



Saint Ignatius Loyola Parish

*A Jesuit parish uniting hearts and minds in the Spirit of Jesus Christ.*

## Volunteer Fact Sheet

All volunteers over the age of 18 at St. Ignatius need to undergo training and receive a clearance from the state of California before working with anyone under 18 or vulnerable adults. We must guarantee the safety of every child and this is one of the methods the Church has chosen to try and begin the process of rebuilding trust again.

These are the two parts all volunteers must complete:

1. Fingerprints are taken and sent in electronically
2. Participating in an approved training program.

Fingerprinting is available at Capital Live Scan, 5606 Broadway, Sacramento, CA 916-456-5260. Many Kinkos, Fedex, and UPS sites also have Live Scan equipment to electronically take and send fingerprints into the state. Please take the form on the back of this sheet with you to the Live Scan location. We cannot receive clearances from the state without submitting this form. There is a “rolling fee” that must be paid at the appointment.

The online training entails watching a video and answering some questions. This can be done at home on a computer before or after having your fingerprint taken. At the end of the training, it allows you to print the “official certificate of training” which the parish will need a copy. Here is the link to the training:  
<https://sacramento.cmgconnect.org/>

For those who need assistance with the online training, volunteers will work with you at the parish offices. We will schedule evening sessions. Please send an email to [ctilley@stignatiussac.org](mailto:ctilley@stignatiussac.org) to arrange a date and time.

Thank you so much for volunteering for our parish. I know this added burden can be seen as unnecessary by some, but the unfortunate reality of our present situation is that we cannot go on as we have in the past. Please join us in making St. Ignatius a model for our community in the protection of our young people and vulnerable adults.



### REQUEST FOR LIVE SCAN SERVICE

#### Applicant Submission

A2733

ORI (Code assigned by DOJ)

Volunteer

Authorized Applicant Type

Type of License/Certification/Permit OR Working Title (Maximum 30 characters - if assigned by DOJ, use exact title assigned)

#### Contributing Agency Information:

Roman Catholic Bishop of Sacramento

Agency Authorized to Receive Criminal Record Information

08893

Mail Code (five-digit code assigned by DOJ)

2110 Broadway

Street Address or P.O. Box

Mara Valdovinos

Contact Name (mandatory for all school submissions)

Sacramento

City

CA

State

95818

ZIP Code

(916) 733-0237

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

Leave Blank

(Agency Billing Number)

Place of Birth (State or Country)

Social Security Number

Misc. Number

Leave Blank

(Other Identification Number)

Home Address

Street Address or P.O. Box

City

State

ZIP Code

Your Number: St. Ignatius Parish, Sacramento

OCA Number (Agency Identifying Number)

Level of Service:

DOJ

FBI

(If the Level of Service indicates FBI, the fingerprints will be used to check the criminal history record information of the FBI)

If re-submission, list original ATI number:  
(Must provide proof of rejection)

Original ATI Number

Employer (Additional response for agencies specified by statute):

Employer Name

Mail Code (five digit code assigned by DOJ)

Street Address or P.O. Box

City

State

ZIP Code

Telephone Number (optional)

Live Scan Transaction Completed By

Name of Operator

Date

Transmitting Agency

LSID

ATI Number

Amount Collected/Billed



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(AKA or Alias) Last

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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

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