



REQUEST FOR LIVE SCAN SERVICE

Applicant Submission

A1399 _____ Volunteer _____
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:

City of Santa Clarita _____ 00253 _____
Agency Authorized to Receive Criminal Record Information _____ Mail Code (five-digit code assigned by DOJ) _____
23920 Valencia Boulevard, Suite 110 _____ Chantelle White _____
Street Address or P.O. Box _____ Contact Name (mandatory for all school submissions) _____
Santa Clarita _____ CA _____ 91355 _____ (661) 284-1418 _____
City _____ State _____ ZIP Code _____ Contact Telephone Number _____

Applicant Information:

Last Name _____ First Name _____ Middle Initial _____ Suffix _____
Other Name: (AKA or Alias) _____
Last Name _____ First Name _____ Suffix _____
Date of Birth _____ Sex Male Female Nonbinary/Unspecified _____
Height _____ Weight _____ Eye Color _____ Hair Color _____
Place of Birth (State or Country) _____ Social Security Number _____
Home Address _____ City _____ State _____ ZIP Code _____
Street Address or P.O. Box _____
Driver's License Number _____
Billing Number _____
(Agency Billing Number)
Misc. Number _____
(Other Identification Number)

I have received and read the included Privacy Notice, Privacy Act Statement, and Applicant's Privacy Rights.

Applicant Signature _____ Date _____

Your Number: _____ Level of Service: DOJ FBI
OCA Number (Agency Identifying Number) _____
(If the Level of Service indicates FBI, the fingerprints will be used to check the criminal history record information of the FBI.)

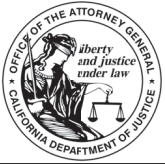
If re-submission, list original ATI number: _____ Original ATI Number _____
(Must provide proof of rejection)

Employer (Additional response for agencies specified by statute):

Employer Name _____
Street Address or P.O. Box _____ Telephone Number (optional) _____
City _____ State _____ ZIP Code _____ Mail Code (five digit code assigned by DOJ) _____

Live Scan Transaction Completed By:

Name of Operator _____ Date _____
Transmitting Agency _____ LSID _____ ATI Number _____ Amount Collected/Billed _____



REQUEST FOR LIVE SCAN SERVICE

Privacy Notice

As Required by Civil Code § 1798.17

Collection and Use of Personal Information. The California Justice Information Services (CJIS) Division in the Department of Justice (DOJ) collects the information requested on this form as authorized by Business and Professions Code sections 4600-4621, 7574-7574.16, 26050-26059, 11340-11346, and 22440-22449; Penal Code sections 11100-11112, and 11077.1; Health and Safety Code sections 1522, 1416.20-1416.50, 1569.10-1569.24, 1596.80-1596.879, 1725-1742, and 18050-18055; Family Code sections 8700-87200, 8800-8823, and 8900-8925; Financial Code sections 1300-1301, 22100-22112, 17200-17215, and 28122-28124; Education Code sections 44330-44355; Welfare and Institutions Code sections 9710-9719.5, 14043-14045, 4684-4689.8, and 16500-16523.1; and other various state statutes and regulations. The CJIS Division uses this information to process requests of authorized entities that want to obtain information as to the existence and content of a record of state or federal convictions to help determine suitability for employment, or volunteer work with children, elderly, or disabled; or for adoption or purposes of a license, certification, or permit. In addition, any personal information collected by state agencies is subject to the limitations in the Information Practices Act and state policy. The DOJ's general privacy policy is available at <http://oag.ca.gov/privacy-policy>.

Providing Personal Information. All the personal information requested in the form must be provided. Failure to provide all the necessary information will result in delays and/or the rejection of your request.

Access to Your Information. You may review the records maintained by the CJIS Division in the DOJ that contain your personal information, as permitted by the Information Practices Act. See below for contact information.

