

## LIVE SCAN INSTRUCTIONS

All of the following forms are to be completed and submitted to Human Resources on the day of the live scan appointment. Incomplete forms will not be accepted. Human resources will not print out the forms, nor allow you time to complete the forms. If paperwork is not completed at the time of the appointment, the student/instructor will have to reschedule their appointment.

1. Request for Live Scan Service
2. Employee Information Sheet
3. Work Status Questionnaire
4. Acknowledgement of Employee Responsibilities
5. Volunteer Assignment Agreement
6. Agreement of Understanding- Non County Workers (policies)
7. Employee Acknowledgement and Receipt of county Policy of Equity

\*\* All of these forms are legal documents. Therefore, they must be printed on single sided, new paper (i.e. No reused, double-sided, homework paper, etc.)

### Instructions for Each Form

#### **Request for Live Scan Service**

Applicant: Only complete middle section. Human Resources will need your Drivers' License or California Identification card. It will be returned to you after you have been fingerprinted. You will be photographed during this appointment.

#### **Employee Information Sheet**

Complete entire form, sign, and date.

#### **Work Status Questionnaire**

Complete entire form, sign, and date.

#### **Acknowledgement of Employee Responsibilities**

Complete "Employee Certification Section", sign, and date.

#### **Volunteer Assignment Agreement**

Complete only: Name (top portion), sign, and date.

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## **Agreement of Understanding- Non County Worker**

Review the LAC DPH policies and date and initial each policy. Sign and date the bottom of the form.

## **Employee Acknowledgement and Receipt of County Policy of Equity**

Read, sign and date the Policy of Equity

- a) Department: CHS/Program
- b) Payroll Title: Students: Student PHN w/o compensation  
Instructors: Volunteer worker w/o compensation
- c) Employee Number: N/A

### **Live Scans are done at the following location:**

County of Los Angeles Department of Public Health Human Resources  
5555 Ferguson Drive  
Central Lobby, 2<sup>nd</sup> Floor, suite 220  
Commerce, CA 9002