



Live Scan Information

Sow A Seed Community Foundation requires staff and volunteers who work with students in any capacity to complete a Live Scan for criminal background check. Live Scan is a way to take inkless fingerprints, which are then digitized and transmitted directly to the Departments of Justice (DOJ). The DOJ then checks the fingerprints against known criminal history records. The process will take approximately 3 – 7 days to complete.

What to Do

- 1 Complete the Applicant Information section of FORM BCIA 8016 (given to you by a Sow A Seed staff person).
2. Contact one of our preferred vendors below and make an appointment. Let them know that you are referred by Sow A Seed Community Foundation and that we have a billing account for the rolling fee. You must have Form BCIA 8016 with you at your appointment. By using our preferred vendors you will not incur any charges for live scan services.

The UPS Store #6879

2819 W. March Lane#B6
Stockton, CA 95219
(209) 954-9581

- Weekdays - Walk-ins & Appointments -9:00 am to 6:00 pm
- Saturday - Walk-ins & Appointments -9:00 am to 5:00 pm

Tracy Live Scan & Notary

493 E 6th Street, Suite J
Tracy, CA 95376
(209) 207-9945

- Weekdays – Call for appt. -8:30 am to 4:30 pm
- Weekdays -Appt. only -4:30 pm to 8:30 pm
- Saturday- Call for appt. -9:00 am to 3:00 pm

Pre-Employment Reference and Criminal History Background Checks

The Sow A Seed Community Foundation Human Resources department routinely conducts reference and criminal history checks for all employees and volunteers of Sow A Seed Community Foundation.

Written consent is obtained from all employees before commencing reference and criminal history checks.

Prior to employment or volunteering at Sow A Seed Community Foundation, all individuals will receive a California State criminal registry check and fingerprint-based FBI check through the California Department of Justice (DOJ). If an applicant is out of state at the time of application, a check is run for that state using an-approved state repository.

In addition, Sow A Seed Community Foundation conducts a sex offender registry check using NSOPW.gov and maintains documentation. minimum requirements per 42USC 12645g (c), render ineligible, any individual who (1) is registered or required to be registered on a sex offender registry; (2) has been convicted of murder; (3) refuses to consent to the check; or (4) makes a false statement in connection with their check.

Sow A Seed Community Foundation provides criminal history clearance information to our required contractors and or vendors, but per California law (California Law Penal Code Sections 11105 and 13300) actual criminal history results are not able to be maintained or shared with oversight agencies.

Results are reviewed and considered against company policy and clearance decisions are made before any staff or volunteer begins working with youth in our program.

Consent for Pre-Employment Reference and Criminal History Background Checks

I recognize that any offer of employment made to me by Sow A Seed Community Foundation (SAS) is conditional upon reference and criminal history background checks which are acceptable to the SAS, and that information obtained during this process may result in my not being employed by Sow A Seed Community Foundation.

I understand that a reference and background check is being performed as part of the process to evaluate me prior to any offer of employment, and is not conducted for any other purpose. I authorize Sow A Seed Community Foundation, or its designated representative to obtain the following records and information in connection with my application for employment with SAS.

I authorize all persons who are the custodians of these records, or who may have information relevant to my application for employment, to provide records or disclose such information to Sow A Seed Community Foundation and/or its designated representative.

Signature of Applicant _____ Date _____

Applicant Printed Name (First, Middle, Last) _____

Applicant Address: (street, city, state, zip) _____

Applicant Phone: () _____

Applicant Email address: () _____



REQUEST FOR LIVE SCAN SERVICE

Applicant Submission

AN196

ORI (Code assigned by DOJ)

VOLUNTEER

Authorized Applicant Type

PROGRAM VOLUNTEER

Type of License/Certification/Permit OR Working Title (Maximum 30 characters - if assigned by DOJ, use exact title assigned)

Contributing Agency Information:

SOW A SEED COMMUNITY FOUNDATION

Agency Authorized to Receive Criminal Record Information

23700

Mail Code (five-digit code assigned by DOJ)

42 W 8TH STREET

Street Address or P.O. Box

MARCO MAINA

Contact Name (mandatory for all school submissions)

TRACY

City

CA

State

95376

ZIP Code

(209) 229-4559

Contact Telephone Number

Applicant Information:

Last Name

First Name

Middle Initial

Suffix

Other Name: (AKA or Alias)

Last Name

First Name

Suffix

Date of Birth Sex ☐ Male ☐ Female ☐ Nonbinary/Unspecified

Driver's License Number

Height Weight Eye Color Hair Color

Billing

Number 157533

(Agency Billing Number)

Place of Birth (State or Country) Social Security Number

Misc.

