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## Live Scan Information

To ensure the safety of our students, we ask all our volunteers to complete a Live Scan background check. The procedure is very simple and the information below will help guide you through the process.

- To find a Live Scan location, search online for “Live Scan” and your zip code. You can also visit our website ([www.cep.ngo](http://www.cep.ngo)) and use the link to the California Department of Justice website, which provides a list of Live Scan locations.
- Please remember to bring a copy of our Live Scan Service Form and a valid photo ID to the Live Scan location.
- **Please tell the Live Scan operator that you need to be cleared by both the Department of Justice (DOJ) and the FBI (It's marked on the form, but a reminder helps).**
- **Pricing: Typically there are three costs associated with completing the Live Scan process:**
  - The fingerprint rolling fee, which ranges from about \$20-\$35.
  - The FBI fee, which is \$15.
  - ***The Department of Justice (DOJ) fee, which is waived because you are being fingerprinted for a non-profit organization.***
- We usually receive your Live Scan results within a week and will let you know as soon as you have been approved and are ready to be matched with a student.
- Please note that we are not allowed by law to share fingerprint results with any other organization, nor are we allowed to use another organization's results. We apologize for any inconvenience this may cause.

If you have any questions or concerns, please call us at: 510-903-1063 or email us at [info@cep.ngo](mailto:info@cep.ngo)