Possible Disclosure of Personal Information. In order to process applications pertaining to Live Scan service to help determine the suitability of a person applying for a license, employment, or a volunteer position working with children, the elderly, or the disabled, we may need to share the information you give us with authorized applicant agencies.

The information you provide may also be disclosed in the following circumstances:

- With other persons or agencies where necessary to perform their legal duties, and their use of your information is compatible and complies with state law, such as for investigations or for licensing, certification, or regulatory purposes.
- To another government agency as required by state or federal law.

Contact Information. For questions about this notice or access to your records, you may contact the Associate Governmental Program Analyst at the DOJ's Keeper of Records at (916) 210-3310, by email at keeperofrecords@doj.ca.gov, or by mail at:

Department of Justice
Bureau of Criminal Information & Analysis
Keeper of Records
P.O. Box 903417
Sacramento, CA 94203-4170



REQUEST FOR LIVE SCAN SERVICE

Privacy Act Statement

Authority. The FBI's acquisition, preservation, and exchange of fingerprints and associated information is generally authorized under 28 U.S.C. 534. Depending on the nature of your application, supplemental authorities include Federal statutes, State statutes pursuant to Pub. L. 92-544, Presidential Executive Orders, and federal regulations. Providing your fingerprints and associated information is voluntary; however, failure to do so may affect completion or approval of your application.

Principal Purpose. Certain determinations, such as employment, licensing, and security clearances, may be predicated on fingerprint-based background checks. Your fingerprints and associated information/biometrics may be provided to the employing, investigating, or otherwise responsible agency, and/or the FBI for the purpose of comparing your fingerprints to other fingerprints in the FBI's Next Generation Identification (NGI) system or its successor systems (including civil, criminal, and latent fingerprint repositories) or other available records of the employing, investigating, or otherwise responsible agency. The FBI may retain your fingerprints and associated information/biometrics in NGI after the completion of this application and, while retained, your fingerprints may continue to be compared against other fingerprints submitted to or retained by NGI.

Routine Uses. During the processing of this application and for as long thereafter as your fingerprints and associated information/biometrics are retained in NGI, your information may be disclosed pursuant to your consent, and may be disclosed without your consent as permitted by the Privacy Act of 1974 and all applicable Routine Uses as may be published at any time in the Federal Register, including the Routine Uses for the NGI system and the FBI's Blanket Routine Uses. Routine uses include, but are not limited to, disclosures to: employing, governmental, or authorized non-governmental agencies responsible for employment, contracting, licensing, security clearances, and other suitability determinations; local, state, tribal, or federal law enforcement agencies; criminal justice agencies; and agencies responsible for national security or public safety.



REQUEST FOR LIVE SCAN SERVICE

Noncriminal Justice Applicant's Privacy Rights

As an applicant who is the subject of a national fingerprint-based criminal history record check for a noncriminal justice purpose (such as an application for employment or a license, an immigration or naturalization matter, security clearance, or adoption), you have certain rights which are discussed below.

- You must be provided written notification¹ that your fingerprints will be used to check the criminal history records of the FBI.
- You must be provided, and acknowledge receipt of, an adequate Privacy Act Statement when you submit your fingerprints and associated personal information. This Privacy Act Statement should explain the authority for collecting your information and how your information will be used, retained, and shared.²
- If you have a criminal history record, the officials making a determination of your suitability for the employment, license, or other benefit must provide you the opportunity to complete or challenge the accuracy of the information in the record.
- The officials must advise you that the procedures for obtaining a change, correction, or update of your criminal history record are set forth at Title 28, Code of Federal Regulations (CFR), Section 16.34.
- If you have a criminal history record, you should be afforded a reasonable amount of time to correct or complete the record (or decline to do so) before the officials deny you the employment, license, or other benefit based on information in the criminal history record.³

You have the right to expect that officials receiving the results of the criminal history record check will use it only for authorized purposes and will not retain or disseminate it in violation of federal statute, regulation or executive order, or rule, procedure or standard established by the National Crime Prevention and Privacy Compact Council.⁴

If agency policy permits, the officials may provide you with a copy of your FBI criminal history record for review and possible challenge. If agency policy does not permit it to provide you a copy of the record, you may obtain a copy of the record by submitting fingerprints and a fee to the FBI. Information regarding this process may be obtained at <https://www.fbi.gov/services/cjis/identity-history-summary-checks>.