Number

(Other Identification Number)

Home Address Street Address or P.O. Box

City

State

ZIP Code

I have received and read the included Privacy Notice, Privacy Act Statement, and Applicant's Privacy Rights.

Applicant Signature

Date

Your Number:

OCA Number (Agency Identifying Number)

Level of Service: ☒ DOJ ☒ FBI

(If the Level of Service indicates FBI, the fingerprints will be used to check the criminal history record information of the FBI.)

If re-submission, list original ATI number:

Original ATI Number

(Must provide proof of rejection)

Employer (Additional response for agencies specified by statute):

Employer Name

Street Address or P.O. Box

Telephone Number (optional)

City

State

ZIP Code

Mail Code (five digit code assigned by DOJ)

Live Scan Transaction Completed By:

Name of Operator

Date

Transmitting Agency

LSID

ATI Number

Amount Collected/Billed



REQUEST FOR LIVE SCAN SERVICE

Privacy Notice

As Required by Civil Code § 1798.17

Collection and Use of Personal Information. The California Justice Information Services (CJIS) Division in the Department of Justice (DOJ) collects the information requested on this form as authorized by Business and Professions Code sections 4600-4621, 7574-7574.16, 26050-26059, 11340-11346, and 22440-22449; Penal Code sections 11100-11112, and 11077.1; Health and Safety Code sections 1522, 1416.20-1416.50, 1569.10-1569.24, 1596.80-1596.879, 1725-1742, and 18050-18055; Family Code sections 8700-87200, 8800-8823, and 8900-8925; Financial Code sections 1300-1301, 22100-22112, 17200-17215, and 28122-28124; Education Code sections 44330-44355; Welfare and Institutions Code sections 9710-9719.5, 14043-14045, 4684-4689.8, and 16500-16523.1; and other various state statutes and regulations. The CJIS Division uses this information to process requests of authorized entities that want to obtain information as to the existence and content of a record of state or federal convictions to help determine suitability for employment, or volunteer work with children, elderly, or disabled; or for adoption or purposes of a license, certification, or permit. In addition, any personal information collected by state agencies is subject to the limitations in the Information Practices Act and state policy. The DOJ's general privacy policy is available at <http://oag.ca.gov/privacy-policy>.

Providing Personal Information. All the personal information requested in the form must be provided. Failure to provide all the necessary information will result in delays and/or the rejection of your request.

Access to Your Information. You may review the records maintained by the CJIS Division in the DOJ that contain your personal information, as permitted by the Information Practices Act. See below for contact information.

Possible Disclosure of Personal Information. In order to process applications pertaining to Live Scan service to help determine the suitability of a person applying for a license, employment, or a volunteer position working with children, the elderly, or the disabled, we may need to share the information you give us with authorized applicant agencies.

The information you provide may also be disclosed in the following circumstances:

- With other persons or agencies where necessary to perform their legal duties, and their use of your information is compatible and complies with state law, such as for investigations or for licensing, certification, or regulatory purposes.
- To another government agency as required by state or federal law.

Contact Information. For questions about this notice or access to your records, you may contact the Associate Governmental Program Analyst at the DOJ's Keeper of Records at (916) 210-3310, by email at keeperofrecords@doj.ca.gov, or by mail at:

Department of Justice
Bureau of Criminal Information & Analysis
Keeper of Records
P.O. Box 903417
Sacramento, CA 94203-4170



REQUEST FOR LIVE SCAN SERVICE

Privacy Act Statement

Authority. The FBI's acquisition, preservation, and exchange of fingerprints and associated information is generally authorized under 28 U.S.C. 534. Depending on the nature of your application, supplemental authorities include Federal statutes, State statutes pursuant to Pub. L. 92-544, Presidential Executive Orders, and federal regulations. Providing your fingerprints and associated information is voluntary; however, failure to do so may affect completion or approval of your application.

