

LIVE SCAN FAQs

Q: What is Live Scan?

A: 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 youth in connection with a Stanford program or a program that takes place on the Stanford campus. The policy underlying Penal Code section 11105.3 is to ensure the safety of youth and children who participate in after school and summer programs. The Live Scan process involves submitting fingerprints to the FBI, which will review for criminal offender record information (CORI). CORI reports are then submitted to Stanford’s Office of Risk Management for the purpose of determining eligibility to participate in the requested program. Risk Management will contact the requesting program with the results of the background check. Risk Management and the program 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 youth programs.

Q: Why do I need to go through the Live Scan process?

A: A fingerprint background check is required by the university for individuals who will be working with minors. If you do not go through the Live Scan fingerprint process, you will not be able to work with minors at Stanford. If it is revealed that you have committed a criminal offense, then you may be prohibited from working with minors at Stanford.

Q: I am a current Stanford employee. Do I have to undergo the Live Scan application?

A: Not for purposes of your current employment. No one should feel that the Live Scan check is required to maintain employment at Stanford. The Live Scan check is only required for individuals who participate in programs involving minors to ensure their safety and protection; but participation in or supervision of those programs is optional for each employee. If the employee opts to participate in these programs, then the Live Scan check is required. Job applicants may be required to undergo the Live Scan check if the sought position involves participation in, or supervision of, programs involving minors.

Q: I went through the Live Scan process for a previous employer. Do I need to do so again?

A: Unless you previously went through the Live Scan process for Stanford, you must go through it again.

Q: Who is required to go through the Live Scan background check?

A: Faculty, staff, postdocs and students who will be working directly with, supervising, chaperoning or otherwise overseeing minors (anyone under the age of 18), such as student internships, seasonal athletic or academic camps and clinics, or other types of programs where there will be consistent contact with minors.

Q: Who is not required to go through the Live Scan background check?

A: Individuals who may have occasional contact in a group setting (someone giving a talk to a group of interns, or a PI who is holding a lab meeting that an intern attends).

Faculty, staff, post docs 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.

Q: I have a criminal misdemeanor conviction. Does that mean I cannot work with a Stanford program involving minors?

A: Most likely, you will not be able to work with minors at Stanford. In advance of submitting to the

Live Scan process, you should probably disclose the information to the program sponsor and, subsequently, work with the program sponsor, Human Resources and Risk Management to determine if the conviction makes you an unsuitable match for the program

Q: Where can I go for Live Scan processing ?

A: Stanford's Department of Public Safety (Live Scan instructions for service at DPS can be found here: <http://web.stanford.edu/group/SUDPS/livescan.shtml>) and a number of UPS stores.

A complete list of approved locations throughout the Bay Area can be found [here](#).

Q: What item(s) must I present to Live Scan prior to being fingerprinted?

A: You must present a valid photographic ID AND a completed Live Scan application form. 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 form can be found [here](#).

A pre-populated Live Scan application form for your completion can be found [here](#).

Q: How much will it cost me?

A: The fee varies by location. See [here](#) for costs at each approved location

Q: Will I be reimbursed for this expense?

A: That is a department-specific decision.

Q: Will I be notified of the results?

A: You will be notified if there is a finding that could jeopardize your ability to work with minors at Stanford.

Q: How far in advance of working with minors should I complete the Live Scan process?

A: You should undergo the Live Scan process as far in advance as possible. In the event of an unacceptable result, the longer lead time will allow you to seek other options as well as provide the program administrator with time to make alternate arrangements for the program.

Q: I have another question that is not addressed here. What should I do?

A: Contact Human Resources for general Stanford University Background Check policy questions (Steve Holoien, Senior Director, 650-723-7930), or visit: http://hros.stanford.edu/transaction_services/index.html. You also may contact Risk Management at (650) 723-4555.