If you decide to challenge the accuracy or completeness of your FBI criminal history record, you should send your challenge to the agency that contributed the questioned information to the FBI. Alternatively, you may send your challenge directly to the FBI. The FBI will then forward your challenge to the agency that contributed the questioned information and request the agency to verify or correct the challenged entry. Upon receipt of an official communication from that agency, the FBI will make any necessary changes/corrections to your record in accordance with the information supplied by that agency. (See 28 CFR 16.30 through 16.34.) *You can find additional information on the FBI website at <https://www.fbi.gov/about-us/cjis/background-checks>.*

¹ Written notification includes electronic notification, but excludes oral notification

² <https://www.fbi.gov/services/cjis/compact-council/privacy-act-statement>

³ See 28 CFR 50.12(b)

⁴ See U.S.C. 552a(b); 28 U.S.C. 534(b); 34 U.S.C. § 40316 (formerly cited as 42 U.S.C. § 14616), Article IV(c)



City of Santa Clarita Supplemental Job Application - Criminal Convictions

INSTRUCTIONS:

Except as otherwise stated below, you are required to identify ALL criminal convictions, regardless of date or location. A “conviction” includes a plea, verdict, or finding of guilt regardless of whether a sentence is imposed by the court. A plea of “no lo contendere” has the same force and effect as a guilty plea, is considered a conviction, and must be disclosed. Include any convictions by civilian or military courts. List all cases other than minor traffic violations (driving under the influence, reckless or hit-and-run driving are NOT minor traffic violations). Being placed on probation, fined, or given a suspended sentence in court is considered a conviction. After a conditional offer of employment has been extended, your fingerprints will be sent to the California Department of Justice and all offers of employment or continued employment will be subject to satisfactory review of any criminal convictions. A full disclosure by you in completing this form is to your advantage, as your criminal record does not constitute an automatic bar to employment. Factors such as, but not limited to, age at the time of the offense/conviction and how much time has passed since the offense/conviction was committed, as well as the relationship between the offense/conviction and the job for which you are applying will be taken into account. **HOWEVER, OMISSION OF CRIMINAL CONVICTIONS MAY RESULT IN DISQUALIFICATION.**

Please note that applicants are NOT required to disclose the following information:

- Marijuana possession related convictions [*Labor Code § 432.8; Government Code § 12954*]
- Arrests or detentions that did not result in conviction [*Labor Code § 432.7*]
- Referral to or participation in a pre- or post-trial diversion program [*Labor Code § 432.7*]
- Convictions which were sealed, expunged, or statutorily eradicated; any misdemeanor for which probation was successfully completed or otherwise discharged and the case judicially dismissed pursuant to *Penal Code* section 1203.4 [2 CCR § 11017(d)]

SUPPLEMENTAL JOB APPLICATION QUESTIONS:

1. Have you ever been convicted of a misdemeanor other than minor traffic violations? <i>If yes, list in the following section.</i>	Yes / No
2. Have you ever been convicted of a felony? <i>If yes, list in the following section.</i>	Yes / No
3. Are you currently out on bail or your own recognizance pending trial? <i>If yes, explain on an additional sheet.</i>	Yes / No

List all convictions and include all information requested. Attach an additional sheet if necessary. You may also attach any mitigating information you would like considered by the City.

