



Live Scan Instructions for Hope Horizon EPA Volunteers

1. Fill out a Request for Live Scan Service.
 - Use this [prefilled Live Scan form](#)
 - Complete the *applicant information* portion on the form.
2. Visit a location where Live Scan Service is offered in either of the ways below.
 - [Santa Clara County Sheriff's Office](#)
Make an appointment for one of the Santa Clara County Sheriff's stations. Hope Horizon EPA will be billed \$20 for the service. No walk-ins are permitted.
 - [Locate a Livescan provider near you](#)
Prices vary widely by location. A \$20-\$35 fee is reasonable. If you choose this option, you will need to pay upfront and send a photo of the receipt to the [Volunteer Coordinator](#), and Hope Horizon EPA will reimburse you. Walk-in service may be available at some of these locations.
3. Bring the following items to your Live Scan appointment:
 - Photo ID (Driver's License or DMV ID card).
 - 3 copies of the Request for Live Scan Service form. (Please keep your copy until the Volunteer Coordinator has received clearance.)

More details on Live Scan can be found at <https://oag.ca.gov/fingerprints>.

Only trained, California Department of Justice approved Hope Horizon East Palo Alto staff have access to view your criminal offender record information with strict guidelines for the proper use and security of such information. This information will only be used to determine your eligibility to volunteer with Hope Horizon East Palo Alto and cannot be shared with any other individuals or organizations. Please see the [DOJ Privacy Notice](#), the [FBI's Privacy Act Statement](#), and the [Noncriminal Justice Applicant's Privacy Rights](#) for additional privacy information.

If you have questions, please email volunteer@hopehorizonepa.org.