

# Live Scan/Finger Print Certification



To provide a safe environment for children and the community, The Shasta Family YMCA requires all volunteers to submit to a Live Scan/Finger Print Certification for criminal record clearance.

## **The following must be completed prior to starting your work schedule:**

1. Take the Request for Live Scan Form with you (available from the Front Desk) to one of these locations:
  - a. If you live in the City Of Redding you need to get your Live Scan done by:  
Redding Police Department      California Street Redding
  - b. If you live outside the City of Redding you need to get your Live Scan done by:  
Shasta County Sheriff Dept.      California Street Redding
2. Pay \$13.00 processing fee (Payable to the location you go to.)
3. Provide a Receipt or Proof of Completion. Return your completed carbon copy of live scan form to the Human Resources Dept. at the Shasta Family YMCA.
  - a. If your Live Scan is rejected due to a clerical error only you will be required to take your information back to the location that you received your live scan and have the information re-submitted.
  - b. If your live scan is rejected due to criminal record issues you will be notified by your supervisor and your information reviewed.