Offense: _____
Location: _____
Conviction Date: _____ Fine or Sentence: _____

By my signature below, I certify that all statements made on this supplemental job application, as well as any additional pages provided in accordance with this supplemental job application, are true and complete. I understand that following a conditional offer of employment, I will be required to submit my fingerprints to the California Department of Justice’s Live Scan Program. I agree and understand that misrepresentation or omission of a matter may result in the rejection of my application, refusal of employment, removal of my name from an Employment List, and/or dismissal from employment with the City of Santa Clarita. I further understand and agree that an incomplete application may result in disqualification.

PRINT NAME

Signature

Date



**Notice of Participation in the
California Department of Justice
Live Scan Program**

The City of Santa Clarita ("City") participates in the California Department of Justice ("DOJ") Live Scan Program. The Live Scan Program provides the City with criminal offender record information for each employee based on a search of digitally-submitted fingerprints. In addition, the Live Scan Program will notify the City of any future criminal offender record information for each employee.

The City will rely on criminal history information as permitted by law. The City will not use the information for any other purpose. The City will keep all criminal history information received by the DOJ confidential, and this information will be destroyed as soon as there is no longer a business need for the City to maintain it.

While the City submits the request to the DOJ prior to the commencement of your duties as a City employee, the City may not receive the results until after you have begun your duties. If your report reveals a conviction that would have disqualified you from the application process, you may be dismissed during your probationary period for both the conviction and for failing to disclose the conviction on your application.

You will be removed from this program upon your separation from employment with the City.

If you have questions about the Live Scan Program, please contact a member of Human Resources by calling 661-284-1418.

Acknowledgement

I acknowledge that I have read this notice and understand that my fingerprints will be sent to the DOJ and the City will be notified of any existing or future records.

Signature

Date

If applicant is a minor (under 18 years of age), parent/guardian please complete the following:

- I have read this notice and will allow my child to be fingerprinted.
- I have read this notice and will not allow my child to be fingerprinted. I understand that he/she will be disqualified from further consideration for this position.

Name of Parent/Guardian (Please Print)

Date

Parent or Guardian Signature



City of Santa Clarita Supplemental Questionnaire

The City of Santa Clarita (the “City”) has identified the position for which you are applying as being subject to California Public Resources Code Section 5164. Under Section 5164, the City is prohibited from accepting you as a volunteer if you have received certain felony or misdemeanor convictions within a specified time period. The information requested in this questionnaire will assist the City in determining your eligibility for this position.

Your selection for this position will also be contingent on a criminal record check in accordance with City policy for submitting applicants’ fingerprints to the California Department of Justice.

Failure to give complete and accurate information may be grounds for rejection of your application or dismissal from the City’s volunteer program.

Please note descriptions in parentheses are intended for the purpose of illustration only. Applicants should consult the California Penal Code (“the Penal Code”) for further information regarding the scope of each section (a copy is available online at: <http://www.leginfo.ca.gov/calaw.html>.)

Please mark “Yes” or “No” for each question and provide any requested details.

PART ONE

Have you ever been convicted for violating or attempting to violate any of the following Sections of the Penal Code?

(Mark "Yes" or "No" for each)

1. Section 220 (assault with intent to commit rape or sodomy; assault of a child or dependent adult with intent to molest)

YES _____ NO _____

2. Section 261.5 (statutory rape)

YES _____ NO _____

3. Section 262 (rape of a spouse)

YES _____ NO _____

4. Section 273a (intentional infliction of physical or mental pain and suffering upon a child; child endangerment)

YES _____ NO _____

5. Section 273d (inflicting cruel or unusual corporal punishment on a child; child abuse)

YES _____ NO _____

6. Section 273.5 (abusing spouse, former spouse, roommate, parent of child)

YES _____ NO _____

If YES, identify the Penal Code section(s), date(s) of conviction, and period(s) of incarceration:

PART TWO

Have you ever been convicted for violating or attempting to violate any of the following Sections of the Penal Code?

Yes ___ No ___

If yes, please **CIRCLE** the applicable conviction and provide details in the space at the bottom of this page.

