



DIOCESE OF SAN JOSE

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

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

For information on service locations or to make an appointment (appointment is required for service) for one of the following service locations, please visit: <https://countysheriff.sccgov.org/services/livescan-fingerprinting-service>

San Jose Sheriff’s Office

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

West Valley Sheriff’s Office

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

San Martin Sheriff’s Office

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

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

If not already completed, 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** (Required) – 01182 for Employees or 24859 for Volunteers
3. **Contact Name** (Required) – Anthony Gonzalez, Head of Agency
4. **Your Number / OCA Number** (Required) – The Diocesan site number associated with the parish or school
5. **Level of Service** (Required) – Please check both DOJ and FBI.



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Fingerprint Screening: Live Scan Background Check

EDUCATION Code (ORI A3251) is required for both the DOJ and FBI clearance. The ORI code ensures that offenses occurring before or 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.

Associated Screening Fees

DOJ	\$32 – Cost to process background check at California Level
FBI	\$17 – Cost to process background check at Federal Level (\$15 for Volunteers)
SUBTOTAL:	\$49 – Paid by the site employing the individual (\$47 for Volunteers) \$20 – “Rolling fee” paid by applicant at Live Scan fingerprint service appointment
TOTAL COST:	\$69 – Employee (\$67 - Volunteer)

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 for all.

Questions?

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