Cal Teach
Fingerprinting/Livescan Instructions,
Outside Santa Cruz

Before you begin your Cal Teach internship, you will need to have your fingerprinting done. We prefer that you have this done in Santa Cruz, because the cost is lower, but you may do this from another California location if need be.

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 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.

3) Take the livescan form and a government-issued photo ID to get fingerprinted at your local livescan location (Sheriff’s office, UPS Store, etc.).

They will charge you $15-32 for the roll fee (**You should not be charged more than this. If they are requesting more, then contact Cal Teach before you move ahead.). Payment methods vary; some places only accept cash/check or money order, so look into it before you go!

4) Step 3: Once you have completed your fingerprinting, please return a copy of the Live Scan Service Request form AND a receipt for the roll fee to Cal Teach so we can reimburse you. You will also need to fill out a Payee Setup Form to get set up in the reimbursement system.

*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.