

Volunteer Fingerprinting:

All VCS volunteers are required to be approved by the Department of Justice (DOJ) prior to helping in the classrooms, driving, or chaperoning on field trips.

It can take 2 weeks or more to get clearance from the DOJ so plan accordingly.

Take the attached form with the VCS ORI code, to the fingerprinting service of your choice. Parents are responsible for all fees incurred.

Local livescan services:

Ameriprints – contact@ameriprints.com

Santa Rosa 2675 Cleveland Ave #7 (707) 566-1929

Rohnert Park 5685 Redwood Dr #101 (707) 588-9866

Petaluma 963 Transport Way #4 (707) 588-9866

Postal Plus - contact@postalplusinc.com

Santa Rosa 422 Larkfield Center (707) 528-6400

AIM Mail Center - aim10@aimmailcenters.com

Sebastopol 708 Gravenstein Hwy N (707) 823-7007

In addition to the DOJ clearance anyone driving on field trips must have:

Driver's License: All drivers must supply the school office with a copy of their current driver's license. Remember to update expired licenses upon renewal.

Auto Insurance: Village Charter School's insurance company requires that all drivers carry a ***minimum of \$100,000.00 of Property Damage and \$100,000/person and \$300,000.00/occurrence of Bodily Injury coverage.*** We will need a copy of the ***declaration page*** from your insurance demonstrating this coverage. It is also possible to obtain one-day coverage from your insurance company at this level of coverage.



REQUEST FOR LIVE SCAN SERVICE (Public Schools or Joint Powers Agencies)

Applicant Submission

ORI: AA603

Code assigned by DOJ

Type of Applicant: ☐ Classified School Employee ☐ Credentialed School Employee

The following selections are for Public Schools only:

☐ License, Certification, Permit ☐ Peace Officer ☐ Law Enforcement Officer ☒ Volunteer

Type of License/Certification/Permit OR Working Title:

(Maximum 30 characters - if assigned by DOJ, use exact title assigned)

Contributing Agency Information:

Village Charter School

Agency Authorized to Receive Criminal Record Information

2590 Piner Rd

Street Address or P.O. Box

Santa Rosa

City

CA 95401

State ZIP Code

11950

Mail Code (five-digit code assigned by DOJ)

Rebecca Ivanoff

Contact Name (mandatory for all school submissions)

(707) 524-2848

Contact Telephone Number

Applicant Information:

Last Name

First Name

Middle Initial

Suffix

Other Name: (AKA or Alias)

Last

First

Suffix

Date of Birth

Sex ☐ Male ☐ Female

Driver's License Number

Height

Weight

Eye Color

Hair Color

Billing
Number

(Agency Billing Number)

Place of Birth (State or Country)

Social Security Number

Misc.
Number

(Other Identification Number)

Home
Address

Street Address or P.O. Box

City

State

ZIP Code

I have received and read the included Privacy Notice, Privacy Act Statement, and Applicant's Privacy Rights.

Applicant Signature

Date

Your Number:

Level of Service: ☐ DOJ ☐ FBI

(OCA Number (Agency Identifying Number))

If re-submission, list original ATI number:

(Must provide proof of rejection)

Original ATI Number

Live Scan Transaction Completed By:

Name of Operator

Date

Transmitting Agency

LSID

ATI Number

Amount Collected/Billed