Some important things to remember when appearing for live scan fingerprinting:

1. **There are three locations available to obtain your live scan fingerprints:**

   **South Valley Business Services**
   66 1st Street, Ste. B.
   Gilroy, CA 95020
   Telephone: (408) 842-8055
   [Southvalleysvcs.clickbook.net](http://Southvalleysvcs.clickbook.net)

  周一至周五 - 5:30 pm - 7 pm
   周六 - 10:00 am to 2:00 pm
   现金、支票、借记卡、信用卡。没有个人支票

   **DDMK Livescan Fingerprint Service**
   8339 Church Street, Suite 119
   Gilroy, CA 95020
   Telephone: (408) 264-5505

   周一至周五 – 11:00 am-6:00 pm
   周六 – 10:00 am – 2:00 pm
   星期日由预约
   现金支票，支票，信用卡，借记卡，资金

   **San Martin Sheriff’s Office**
   80 Highland Avenue, Bldg. K
   San Martin, CA 95046
   Telephone: (408) 686-3651

   **BY APPOINTMENT ONLY**
   周一至周五
   7:30 am-4:00 pm
   现金支票，现金，资金或个人支票。没有信用卡
   *Schedule Online: [www.sccgov.org](http://www.sccgov.org)

   **San Martin Sheriff’s Office:** 联系San Martin警察局的Sheriff部门，电话(408) 686-3651
   以获取你的个人预约。请准时到你的预约时间。如果你迟到，你需要重新安排或等待下一次可用的开门时间。没有走动服务将被提供。

2. **Bring the completed “Request for Live Scan Service - Applicant Submission” form with you. This form must be completed by the Gilroy Unified School District. Each specific clearance requires a separate printing and additional fees.**

3. **No children please. Applicants need to make arrangements for childcare prior to being fingerprinted.**
4. Valid photographic identification must be presented. Acceptable forms of photographic identification are:
   - California Driver’s License
   - California DMV Identification Card
   - Military Identification
   - United States Passport
   - A valid out of state drivers license
   - An alien Registration Card/Immigration/Green Card

5. Fingernails: Extremely long or curved fingernails may prevent the fingers from properly contacting the printing platen and may need trimming.

6. Bandaged or injured fingers: Applicant may need to reschedule their appointment until the injured or bandaged fingers can be fingerprinted.

Fees: The fee that you are required to pay is indicated below:

- **Classified Clearance:**
  - (Department of Justice, FBI and agency fee)
  - San Martin Sheriff’s Office: $69.00
  - South Valley Business Services: $71.00

- **Certificated Clearance for applicants with teaching credential:**
  - (Department of Justice, FBI and agency fee)
  - San Martin Sheriff’s Office: $52.00
  - South Valley Business Services: $54.00 (DOJ, agency fee only)

- **Preschool Teacher Clearance**
  - (Department of Justice, FBI, Teaching Commission, and agency fee)
  - San Martin Sheriff’s Office: $94.00

- **Volunteer Clearance**
  - San Martin Sheriff’s Office: (DOJ & FBI) $67.00
  - South Valley Business Services - (DOJ & FBI) $71.00

Once you are printed, you are required to return the appropriate copy of your completed live scan service form to Human Resources Division at the Gilroy Unified School District. Failure to return the form will hold up your clearance process. You will be contacted when results of your prints have been received by the Gilroy Unified School District.

If you have any questions, please contact the Human Resources Division at (669) 205-4012.