# REQUEST FOR LIVE SCAN SERVICE

Applicant Submission

**1.**

**Agency Address Set Contributing Agency:**

UCSD Human Resources Department
6165 Greenwich Drive, Suite 220
San Diego, CA 92122

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: Student-Run Free Clinic Index No.: Pd by Client Job No: _____

Hiring Supervisor: Lisa Deferville E-Mail: Lisa Deferville Phone: 858-534-6160

Dept. HR Contact: Varies E-Mail: _____ Phone: _____

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

Job Title or Volunteer Position: UCSD Student-Run Free Clinic Project Volunteer

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

If Resubmission, List Original ATI Number: _____

**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 No.: _____ Gender: (☑ Check One) ☐ Male ☐ Female ☐ Nonbinary
[Nonbinary is an umbrella term for people with gender identities that fall somewhere outside of the traditional conceptions of strictly either female or male.]

Phone No: _____ Social Security Number: _____ Date of Birth: _____

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

Place of Birth : _____

**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, 8:00 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 6165 Greenwich Drive, Suite 220, San Diego, CA 92122.