



*Office for the Protection of  
Children & Vulnerable Adults*

**Fingerprint Screening: Application Instructions**

Persons who need to be fingerprinted must make an appointment to do so, either through the Human Resources Office or their particular parish or school site. These locations provide a “Request for Live Scan Service” form for the individual to bring with them when they go for fingerprint service.

Individuals will need to present a completed copy of the form to the Live Scan provider, along with a valid government issued photo ID. Acceptable payment is by cash or check – Verify Group accepts credit cards.

**Where to go for Fingerprinting Service (all locations provide the same service):**

**Location:** Verify Group, Inc.

**Contact:** Phone (408) 761-2156 | Website [www.verifygroup.com](http://www.verifygroup.com)

**Address:** 262 East Hamilton Ave., Suite A, Campbell, CA 95008

**Notes:** Appointments available and walk-ins welcome. Verify Group also accommodates on-site service, and will take their mobile unit to schools or parishes interested in fingerprinting groups. No need to present Live Scan request form; Verify has chancery/parish/school codes and can complete forms.

**Location:** Sheriff’s Office

Notes: For further information on locations or to make an appointment (appointment is required for service) for one of the following service locations, please visit: [http://www.sccgov.org/sites/sheriff/Pages/Live\\_Scan.aspx](http://www.sccgov.org/sites/sheriff/Pages/Live_Scan.aspx)

**San Jose Sheriff’s Office**

Address: 55 W. Younger Ave., San Jose, CA 95110  
Phone: (408) 808-4760

**San Martin Sheriff’s Office**

Address: 80 Highland Avenue, Building K, San Martin, CA 95046  
Phone: (408) 686-3651

**West Valley Sheriff’s Office**

Address: 1601 S. DeAnza Blvd. Cupertino, CA 95014  
Phone: (408) 868-6614

**Stanford Sheriff’s Office**

Address: 711 Serra St., Stanford, CA 94305  
Phone: (650) 725-2499

The Live Scan Form is available online at [http://ag.ca.gov/fingerprints/forms/BCII\\_8016.pdf](http://ag.ca.gov/fingerprints/forms/BCII_8016.pdf)

The form requires the following information be entered by the site requesting fingerprinting:

1. **ORI Code A3251 (Required)** – Indicates type of fingerprint service being requested
2. **Mail Code 01182 (Required)** – Indicates where agency results should be released
3. **Contact Name (Required)** – Linda Greco, Human Resources
4. **Billing Code 130068 (Required for clergy & staff / NOT required if volunteer is paying full cost of service)**
5. **Your Number / OCA Number (Required)**  
**Note:** This is the site number (i.e. parish/school number). In the case of clergy, we simply enter “Vicar for Clergy,” followed by either “Priest,” “Seminarian,” or “Deacon.”
6. **Level of Service (Required)** – Please check both DOJ and FBI.



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**Fingerprint Screening: Fingerprint Background Check**

**EDUCATION Code (ORI A3251)** at both the DOJ and FBI level of screening are required. Parishes and schools qualify for this code on behalf of religious education. The code ensures that *all* offenses before and after the fingerprinting date will be reported to the Diocese of San Jose.

**Databases Searched:** California Department of Justice (DOJ) and Federal Bureau of Investigation (FBI).

**Type of Information Obtained:** Criminal offense(s) to date, date of offense(s), subsequent offenses/date, and convictions.

**Personnel Required to do this Check:** Employees, Teachers, Clergy (Priests, Deacons, Seminarians), Volunteers working with children/vulnerable adults.

**Associated Screening Fees**

DOJ	\$32 – Cost to process background check at <b>California Level</b>
FBI	\$17 – Cost to process background check at <b>Federal Level</b> (\$15 for Volunteers)
SUBTOTAL:	\$49 – Paid by the site employing the individual (\$47 for Volunteers) \$20 – “Rolling fee” Paid by individual at time of service, unless volunteer is to pay “Total Cost”
<b>TOTAL COST:</b>	<b>\$69 – Employee / \$67 - Volunteer</b>

**DAY CARE FACILITY BACKGROUND CHECK (CACI – Child Abuse Central Index)**

Department of Social Services index record check for any violations, this is done for individuals in preschools, in addition to the above A3251 code.

- Cost **\$84 – 106** (Child Abuse Central Index)
- Fee depends on the number of children in day care
- Includes DOJ and FBI costs

**Fingerprinting for Individuals Under Age 18**

We do not fingerprint minors under age 18. After 18 years of age, even if still enrolled in high school, the individual need to be fingerprinted according to adult guidelines.

**The Diocese of San Jose thanks you for your help in maintaining a safe environment of all.**

**Questions?**

**Please call the OPCVA at 408-983-0100 – Ext. 113**