

Fingerprinting Procedure

Palomar College requires **all** new employees to be fingerprinted. **There are no exceptions to this policy.**

Fingerprinting is done through the Applicant Live Scan system. For a list of Live Scan locations and hours of operation, visit: <http://ag.ca.gov/fingerprints/publications/contact.htm>.

Procedure:

- Complete the “Applicant Information” section of the attached Request for Live Scan Service form using black ink.
- Take the form to the Live Scan facility of your choice.
- Be prepared to pay the Live Scan facility fee, plus the Department of Justice fee (\$32.00). The two fees will be combined into one single payment to the Live Scan facility.
 - Processing Fee – A fee will be collected by the Live Scan provider for the processing of your fingerprints by the Department of Justice.
 - Service Fee – A separate fee will be charged for the service of taking the electronic fingerprints by the Live Scan provider. Please note fees and forms of payment vary by location.
- Present a valid photo ID at the Live Scan agency.