7. Section 187 (*homicide*)
8. Section 207 (*kidnapping*)
9. Section 209 (*kidnapping for ransom*)
10. Section 220 (*assault with intent to commit rape, sodomy, oral copulation*)
11. Section 243.4 (*sexual battery*)
12. Section 261 (*rape*)
13. Section 262 (a)(1) (*spousal rape*)
14. Section 264.1 (*rape or penetration by a foreign object*)
15. Section 266 (*enticement of unmarried female minor for prostitution*)
16. Section 266c (*fraudulently obtaining consent to penetration*)
17. Section 266h(b) (*pimping a minor*)
18. Section 266i(b) (*pandering a minor*)
19. Section 266j (*procurement or inducement of minor for lewd or lascivious acts*)
20. Section 267 (*abduction of minor for purpose of prostitution*)
21. Section 269 (*aggravated sexual assault of a child under the age of 14 and more than 7 years younger than the perpetrator*)
22. Section 285 (*incest*)
23. Section 286 (*sodomy*)
24. Section 288 (*lewd or lascivious act against minor or dependent adult*)
25. Section 288a (*oral copulation*)
26. Section 288.3 (*contacting minor with intent of committing sexual offense*)
27. Section 288.4 (*arranging meeting with minor for purpose of exposing pubic, genital or rectal areas, or engaging in lewd or lascivious behavior*)
28. Section 288.5 (*continuous sexual abuse of a child*)
29. Section 288.7 (*sexual acts against child aged 10 years or younger*)
30. Section 289 (*forcible act of sexual penetration*)
31. Section 311.1 (*sending, printing, distributing material depicting a person under age 14 engaging in or simulating sexual conduct*)
32. Section 311.2(b) (*sending, printing, distributing material depicting a person under age 18 engaging in or simulating sexual conduct with intent to distribute to or exhibit for commercial consideration*)
33. Section 311.2(c) (*sending, printing, distributing material depicting a person under age 18 engaging in or simulating sexual conduct with intent to distribute to or exhibit to a person age 18 or older*)
34. Section 311.2(d) (*sending, printing, distributing material depicting a person under age 18 engaging in or simulating sexual conduct with intent to distribute to or exhibit to a person under age 18*)
35. Section 311.3 (*sexual exploitation of a child*)
36. Section 311.4 (*employing, using a minor to engage in or simulate sexual conduct*)
37. Section 311.10 (*advertising material depicting a person under age 18 engaging in or simulating sexual conduct*)
38. Section 311.11 (*possession or control of material depicting a person under age 18 engaging in or simulating sexual conduct*)
39. Section 647.6, formerly Section 647a (*annoying or molesting person under the age of 18*)
40. Section 653f(c) (*soliciting another to commit sexual offenses by force or violence*)
41. Section 314(1) (*indecent exposure in a public place or in the presence of others*)
42. Section 314(2) (*soliciting or aiding and abetting in the indecent exposure or obscene exhibition of another*)
43. Section 272 (*contributing to the delinquency of a minor*) involving lewd or lascivious conduct
44. Section 288.2 (*exhibiting or sending harmful material to minor via telephone, e-mail or internet with intent of seducing or arousing the minor*) as any felony violation
45. Any statutory predecessor containing all of the elements of one of the Penal Code sections in questions 7 through 44
46. Attempt or conspiracy to commit any of the offenses in questions 7 through 45.

If YES, identify the Penal Code section(s), date(s) of conviction, and period(s) of incarceration:

PART THREE

In the previous 10 years, have you received a felony conviction for violating, or attempting to violate any of the following Sections of the Penal Code?

Yes ___ No ___

If yes, please CIRCLE the applicable conviction and provide details in the space at the bottom of this page.