Principal Purpose. Certain determinations, such as employment, licensing, and security clearances, may be predicated on fingerprint-based background checks. Your fingerprints and associated information/biometrics may be provided to the employing, investigating, or otherwise responsible agency, and/or the FBI for the purpose of comparing your fingerprints to other fingerprints in the FBI's Next Generation Identification (NGI) system or its successor systems (including civil, criminal, and latent fingerprint repositories) or other available records of the employing, investigating, or otherwise responsible agency. The FBI may retain your fingerprints and associated information/biometrics in NGI after the completion of this application and, while retained, your fingerprints may continue to be compared against other fingerprints submitted to or retained by NGI.

Routine Uses. During the processing of this application and for as long thereafter as your fingerprints and associated information/biometrics are retained in NGI, your information may be disclosed pursuant to your consent, and may be disclosed without your consent as permitted by the Privacy Act of 1974 and all applicable Routine Uses as may be published at any time in the Federal Register, including the Routine Uses for the NGI system and the FBI's Blanket Routine Uses. Routine uses include, but are not limited to, disclosures to: employing, governmental, or authorized non-governmental agencies responsible for employment, contracting, licensing, security clearances, and other suitability determinations; local, state, tribal, or federal law enforcement agencies; criminal justice agencies; and agencies responsible for national security or public safety.



REQUEST FOR LIVE SCAN SERVICE

Noncriminal Justice Applicant's Privacy Rights

As an applicant who is the subject of a national fingerprint-based criminal history record check for a noncriminal justice purpose (such as an application for employment or a license, an immigration or naturalization matter, security clearance, or adoption), you have certain rights which are discussed below.

- You must be provided written notification¹ that your fingerprints will be used to check the criminal history records of the FBI.
- You must be provided, and acknowledge receipt of, an adequate Privacy Act Statement when you submit your fingerprints and associated personal information. This Privacy Act Statement should explain the authority for collecting your information and how your information will be used, retained, and shared.²
- If you have a criminal history record, the officials making a determination of your suitability for the employment, license, or other benefit must provide you the opportunity to complete or challenge the accuracy of the information in the record.
- The officials must advise you that the procedures for obtaining a change, correction, or update of your criminal history record are set forth at Title 28, Code of Federal Regulations (CFR), Section 16.34.
- If you have a criminal history record, you should be afforded a reasonable amount of time to correct or complete the record (or decline to do so) before the officials deny you the employment, license, or other benefit based on information in the criminal history record.³

You have the right to expect that officials receiving the results of the criminal history record check will use it only for authorized purposes and will not retain or disseminate it in violation of federal statute, regulation or executive order, or rule, procedure or standard established by the National Crime Prevention and Privacy Compact Council.⁴

If agency policy permits, the officials may provide you with a copy of your FBI criminal history record for review and possible challenge. If agency policy does not permit it to provide you a copy of the record, you may obtain a copy of the record by submitting fingerprints and a fee to the FBI. Information regarding this process may be obtained at <https://www.fbi.gov/services/cjis/identity-history-summary-checks>.

If you decide to challenge the accuracy or completeness of your FBI criminal history record, you should send your challenge to the agency that contributed the questioned information to the FBI. Alternatively, you may send your challenge directly to the FBI. The FBI will then forward your challenge to the agency that contributed the questioned information and request the agency to verify or correct the challenged entry. Upon receipt of an official communication from that agency, the FBI will make any necessary changes/corrections to your record in accordance with the information supplied by that agency. (See 28 CFR 16.30 through 16.34.) *You can find additional information on the FBI website at <https://www.fbi.gov/about-us/cjis/background-checks>.*

¹ Written notification includes electronic notification, but excludes oral notification

² <https://www.fbi.gov/services/cjis/compact-council/privacy-act-statement>

³ See 28 CFR 50.12(b)

⁴ See U.S.C. 552a(b); 28 U.S.C. 534(b); 34 U.S.C. § 40316 (formerly cited as 42 U.S.C. § 14616), Article IV(c)