REQUEST FOR LIVE SCAN SERVICE

Applicant Submission

1.	Agency Address Set (Contributing Agend	cy:			
	UCSD Human Resources Department 10280 N. Torrey Pines Road, Suite 280 San Diego, CA 92037			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		
2.	TO BE COMPLETED BY REQUESTING DEPARTMENT					
	Department Name:			Index No.:	Job No:	
	Hiring Supervisor:		E-Mail:		Phone:	
	Dept. HR Contact: E-Mail:		_E-Mail:	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 Or	iginal ATI Number: _				_
3.	TO BE COMPLETED BY APPLICANT Name of Applicant:					
		Last		First	Middle	
	Other Name(s), Alias: _	Last		First	Middle	
	Home Address:		P.O. Box	FIISt	City, State, and Zip Code	
	Driver License No.: [Nonbinary is an umbrella te either female or male.]	er License No.: Gender: (☑ Check One) Male Female Nonbinary binary is an umbrella term for people with gender identities that fall somewhere outside of the traditional conceptions of strictly				
	Phone No:	Social Sec	urity Number: _		Date of Birth:	
	Height:	Weight:	Eye Color:		Hair Color:	
	Place of Birth :					
4.	UCSD Human Reso	ources Use	Transmittin	g Agency: UCSD Hu	ıman Resources	
					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, 8:00 a.m. to 4:00 p.m.
- Bring your Request For Live Scan Service Form, your Background Check Release Form, and valid photo ID to UCSD Human Resources 10280 N. Torrey Pines Road, Suite 280, San Diego, CA 92037.