REQUEST FOR LIVE SCAN SERVICE
Applicant Submission

SECTION 1

Agency Address Set Contributing Agency:

UCSD Human Resources Department
10280 N. Torrey Pines Road, Suite 266
La Jolla, CA 92093

Mail Code Assigned by DOJ: 07653
Contact: UCSD Human Resources
Contact Telephone Number: (858) 534-9691

OCA No. (Agency Identifying No.): 144529

ORI (Code Assigned by DOJ): A2004

SECTION 2

TO BE COMPLETED BY REQUESTING DEPARTMENT

Department Name: Family Medicine & Public Health   Index No.: Pd by Client   Job No.:_____

Hiring Supervisor: Shireen Tabatabai   E-Mail: shireen.tabatabai@ucsdpds.org   Phone: _____

Dept. HR Contact: Cheryl Minas   E-Mail: cminas@ucsd.edu   Phone: _____

Type of Application: (☑ Check One)   ■ **Employment**   ☐ **Volunteer**

Job Title or Volunteer Position: _____

Level of Service: (☑ Check One)   ☐ **DOJ**   ■ **DOJ and FBI**

If Resubmission, List Original ATI Number: _____

SECTION 3

TO BE COMPLETED BY APPLICANT

Name of Applicant: _____
Last   First   Middle

Other Name(s), Alias: _____
Last   First   Middle

Home Address: _____
Street or P.O. Box   City, State, and Zip Code

Driver License Number: _____   Date of Birth: _____   Sex: ◯ Male ◯ Female

Name as it Appears on License: _____
Last   First   Middle

Height:_____ Weight:_____ Eye Color:_____ Hair Color:_____

Place of Birth: _____   Social Security Number: _____

SECTION 4

UCSD Human Resources Use   Transmitting Agency: UCSD Human Resources

Live Scan Transaction Completed By: _____   Date: _____
Name of Operator

ATI Number: _____   Amount Billed/Collected: _____

INSTRUCTIONS TO APPLICANT:
❑ Complete and sign the Release and Request Forms supplied by the UCSD Requesting Department requiring your fingerprints.
❑ Make a live scan appointment by calling UCSD Human Resources at (858) 534-9691 or by sending an email to livescan@ucsd.edu. Appointments are available weekdays, 8:30 a.m. to 4 p.m.
❑ Bring your "Request For Live Scan Service" Form, your Background Check Release Form, <u>and</u> a valid photo ID to UCSD Human Resources, Torrey Pines Center South, 10280 N.Torrey Pines Road, Suite 266, San Diego, CA 92093. For directions, you may call (858) 534-9691.
❑ The UCSD Requesting Department will be responsible for the payment of any rolling and/or processing fees.

September 11, 2014