47. Section 207 (*kidnapping*)
48. Section 208 (*kidnapping person under age 14*)
49. Section 209 (*kidnapping for ransom or aiding or abetting kidnapping for ransom*)
50. Section 209.5 (*kidnapping during carjacking*)
51. Section 210 (*impersonating kidnapper to obtain ransom*)
52. Section 211 (*robbery*)
53. Section 215 (*carjacking*)
54. Section 217.1 (*assault or attempted murder of public official*)
55. Section 236 (*false imprisonment involving unnecessary force*)
56. Section 240 (*assault*)
57. Section 241 (*assault of public safety employee, medical practitioner, spouse, cohabitant*)
58. Section 241.1 (*assault of custodial officer*)
59. Section 241.2 (*assault on school or park property*)
60. Section 241.3 (*assault on public transportation*)
61. Section 241.4 (*assault of school peace officer*)
62. Section 541.5 (*assault of highway worker*)
63. Section 241.6 (*assault of school employee*)
64. Section 241.7 (*assault of juror by party to action*)
65. Section 241.8 (*assault of member of Armed Services*)
66. Section 242 (*battery*)
67. Section 243 (*battery of public safety employee, medical practitioner, spouse, cohabitant*)
68. Section 243.1 (*battery of custodial officer*)
69. Section 243.2 (*battery on school or park property*)
70. Section 243.25 (*battery of elderly person*)
71. Section 243.3 (*battery of commercial vehicle driver or passenger*)
72. Section 243.35 (*battery on public transportation property*)
73. Section 243.4 (*sexual battery*)
74. Section 243.6 (*battery of school employee*)
75. Section 243.65 (*battery of highway worker*)
76. Section 243.7 (*battery of juror by party to action*)
77. Section 243.8 (*battery of sports official*)
78. Section 243.83 (*unlawful conduct at professional sporting event*)
79. Section 243.9 (*battery of local detention officer by inmate*)
80. Section 243.10 (*battery of member of Armed Services*)
81. Section 244 (*assault with caustic, flammable chemicals*)
82. Section 244.5 (*assault with stun gun, taser*)
83. Section 245 (*assault with deadly weapon*)
84. Section 245.2 (*assault with deadly weapon of transportation personnel or passenger*)
85. Section 245.3 (*assault with deadly weapon of custodial officer*)
86. Section 245.5 (*assault with deadly weapon, taser, stun gun of school employee*)
87. Section 245.6 (*hazing*)
88. Section 246 (*shooting at occupied building, vehicle*)
89. Section 246.3 (*grossly negligent discharge of firearm or BB gun*)
90. Section 247 (*shooting at unoccupied building, vehicle*)
91. Section 247.5 (*discharge of laser at aircraft*)
92. Section 248 (*shining bright light with intent to impair operation of aircraft*)
93. Any offenses or Penal Code Sections listed under Section 667.5(c) ("*violent felonies*" permitting enhancement of prison terms)

If YES, identify the Penal Code section(s), date(s) of conviction, and period(s) of incarceration:

PART FOUR

94. Have you received one or more **felony** conviction(s) for any of the crimes identified in Part THREE **more** than 10 years previously but were incarcerated for the conviction(s) within the previous 10 years? YES ___ NO ___

If YES, identify the Penal Code section(s), date(s) of conviction, and period(s) of incarceration:

95. Have you received a total of 3 or more **misdemeanor** convictions for one or more of the crimes identified in Part THREE **and**

a. You received one or more of the convictions within the previous 10 years YES ___ NO ___

b. You received one or more of the convictions **more** than 10 years previously but were incarcerated for one or more of the convictions within the previous 10 years YES ___ NO ___

If YES, identify the Penal Code section(s), date(s) of conviction, and period(s) of incarceration:



Certification of Applicant

I hereby certify all responses I have provided are true and correct. I understand and agree that failure to give complete and accurate information may be grounds for rejection of my application and/or dismissal from my position as a contract class instructor.

Name (Please Print)

Signature

Date