

1. You are required to be fingerprinted for this internship and will not be able to start until we've received your clearance.
2. To be fingerprinted, go to your local Livescan office or a UPS store (see [this link for Livescan locations](#)). If you choose to go to a UPS store, please be sure to call them first to ensure they have a Livescan machine and to ask if they have certain fingerprinting hours.
3. Make sure to complete your [Cal Teach Livescan form](#) and bring it when you are fingerprinted to ensure that the clearance is sent to the correct place. You may leave the "Misc Number" and "Billing Number" fields blank, but please complete all the other fields on the form.
4. When you send Cal Teach your receipt, make sure to WRITE YOUR NAME on it if it is not already there and to mail it to our shelter-in-place address:  
Cal Teach UCSC  
PO Box 418  
Boulder Creek, CA 95006
5. Please WEAR A MASK when you get fingerprinted and we recommend bringing your own hand sanitizer, as you will be exposing yourself to the fingerprint machine. You can also help keep us all safe by following these [Best Practices for LiveScan](#).

Do not hesitate to ask us questions if you have them. We are here to help & support you.