

Fingerprinting with SVUSD

Sonoma Valley Unified School District prioritizes the safety of students. All employees, volunteers, volunteer drivers, coaches and contractors/consultants are required by law to be fingerprinted for the safety of students and staff. [California Education Code 49024](#) and SVUSD [Board Policy 1240: Volunteer Assistance](#) outline the requirement for fingerprinting and background checks.

How to get a fingerprint form

- New Employees, Guest Teachers & Classified Substitutes - contact SVUSD's HR Team hr@sonomaschools.org
- Paid Coaches & Volunteer Coaches - contact Sam Alton salton@sonomaschools.org
- Community/Parent Volunteers & Volunteer Drivers - contact any school site office

Fingerprint / Live Scan Locations

*Please note that some places require appointments. Be sure to call ahead!

Location	Phone Number	Address
Ameriprints Petaluma	707-588-9866	963 Transport Way #4, Petaluma
Ameriprints Rohnert Park	707-588-9866	5865 Redwood Drive Ste. 101, Rohnert Park
Rohnert Park Dept. of Public Safety	707-584-2600	500 City Center Drive, Rohnert Park
Ameriprints Santa Rosa	707-566-1929	2675 Cleveland Avenue #7, Santa Rosa
Napa County Sheriff Department	707-253-4509	1535 Airport Blvd, Napa
Photo Pro Lab	707-255-0772	1258 Trancas St, Napa
Sonoma County Office of Education	707-524-2812	5340 Skyland Blvd, Santa Rosa

What to bring to your appointment

REQUEST FOR LIVE SCAN SERVICE

BCII 8016 (3/07)

Applicant Submission

ORI: A5192 Type of Application: Volunteer
Code assigned by DOJ

Job Title or Type of License, Certification or Permit: Mentor

Agency Address Set Contributing Agency:

Sonoma Valley Mentoring Alliance 06049
Agency authorized to receive criminal history information Mail Code (five-digit code assigned by DOJ)

P.O. Box 721 Kathy Witkowicki
Street No. Street or PO Box Contact Name (Mandatory for all school submissions)

Sonoma CA 95476 (707) 938-1990
City State Zip Code Contact Telephone No.

Name of Applicant: (Please print) Last First MI

Alias: Last First **Driver's License No:**

Date of Birth: **Sex:** Male Female **Misc. No. BIL -** N/A
Agency Billing Number

Height: **Weight:** **Misc. Number:** N/A

Eye Color: **Hair Color:** **Home Address:**

Place of Birth: Street No. Street or PO Box
 City, State and Zip Code

Social Security Number:

Your Number: N/A OCA No. (Agency Identifying No.)

If resubmission, list Original ATI Number: _____

Level of Service: DOJ FBI

Employer: (Additional response for agencies specified by statute)

Employer Name _____

Street No. Street or PO Box Mail Code (five digit code assigned by DOJ)

City State Zip Code () Agency Telephone No. (optional)

Live Scan Transaction Completed By: _____ Name of Operator _____ Date _____

Transmitting Agency _____ ATI No. _____ Amount Collected/Billed _____

- Bring your completed fingerprint request form
- Bring your photo ID - current driver's license/State ID
- Bring the set-up fee - Every place charges something different, but it is usually between \$20 - \$35. SVUSD does not reimburse the set-up fee as we cover the majority of the total fee.

How often do I need to be fingerprinted?

You only need to be fingerprinted once. If you have already been fingerprinted for SVUSD and want to be a volunteer or volunteer driver for a school site contact the HR team hr@sonomaschools.org to verify your clearance with the school sites.

What happens to information sent to the DOJ (Department of Justice)?

Once you complete fingerprinting the results are sent electronically to the DOJ. Any information SVUSD receives directly from the DOJ is considered confidential and only shared with appropriate personnel.

What if I was fingerprinted by another local organization, do I need to be fingerprinted again?

Yes, the DOJ does not share fingerprinting information among organizations. The DOJ requires each organization to request fingerprint criminal history clearance.

Fingerprint Result Timeline

Typically fingerprint results are shared by the DOJ within a couple of days (1-2 days), however, it varies. The DOJ does not provide agencies with a timeframe on when results will be available so please plan accordingly.