Fingerprinting/Livescan Instructions

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 expenses 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!

Contact Santa Cruz Livescan to schedule your appointment, or go during walk-in hours:

- **Business Cell Phone:** 831.621.5041
- **Email:** info@santacruzlivescan.com
- **Office Address:** 877 Cedar Street Suite 150, Santa Cruz CA 95060
- **Office Hours:** Monday-Friday, 10am-3pm

Walk-in appointments are offered in office. Mobile services offered 7 days a week by appointment only. For more information, see: [http://www.santacruzlivescan.com/](http://www.santacruzlivescan.com/)

*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.*

1. Before going, please make sure to fill out the Background Information Request form and leave it with the Cal Teach staff. This form will allow UCSC’s HR office to route the results to Cal Teach. Without it, we may not get your results.

2. Please indicate on the Background Info. Request form if you have resided in a state other than California within the past ten years. If you have, you must check the “FBI” box on the livescan form.

3. When you go to get the livescan, you will need to take the following items with you:
   - Live Scan Form
   - Photo ID (current CA Drivers License, CA ID Card, Out of State Drivers License, Passport – UCSC ID is not acceptable)
   - Social Security Number

4. Once you have completed your fingerprinting, please return a copy of the Live Scan Service Request form to Cal Teach so we know you have completed the livescan. We will contact you once your background check has cleared and you may begin your internship.