

FINGERPRINTING PROTOCOLS FOR THE ARCHDIOCESE OF LOS ANGELES

All fingerprinting for the Archdiocese should be handled directly by the archdiocesan Fingerprinting Department, either at the Archdiocesan Catholic Center (ACC) or at a location. In a rare or emergency situation fingerprinting by a third-party vendor is allowed, provided that the protocols described in this memorandum are followed. For questions, call 213-637-7680.

1 - **Fingerprinting at the ACC:** Fingerprinting is available at the ACC, [3424 Wilshire Blvd, Los Angeles, CA 90010](#) on Wednesdays and Thursdays from 9 am to 12 and 1 to 4:30 pm by appointment only . Email fingerprinting@la-archdiocese.org to make an appointment.

2 **Fingerprinting at Locations:** The schedule for fingerprinting at locations by the archdiocesan Fingerprinting Department can be found on the Fingerprinting Department's calendars at <https://lacatholics.org/fingerprinting>. Please contact the hosting location directly.

3 – **Third Party Fingerprinting Vendor:** The applicant pays the vendor for rolling the finger(s) and submitting the record to the California Department of Justice. Pay only for the rolling of your fingers, including submission of the record to the CA-DOJ/FBI. Do NOT pay for the background check report from CA-DOJ/FBI. For live scan vendors near you, see certifixlivescan.com.

- Complete the Applicant Questionnaire. Do not use any other form. The questionnaire is available at: [Download the Applicant Questionnaire Here](#)
- Do not print the form nor complete the form by hand. You must have Adobe Reader installed on your computer. Download and save the applicant questionnaire to your desktop. Open the applicant questionnaire file. Fill out the form using Adobe PDF on your desktop.
- Answer and fill in the applicant's demographic and personal information. Do not leave anything blank. If the answer is not applicable, please enter "N/A".
- Save the completed Applicant Questionnaire using the applicant's LAST NAME, FIRST NAME format (preferably using capital letters) in saving the .pdf file, for example (SMITH, JOHN.pdf). Email the completed .pdf file to fingerprinting@la-archdiocese.org.
- Upon receipt of the completed Applicant Questionnaire, the Fingerprinting Department will send the applicant a Request for Live Scan Service form, which provides a vendor with the unique archdiocesan Applicant Tracking Identification (ATI) number. The applicant does not have to add any information to the Request for Live Scan Service form at this point but should confirm with that the information on the form is correct. The vendor will use this form to transmit the fingerprints to the Department of Justice.
- Print two (2) copies of Request for Live Scan Service form received from the Fingerprinting Department. Provide them to fingerprinting vendor with valid forms of identification. Verify that the data the technician enters into the live scan machine conforms to the information provided on the Request for Live Scan Service form. The fingerprinting technician should sign, date, and write the Applicant Tracking Identification (ATI) number on both copies of the form. The first copy of the Request for Live Scan Service form is kept by the fingerprinting vendor. The second copy is your copy.
- Provide a copy of the signed and dated Request for Live Scan Service form to your supervisor.
- Most importantly, scan the signed and dated Request for Live Scan Service form *as a .pdf* and email it to fingerprinting@la-archdiocese.org.

When the information is received from the Department of Justice, the Fingerprinting Department will enter the information into Volunteer and Paid Personnel Information Network (VPIN), which is available to locations to ensure that the individual's background is clear.

