Cal Teach
Fingerprinting/Livescan Instructions, in Santa Cruz

Before you begin your Cal Teach internship, you will need to have your fingerprinting done by Santa Cruz Livescan. They have an office downtown and also provide mobile service. They will bill Cal Teach directly for all costs, so there will be no out-of-pocket expense for you.

Note that receiving results may take anywhere from a day to much longer. Please get this done ASAP to avoid starting your internship late!

1) Fill out the online livescan service request form: [http://cms.ucsc.edu/applicant.html](http://cms.ucsc.edu/applicant.html) and email calteach@ucsc.edu to confirm that you have submitted the form.

You will need this information:
Hiring Unit = Cal Teach
Manager or Supervisor = Tammy Bye
Job Title = Cal Teach Volunteer

Do you plan to get fingerprinted on campus? CLICK ‘NO’

2) A “Livescan form” will be emailed to you within 1-2 days. Contact us at calteach@ucsc.edu if you don’t receive the form. Finish filling out the livescan form you receive, including your social security number, and take it along with a government-issued photo ID to Santa Cruz Livescan to get fingerprinted (see Step 3).

3) Go to Santa Cruz Livescan during walk-in hours, or make an appointment:

   [Santa Cruz Livescan](http://www.santacruzlivescan.com/)

   Office Phone: 831.621.5041
   Email: info@santacruzlivescan.com
   Office Address: 877 Cedar Street Suite 150, Santa Cruz CA 95060
   Office Hours (walk-in): Monday-Friday, 9am-6pm
   Mobile services offered 7 days a week by appointment only. Call or email to schedule.

4) IMPORTANT: We will contact you once your background check has cleared and you may begin your internship.

*If you have a felony conviction, this process will alert Cal Teach to that fact. In many cases, this will not prevent you from working in the schools; however, it is helpful to the program to know about your conviction in advance. Check in with Gretchen if you have any questions.*