

# FINGERPRINTING INFORMATION FOR CYO VOLUNTEERS – 2019



## OAKLAND DIOCESE FINGERPRINTING REQUIREMENTS AND PROCEDURES:

The Diocese of Oakland requires that all volunteers who have regular contact with children are Live Scan fingerprinted and cleared. The following CYO volunteers are included:

- **CYO Athletic Directors and Track / Cross Country Coordinators**
- **All CYO Coaches**

## TO COMPLETE THE FINGERPRINT REQUIREMENT, A VOLUNTEER MAY:

- (1) CYO Opportunities** – Be Fingerprinted at one of the opportunities announced by CYO. Information will be posted when available on the CYO Coaches Workshops page of the CYO Website:  
<https://www.oakdiocese.org/CYO-and-scouts/cyo/workshops>, **OR**
- (2) Diocesan Agencies** – Make an appointment and be fingerprinted at:
  - Fingerprint Services of America, 225 West Winton Ave., Suite 124, Hayward, 510-293-9140
  - AAA Livescan, 1576 2<sup>nd</sup> St., Suite E, Livermore, 925-493-7926
  - Diablo Live Scan, 600 W 3<sup>rd</sup> St., Antioch (corner of G and 3<sup>rd</sup>, upstairs), 925-754-3100
  - Livescan Identity, 510-795-8885
  - Village Post and Parcel, 15943 Hesperian Blvd., San Lorenzo 510-278-8744
  - The UPS Store, 32108 Alvarado Blvd., Union City 510-487-2688; **OR**
- (3) Outside Agencies** – Be fingerprinted by an outside agency. The “Request for Live Scan Service” form must be printed and taken to the agency. The form with required information is attached to this flyer or can be obtained from the Diocesan Safe Environment Office. Fingerprinting by an outside agency may require additional fees.

## OTHER IMPORTANT INFORMATION:

- To complete the fingerprint requirement, clearance must be received from the California Department of Justice (DOJ)
- The cost for fingerprinting is \$34. per volunteer. Parish/school CYO programs will be billed.
- Those previously successfully fingerprinted and cleared for the Diocese of Oakland are not required to be fingerprinted again. To check your fingerprint clearance status, log on to your Virtus Training account ([virtusonline.org](http://virtusonline.org)) and check the “Background Check” or “Summary” tabs.



# REQUEST FOR LIVE SCAN SERVICE

## Applicant Submission

ORI: AA846

(Code assigned by DOJ)

Type of Application: VOLUNTEER

Authorized Applicant Type

Parish/School/Diocesan Site

Type of License/Certification/Permit

## Contributing Agency Information:

DIOCESE OF OAKLAND

Agency Authorized to Receive Criminal Record Information

01051

Mail Code (five-digit code assigned by DOJ)

2121 Harrison Street

Street Address or P.O. Box

Diana Bitz

Contact Name (mandatory for all submissions)

Oakland

CA 94612

(510) 267-8315

Contact Telephone Number

City

State

ZIP Code

## Applicant Information:

Last Name

First Name

Middle Initial

Suffix

Other Name

(AKA or Alias)

Last

First

Date of Birth

Sex

Male

Female

Driver's License Number

Height

Weight

Eye Color

Hair Color

Billing

Number

140662

(Agency Billing Number)

Misc.

Number

(Other Identification Number)

Place of Birth (State or Country)

Telephone Number

Home

Address Street Address or P.O. Box

City

State

ZIP Code

Your Number:

OCA Number (Agency Identifying Number)

Level of Service:

DOJ

FBI

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

Original ATI Number

## DIOCESAN SITE INFORMATION

### PARISH/SCHOOL SITE:

Mail Code (five digit code assigned by DOJ)

CITY

Live Scan Transaction Completed By:

Name of Operator

Date

Transmitting Agency

LSID

ATI Number

Amount Collected/Billed