

Directions for Completing the Live Scan Process for LSEE Students

1. Review the information on the Fieldwork Forms link on the LSEE website located at: <http://www.humboldt.edu/lsee/student-resources/forms.html>.
2. Print and fill out the “**Request for Live Scan Service**” form to receive a Live Scan through the HSU School of Education.
 - a. You can download and print the form from the Fieldwork Forms page or by going to: <http://www.humboldt.edu/lsee/documents/livescanform.pdf>.
 - b. You need only fill in the section with your personal information (it begins with “Name of Applicant”). The rest is already filled in for you or will be completed by the Live Scan operator.
3. Have your Live Scan fingerprinting completed at a police station.
 - a. The University Police Dept. is the recommended location as it is less expensive for students. **UPD offers Live Scan service on Mondays, Wednesdays, and Fridays from 9:30 a.m. to 3:30 p.m.** If you have questions, you can call them at 707.826.5555. NOTE: they are closed on furlough days.
 - b. If you so choose, you can complete your fingerprint scan at a different police station instead. See: <http://caag.state.ca.us/fingerprints/publications/contact.htm> for a list of available Live Scan locations and the dates/times they are open.
 - c. **Make sure to get 2 extra copies of your Live Scan form!** You’ll need to keep one copy for your own records and will need to give one to the School of Education.
4. Follow-up Process
 - a. Return one copy of the Live Scan form to **Linda McMaster at the School of Education**. Her office is located in Harry Griffith Hall, Room 202. She can be reached via phone at 707.826.3729 or via e-mail at mcmaster@humboldt.edu.
 - b. **In one week, follow-up with Linda** to see if your Live Scan results are in. If they are, Linda will make you a clearance ID card that you can show to schools you are observing in as proof that your background check is complete.