CLERICAL'. Below the profile, the 'Employee' link is highlighted in yellow. To the right, there is a 'Forms' section with buttons for 'Export to ...', 'Lock', and 'Unlock'. Below these buttons is a table header with columns for 'Form Name' and 'Updated On'.

2. Then to the right, there is a section called *FORMS*. Scroll Down until you find the Request for Live Scan receipt form. Click the box (highlighted) next to the form.

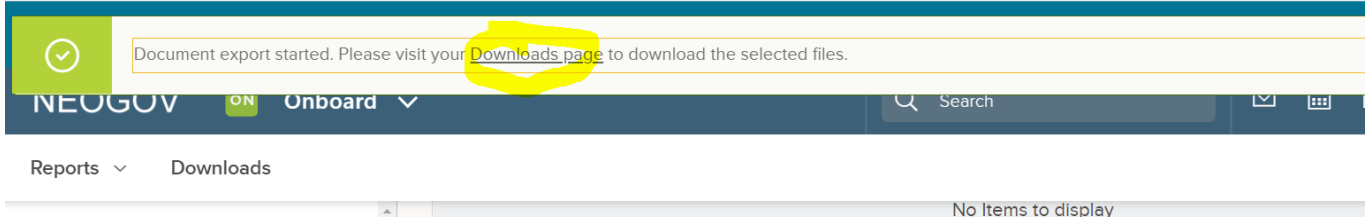
The screenshot shows a list of forms with the following data:

<input type="checkbox"/>	Form Name	Updated On	Status	Actions
<input type="checkbox"/>	New Employee Orientation	08/02/2021 12:49 PM	Complete	[Edit] [Lock] [View] [Print] [Download] [Share] [Delete]
<input type="checkbox"/>	Lactation Policies and Proce...	08/02/2021 12:49 PM	Complete	[Edit] [Lock] [View] [Print] [Download] [Share] [Delete]
<input type="checkbox"/>	Oath of Allegiance	08/06/2021 09:43 AM	Complete	[Edit] [Lock] [View] [Print] [Download] [Share] [Delete]
<input type="checkbox"/>	I-9 Proof of Documentation ...	08/02/2021 01:10 PM	Complete	[Edit] [Lock] [View] [Print] [Download] [Share] [Delete]
<input type="checkbox"/>	Responsible Employee, Titl...	08/02/2021 12:51 PM	Complete	[Edit] [Lock] [View] [Print] [Download] [Share] [Delete]
<input type="checkbox"/>	Sexual Harassment Fact Sh...	08/02/2021 01:18 PM	Complete	[Edit] [Lock] [View] [Print] [Download] [Share] [Delete]
<input checked="" type="checkbox"/>	Request for Live Scan- 2021	08/02/2021 12:53 PM	Complete	[Edit] [Lock] [View] [Print] [Download] [Share] [Delete]
<input type="checkbox"/>	EDD State Tax Form 2021	08/02/2021 12:55 PM	Complete	[Edit] [Lock] [View] [Print] [Download] [Share] [Delete]
<input type="checkbox"/>	PARS Plan Info Sheet	08/02/2021 12:16 PM	Complete	[Edit] [Lock] [View] [Print] [Download] [Share] [Delete]

3. Then scroll back up to the beginning of the “FORMS” section and hit **Export to**

The screenshot shows the 'Forms' section with the 'Export to ...' button highlighted in yellow. Below the button, a message indicates '1 records are selected.' and a 'Clear selection' link. Below this is a table header with columns for 'Form Name', 'Updated On', 'Status', and 'Actions'.

4. Then you will be prompted to a “Downloads” link where you can click the downloaded form. Click the “Downloads page” link.



5. The form may take a few moments to download. Once it's downloaded, you can save the form as a PDF by clicking the downloaded link, highlighted below.

