

## DOJ Form Instructions (Fingerprinting)

1. Obtain a "Request for Live Scan Service" form from the church office or the church website at [https://www.svpc.us/pdfs/safechurch/Request\\_For\\_LiveScan\\_07-2019.pdf](https://www.svpc.us/pdfs/safechurch/Request_For_LiveScan_07-2019.pdf). The top section of the form is already filled in with the church information.
2. Complete the "Name of Applicant" section of the "Request for Live Scan Service" form (see example of the applicant section below):

Name of Applicant: (Please print)		Last		First		MI	
Alias:		Last		First		Driver's License No:	
Date of Birth:		Sex: <input type="checkbox"/> Male <input type="checkbox"/> Female		Misc. No. BIL -		<b>Do not fill in</b>	
Height:		Weight:		Misc. Number:		<b>Do not fill in</b>	
Eye Color:		Hair Color:		Home Address:			
Place of Birth:				Street No.		Street or PO Box	
Social Security Number:						City, State and Zip Code	

3. To get fingerprinted, take the "Request for Live Scan Service" form and a valid government issued photo ID (such as a driver's license) to any Live Scan location. Many UPS locations provide this service or simply google "Live Scan locations near me."
4. The fingerprint operator will complete the lower portion of the "Request for Live Scan Service" form and will give you a copy of the completed form. *Return that form to the church office.* Feel free to redact your Social Security information when returning your form.
5. You will need to pay for the fingerprinting, but can be reimbursed by filling out a check request form and submitting it with your receipt. You can obtain and submit the check request form in the church office and a check will be mailed to you.