1. **What is Live Scan?**

Stanford University has secured permission from the California Department of Justice ("DOJ") pursuant to Penal Code section 11105.3 to conduct Live Scan background checks of all individuals who work with minors (anyone under the age of 18) in connection with a Stanford program or activity or a program that takes place on the Stanford campus. This is to ensure the safety of children who participate in after school and summer programs.

The Live Scan background check process involves submitting fingerprints to the DOJ and FBI, which will review for criminal offender record information (CORI). CORI reports are then submitted to Stanford University Human Resources. In accordance with university policy, University Human Resources will review the results of Live Scan background checks. University Human Resources and those informed of the Live Scan results are required to keep the results confidential, but must act on the results to the extent necessary to ensure the safety of the Stanford community and minors programs.

2. **Why do I need to go through the Live Scan background check process?**

A Live Scan background check is required by the university’s Protection of Minors policy. If you do not clear the Live Scan background check process, you will not be able to work with minors at Stanford.

3. **I am a current Stanford employee. Do I have to undergo the Live Scan background check process?**

The Live Scan background check is required for individuals who participate in programs or activities involving minors to ensure minors’ safety and protection. If the employee opts to participate in these programs or activities, which are not part of their usual job responsibilities, a Live Scan background check may be required. Job applicants may be required to undergo the Live Scan background check if the position sought involves participation in, or supervision of, programs or activities involving minors.

4. **I went through the Live Scan background check process for a previous employer. Do I need to do so again?**

Unless you previously went through the Live Scan background check process for Stanford, you must go through it again. Stanford cannot share Live Scan results with other organizations, nor can other organizations share Live Scan results with Stanford.

5. **Who is required to complete the Live Scan background check?**

Administrators, faculty, staff, postdoctoral scholars, students and volunteers who will be working directly with, supervising, chaperoning or otherwise overseeing minors, such as student internships, seasonal athletic or academic camps and clinics, or other types of programs or activities intended for minors.

6. **Who is **not** required to go through the Live Scan background check?**

- Individuals who may have occasional contact in a group setting (e.g. someone giving a talk to a group of interns, or a Principal Investigator who is holding a lab meeting that an intern attends).
Faculty, staff, postdoctoral scholars and students who are generally interacting with Stanford students who happen to be minors. Examples of those interactions would include teaching, working as a TA, etc.

Those only engaged in patient care activities and IRB-approved research involving minors.

Physicians and other clinical providers who have gone through and continue to go through the credentialing process at Stanford Hospital and Stanford Children’s Hospital.

7. **I have a misdemeanor conviction. Does that mean I cannot work with a Stanford program involving minors?**

It depends on the nature of the offense. If you have questions about a specific matter, contact University Human Resources at (650) 721-4272 or stanfordelr@stanford.edu.

8. **Where can I go for Live Scan processing?**

A complete list of approved locations, such as local UPS stores, throughout the Bay Area can be found here. Stanford’s Department of Public Safety (Live Scan instructions for service at DPS can be found here) also offers Live Scan fingerprinting.

Periodically, a Live Scan unit will be on campus offering fingerprint-rolling services at no cost to you. Information about upcoming sessions is available at protectminors.stanford.edu.

9. **What item(s) must I present to the Live Scan vendor when being fingerprinted?**

You must present a valid photo identification and a completed Live Scan application. Acceptable forms of identification are:

- Driver’s License or government-issued Identification Card
- Military Identification Card
- Passport
- Alien registration card

An instructional Live Scan application follow these FAQ. A fillable Live Scan application for your completion can be found here.

10. **How much will it cost me?**

The fee varies by location. See the DOJ website for costs at each approved location.

11. **Will I be reimbursed for this expense?**

That is a department-specific decision. Contact your Program Sponsor for information.

12. **Will I be notified of the results?**

You will be notified only if there is an issue with your Live Scan results. Program Sponsors should contact University Human Resources at (650) 721-4272 or stanfordelr@stanford.edu to confirm whether an individual has completed and cleared the Live Scan background check.
13. How far in advance of working with minors should I complete the Live Scan process?

You should undergo the Live Scan process as far in advance as possible. In the event there are issues with your Live Scan results, the longer lead time will allow you to seek other options as well as provide the Program Sponsor with time to make alternate arrangements for the program or activity.

14. Who should I contact if I have additional questions regarding Live Scan?

Please contact University Human Resources at (650) 721-4272 or stanfordhr@stanford.edu.
1. "Employee" or "Volunteer" are the only options in this field.

2. Name of Program/Activity or description of work with minors (e.g. Athletics Tennis Camp, Summer Session instructor, math tutor, etc.). Please be specific and use the full name of the Program/Activity, if applicable.

3. Applicant must complete all "Applicant Information" fields except "Billing Number" and "Misc. Number".

<table>
<thead>
<tr>
<th>Field</th>
<th>Information</th>
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<tr>
<td>Name of Program/Activity</td>
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<td>Driver's License Number</td>
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REQUEST FOR LIVE SCAN SERVICE

Applicant Submission

A8537
ORI (Code assigned by DOJ)

Authorized Applicant Type

Type of License/Certification/Permit OR Working Title (Maximum 30 characters - if assigned by DOJ, use exact title assigned)

Contributing Agency Information:

Leland Stanford Junior University
Agency Authorized to Receive Criminal Record Information
3160 Porter Drive, Suite 250
Street Address or P.O. Box
Palo Alto CA 94304
City State ZIP Code

06988
Mail Code (five-digit code assigned by DOJ)
University Human Resources / Phung Truong
Contact Name (mandatory for all school submissions)
(650) 723-4083
Contact Telephone Number

Applicant Information:

Last Name
Other Name (AKA or Alias) Last
Sex □ Male □ Female
Date of Birth
Height Weight Eye Color Hair Color
Place of Birth (State or Country) Social Security Number
Home Address Street Address or P.O. Box
City State ZIP Code

Your Number: □ OCA Number (Agency Identifying Number)

Level of Service: □ DOJ □ FBI

If re-submission, list original ATI number: (Must provide proof of rejection)

Original ATI Number

Employer (Additional response for agencies specified by statute):

Employer Name

Mail Code (five digit code assigned by DOJ)
Street Address or P.O. Box
City State ZIP Code

Telephone Number (optional)

Live Scan Transaction Completed By:

Name of Operator

Date

Transmitting Agency LSID

ATI Number Amount Collected/Billed

ORIGINAL - Live Scan Operator SECOND COPY - Applicant THIRD COPY (if needed) - Requesting Agency