

# LIVESCAN APPLICANT PROCESS

Some of the important things to remember when appearing for fingerprints are:

1. **Schedule an appointment – The following locations offer Livescan:**

**Lake County Office of Education: 707-262-4127**

1152 S Main St  
Lakeport, CA 95453

**Lake County Jail-Alternative Work Program Building (AWP): 707-262-0626**

4913 Helbush Drive  
Lakeport, CA 95453- adjacent to the Lake County Jail

**UPS Store: 707-263-6105**

371 Lakeport Blvd  
Lakeport, CA 95453

Please be prompt. If you need to cancel, please call at least 24 hours prior to your appointment so that they may reschedule another applicant.

2. **Call the 4-H Staff** at 707-263-6838 to tell them the date and time of your appointment so paperwork can be prepared.
3. Before your appointment, you will need to go to the 4-H Office to **pick up your paperwork**. Please allow yourself 5 to 10 minutes to complete the paperwork.
4. Along with the paperwork, from the 4-H Office, **bring a valid photo I.D.** – This must be presented at time of fingerprinting. Acceptable forms of I.D. are:
  - 1.) Driver's License
  - 2.) Military I.D.
  - 3.) California Identification Card
  - 4.) Passport
5. **Fingernails:** Extremely long or curved fingernails may prevent the fingers from properly contacting the printing platen and may need trimming.
6. **Bandaged or injured fingers:** Applicant may need to reschedule their appointment until the injured or bandaged finger can be fingerprinted.
7. **There is a fee of \$20.00-30.00**, which must be paid at the appointment. The Lake County Jail charges \$20.00 the Lake County Office of Education charges \$25.00. **Acceptable forms of payment: (No Personal Checks Accepted)**
  - 1.) Debit or Credit Card
  - 2.) Cash (exact change please)
  - 3.) Cashiers checks or Money orders
8. Return second & third copy of the Livescan Form to the 4-H Office immediately after your appointment.
9. The 4-H Staff will contact you once your clearance has returned with the next available orientation date.

All prints are taken electronically and transmitted ONLY – NO hard copy will be supplied