

## **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 DOJ and FBI, which will review for criminal offender record information (CORI). CORI reports are then submitted to Stanford’s Office of Risk Management. Risk Management will contact the requesting program with the results of background checks that could jeopardize an applicant’s ability to work with minors at Stanford. 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’s Protection of Minors policy. If you do not go through the Live Scan fingerprint process, you will not be able to work with minors at Stanford. If the Live Scan reveals 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 minors’ 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. Stanford cannot share Live Scan results with other organizations, nor can other organizations share Live Scan results with Stanford.

**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 (e.g. 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 misdemeanor conviction. Does that mean I cannot work with a Stanford program involving minors?**

**A:** It depends on the nature of the offense. 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](#)) and a number of UPS stores. A complete list of approved locations throughout the Bay Area can be found [here](#).

Periodically, a mobile Live Scan unit will be on campus offering free Live Scan service. Typically these sessions will be announced in the *Stanford Report*.

**Q: What item(s) must I present to the Live Scan vendor when being fingerprinted?**

**A:** You must present a valid photographic ID AND a completed Live Scan application. 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 and a pre-populated Live Scan application for your completion follow these FAQs.

**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: What if I have additional questions regarding Live Scan?**

**A:** Please contact Risk Management at (650) 723-4554.



**FOR INSTRUCTIONAL PURPOSES ONLY**  
**APPLICANT MUST COMPLETE SECTIONS 1, 2 and 3**  
**REQUEST FOR LIVE SCAN SERVICE**

Applicant Submission

A8537

ORI (Code assigned by DOJ)

1. "Employee" or "Volunteer" are the only options in this field  
Authorized Applicant Type

2. Program name (e.g. SPLASH, SIMR) or description of work with minors (e.g. Chemistry Intern host, Physics tutor, etc.)

Type of License/Certification/Permit OR Working Title (Maximum 30 characters - if assigned by DOJ, use exact title assigned)

Contributing Agency Information:

Leland Stanford Junior University  
Agency Authorized to Receive Criminal Record Information

06988  
Mail Code (five-digit code assigned by DOJ)

215 Panama Street, Bldg. D  
Street Address or P.O. Box

Risk Management / JoAnne Thorne  
Contact Name (mandatory for all school submissions)

Stanford CA 94305  
City State ZIP Code

(650) 723-4555  
Contact Telephone Number

3. Applicant Information: Applicant must complete all "Applicant Information" fields except "Billing Number" and "Misc. Number"

Last Name First Name Middle Initial Suffix

Other Name (AKA or Alias) Last First Suffix

Date of Birth Sex  Male  Female

Driver's License Number

Height Weight Eye Color Hair Color

Billing Number 144022 This is specific to Stanford  
(Agency Billing Number)

Place of Birth (State or Country) Social Security Number

Misc. Number N/A  
(Other Identification Number)

Home Address Street Address or P.O. Box

City State ZIP Code

Applicant does NOT fill in ANY section below

Your Number: OCA Number (Agency Identifying Number)

Level of Service:  DOJ  FBI

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

Original ATI Number

Applicant does NOT fill in ANY section below

Employer (Additional response for agencies specified by statute):

Employer Name

Mail Code (five digit code assigned by DOJ)

Street Address or P.O. Box

City State ZIP Code

Telephone Number (optional)

Live Scan Transaction Completed By:

Applicant does NOT fill in ANY section below

Name of Operator

Date

Transmitting Agency LSID

ATI Number Amount Collected/Billed



## REQUEST FOR LIVE SCAN SERVICE

### Applicant Submission

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Risk Management / JoAnne Thorne

Contact Name (mandatory for all school submissions)

(650) 723-4555

Contact Telephone Number

#### Applicant Information:

Last Name

First Name

Middle Initial

Suffix

Other Name

(AKA or Alias) Last

First

Suffix

Date of Birth

Sex  Male  Female

Driver's License Number

Height

Weight

Eye Color

Hair Color

Billing

Number 144022

(Agency Billing Number)

Misc.

Number

(Other Identification Number)

Place of Birth (State or Country)

Social Security Number

Home

Address Street Address or P.O. Box

City

State

ZIP Code

Your Number:

OCA Number (Agency Identifying Number)

Level of Service:



DOJ



FBI

If re-submission, list original ATI number:

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Original ATI Number

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State

ZIP Code

Telephone Number (optional)

#### Live Scan Transaction Completed By:

Name of Operator

Date

Transmitting Agency

LSID

ATI Number

Amount Collected/Billed