



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

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

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

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 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 individual at time of service, unless volunteer is to pay “Total Cost”
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 of all.

Questions?

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