

Fingerprinting for Saint Ann School Volunteers

- Call the Ridgecrest Police Department to make an appointment to be fingerprinted.
 - Call 499-5100 to ask for a “fingerprinting appointment for volunteering at Saint Ann School”.
 - *Appointments at the beginning of the school year are very backlogged and can take up to four weeks – so call right away to make your appointment. Appointments during the summer only have a two-day wait.*
 - Appointments are scheduled for Mondays thru Thursdays.
 - Your appointment location is the front desk of the Ridgecrest Police Dept (100 W. California).
 - It takes from 10 – 30 minutes to be fingerprinted. There may be a slight wait if there are people ahead of you even though you have an appointment time.
- Before your appointment, fill out the information in the third section of this ‘Request for Live Scan Service’ form (Name of Applicant, etc) and take this form to your fingerprinting appointment. Make sure you bring a picture ID (driver’s license, passport, military ID, etc).
- The Police Dept will charge \$47.00 to be fingerprinted (which includes a \$10.00 Roll Fee and a \$32 Dept of Justice fee). Payment can be made by cash or check (not by ATM or credit card). Unfortunately, the school is not able to reimburse this \$47.00 fee BUT you may record the expense as 1 hour towards your Parent Participation Hour obligation. *Please note that the cost of fingerprinting for employment purposes is approximately \$62.00.*

Thank you for volunteering and for going through this hassle of fingerprinting! *We realize that this is inconvenient but is required in an effort to keep our children safe.* If you have any questions, call the school office at 375-4713.