

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 OCA No. (Agency Identifying No.): 144529			Mail Code Assigned by DOJ: 07653 Contact: UCSD Human Resources Contact Telephone Number: (858) 534-9691 ORI (Code Assigned by DOJ): A2004		
SECTION 2	TO BE COMPLETED BY REQUESTING DEPARTMENT Department Name: _____ Index No.: _____ Job No.: _____ Hiring Supervisor: _____ E-Mail: _____ Phone: _____ Dept. HR Contact: _____ E-Mail: _____ Phone: _____					
	Type of Application: <input checked="" type="checkbox"/> Check One		Employment	Volunteer		
	Job Title or Volunteer Position: _____					
SECTION 2	Level of Service: <input checked="" type="checkbox"/> Check One		DOJ	DOJ and FBI		
	If Resubmission, List Original ATI Number: _____					
SECTION 3	TO BE COMPLETED BY APPLICANT Name of Applicant: _____ <div style="display: flex; justify-content: space-between; width: 100%;"> Last First Middle </div> Other Name(s), Alias: _____ <div style="display: flex; justify-content: space-between; width: 100%;"> Last First Middle </div> Home Address: _____ <div style="display: flex; justify-content: space-between; width: 100%;"> Street or P.O. Box City, State, and Zip Code </div> Driver License Number: _____ Date of Birth: _____ Sex: <input type="checkbox"/> Male <input type="checkbox"/> Female Phone Number: _____ Social Security Number: _____ Height: _____ Weight: _____ Eye Color: _____ Hair Color: _____ Place of Birth: _____					
	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, and 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.