



FINGERPRINTING INSTRUCTIONS FOR NEW VOLUNTEERS

Our insurance company requires that all of our volunteers be fingerprinted to assure that none of them has a criminal record. We have obtained authorization from the California Department of Justice to fingerprint via independent scanning services, thus allowing you to choose from four locations in San Francisco. The fee is approximately \$35 and The College Bound Foundation would be happy to mail you a reimbursement check upon your request via email to Bette Perez at bperez@college-bound.org.

I. FOR FINGERPRINTING AT 1500 NORIEGA STREET, SUITE 100:

- A. Call ID Solutions at 415-661-3665 to make an appointment.
- B. Complete the applicant portion of the form on the next page and bring it to your appointment.

II. FOR FINGERPRINTING AT i) HALL OF JUSTICE AT 850 BRYANT STREET, ROOM 475; ii) 50 FIRST STREET; OR iii) 445 CHURCH STREET (AT 16TH STREET):

- A. **Online.** Make an appointment online with Integrated Biometric Technology.
 - Go to www.ibtfingerprint.com
 - Click on California.
 - Choose your language.
 - Input ORI number: A3955.
 - Select “Volunteer” as the fingerprint reason.
 - Next screen will ask for DOJ billing number. Leave this blank and press enter.
 - Follow the remaining online directions.
 - Complete the applicant portion of the form on the next page and bring it to your appointment.
- B. **Telephone.** Or make appointment via telephone with Integrated Biometric Technology.
 - Call 800-315-4507 to make an appointment.
 - Complete the applicant portion of the form on the next page and bring it to your appointment.

We should receive your fingerprint results within two weeks, so if you do not hear from us within that time, please let us know.

REQUEST FOR LIVESCAN SERVICE – APPLICANT SUBMISSION

ORI CODE A3955
ORI LITERAL THE COLLEGE BOUND FOUNDATION
ORI CITY San Francisco
TYPE OF FINGERPRINT LICENSE PERMIT OTHER (Type) _____
LEVEL OF APPLICANT Position/Job (Title): Volunteer
LEVEL OF SERVICE REQUESTED: DOJ FBI If resubmission, list Original ATI No. _____

CONTRIBUTING AGENCY INFORMATION

AGENCY ADDRESS: The College Bound Foundation, 417 Montgomery Street, 10th Floor, San Francisco, CA 94104
AGENCY TELEPHONE NUMBER: [415] 705-0404
CONTACT NAME: Farley J. Neuman
PHONE: [415] 705-0400 AGENCY OCA _____
MAIL CODE: 02437 SEND ADDITIONAL RESPONSE TO APPLICANT: YES NO

APPLICANT NAME: _____
AKA (MAIDEN NAME): _____
DOB: _____ SEX: _____ HGT: _____ WGT _____ EYES _____ HAIR _____
POB: _____ CITIZENSHIP : _____
SS# _____ DL# _____
MISC. NUMBER: BIL- _____

APPLICANT HOME ADDRESS: _____
PHONE # _____

EMPLOYER'S ADDRESS: _____
PHONE # _____

TYPE OF PAYMENT _____

LIVESCAN TRANSACTION COMPLETED:
TECHNICIAN: _____ TERMINAL # _____ DATE: _____
ATI # _____

AMOUNT COLLECTED/BILLED: _____ TRANSMITTED TO DOJ: CARD PRINTOUT