

Human Resources Department
Southern California Conference of Seventh-day Adventists

EMPLOYEE LIVE SCAN REQUEST PROCEDURES

1. Complete applicant information on the *Request for Live Scan Service* form, using your **legal name**. Put the name of the entity that is requesting this information at the top of the page (NAME of CHURCH or NAME of SCHOOL).
2. Take *Request for Live Scan Service* form to an authorized Live Scan operator. Locations are listed by county. For locations, please visit: <http://oag.ca.gov/fingerprints/locations>. Employee may also come to the Southern California Conference to complete their Live Scan by using the following link to schedule an appointment: [Dashboard: Human Resources \(adventist.org\)](#).

****Please note when completing your Live Scan at the conference, an appointment is required, and walk-ins will not be accepted.***

3. When Live Scan is completed, request a copy of the completed *Request for Live Scan Service* form from the operator.
4. Bring in a copy of the completed *Request for Live Scan Service* form to HR, along with the rest of the new employee paperwork. Employee will need to keep a copy for their own personal records.

If you have any questions, please call HR Associate Director, Ashton Hardin-Artiga at 818.546.8416.

***Please note, completion of the Request for Live Scan Service and
CA Child Mandated Reporter Training Certificate
Must be completed & received by HR before employment begins.***