



# SAN DIEGO COUNTY SCHOOLS CLEARINGHOUSE FINGERPRINT

## REQUEST FOR LIVE SCAN SERVICE – APPLICANT SUBMISSION

Clearinghouse fingerprints should be completed at an SDCOE Live Scan facility.

Please bring 2 copies of this form.

Schedule a fingerprint appointment at: <https://ims.sdcoe.net/livescan>

SDCOE / Linda Vista: Room 104 or NCREC / San Marcos: Room 102

ORI: A1270 Type of Application:  Credential or Permit holder  Classified / Volunteer

Job Title or Type of License, Certificate or Permit: \_\_\_\_\_

Level of Service:  DOJ  FBI

Please Note: 1- Applicant fingerprints requiring FBI level of service will be used to search the criminal history of the FBI pursuant to Federal Public Law 92-544.

### --- Contributing Agency ---

SAN DIEGO COUNTY OFFICE OF EDUCATION Mail Code: 04166  
Credential Services Contact Name: Credential Services  
6401 Linda Vista Road, Room 104 Contact Telephone Number: 858-292-3581  
San Diego, CA 92111-7399 E-mail: sdcred@sdcoe.net

### --- To Be Completed By Applicant ---

Name of Applicant: (Last) \_\_\_\_\_ (First) \_\_\_\_\_ (MI) \_\_\_\_\_

AKA(s): \_\_\_\_\_ Driver's License No.: \_\_\_\_\_

DOB: \_\_\_\_/\_\_\_\_/\_\_\_\_ SEX:  Male  Female Misc. BIL-#: \_\_\_\_\_ N/A

HT: \_\_\_\_\_ WT: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Eye Color: \_\_\_\_\_ Hair Color: \_\_\_\_\_ Address: \_\_\_\_\_

Place of Birth: \_\_\_\_\_

SSN: \_\_\_\_\_ Email: \_\_\_\_\_

### --- School District or Agency Use Only ---

School District or Agency Name: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Telephone Number: \_\_\_\_\_ E-Mail: \_\_\_\_\_

School District or Agency Billing Number: \_\_\_\_\_

### --- Agency Use Only ---

Your Number: \_\_\_\_\_ If resubmission, record "original" ATI No: \_\_\_\_\_  
(OCA No./Applicant SS#)

### --- SDCOE Use Only ---

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_ Technician: \_\_\_\_\_ Terminal No.: \_\_\_\_\_

Agency: SDCOE ATI No: \_\_\_\_\_ Amt Collected: \$ \_\_\_\_\_

I have visually confirmed my personal data entered into the fingerprint system is accurate.  
I understand it is my responsibility; if there is an error, additional fees will be incurred.