



HACIENDA LA PUENTE UNIFIED SCHOOL DISTRICT POLICE AND SAFETY DEPARTMENT

15959 EAST GALE AVENUE • P.O. BOX 60002 • CITY OF INDUSTRY, CA 91716-0002 • (626) 933-3899 • FAX (626) 933-3813



JOHN BABBITT, *Chief of Police*

LIVE SCAN INSTRUCTIONS

Live Scan Fee Schedule

Certifications	\$79
Licenses	\$79
Permits	\$79
Teacher Credentials	\$79
Coaches	\$79
Employment	\$65
Volunteer Coach	\$60
Security/Security Sub	\$60
Other Subs/Volunteers	\$40

Live Scan Hours of Operation

Monday
8:30 a.m. – 12:00 p.m.
1:00 p.m. – 2:30 p.m.

Tuesday
8:30 a.m. – 12:00 p.m.
1:00 p.m. – 2:30 p.m.

Wednesday
8:30 a.m. – 12:00 p.m.
1:00 p.m. – 2:30 p.m.

Thursday
8:30 a.m. – 12:00 p.m.
1:00 p.m. – 2:30 p.m.

Friday
No Appointments Scheduled

**HACIENDA LA PUENTE
UNIFIED SCHOOL DISTRICT**

15959 E. Gale Avenue
City of Industry, CA 91716
www.hipschools.org

Live Scan Instructions for Employment & Volunteers

1. Schedule an appointment with the School Police Department by calling (626) 933-3899.
2. Report to the District Office, Human Resources Department on your scheduled appointment date & time (15959 E. Gale Ave, City of Industry, CA 91716)
3. You **MUST** bring your:
 - Only Official U.S. Government Photo ID (expired cards not accepted)
 - Money Order (no cash or checks accepted)
 - Social Security Card (requested but not required for volunteers)For **Volunteers**, the following are also required:
 - TB clearance (within the past 60 days)
 - Completed volunteer Form (must be signed by school administrator)
4. AFTER being processed by Human Resources you will be directed to the School Police Department to complete your Live Scan appointment.

*****NO CHILDREN PERMITTED IN LIVE SCAN ROOM*****

*****Also, please, no food or beverages *****



Need assistance? We can help!!



Human Resources Department
Anthony Andrade
(626) 933-3839

School Police Department
(626) 933-3899