



Business Office Memorandum

Date: 2010
To: Potential Employees/Tutors/Substitute Teachers/Volunteers/Coaches
From: Genevieve Brown, Human Resources/Transportation Coordinator
Re: Live Scan Fingerprinting

California Law (*Education Code, Section 10911.5; Public Resource Code 5164; Penal Code, Section 11105.3*) requires all school employers to secure criminal background clearance for each individual who has specific contact with minors. Attached is the Request for Live Scan Service form. Live Scan is administered at the Marin County Sheriff's Office at no charge to you, and by appointment only. Call 415/499-7250 to make an appointment. Please fill out the form and bring it with you.

Make sure that you write your department or job type at the top of the form.

If you have any questions, please contact Genevieve Brown:

Office: 415/258-1981
e-mail: gbrown@sandomenico.org

Directions to the Marin County Sheriff:

From San Anselmo take Highway 101 North
Exit N. San Pedro Road – East
Turn left at the traffic light
Civic Center is on the left
Park near the north arch of the Civic Center (look for the Sheriffs' cars)
Enter the building through the north arch
Enter through the glass doors and turn right proceed to the end of the hall
Enter the Sheriff's Office, Room 145
Tell the person at the counter that you are there for Live Scan fingerprinting