



# Volunteer Initiative Program

A program of the Volunteer Center and the County of Santa Cruz

## Fingerprinting

**Required for any volunteer working with money, minors or confidential documents.**

### *Procedure:*

1. Volunteer Supervisor notifies the Volunteer Initiative Program (VIP) Coordinator regarding which Volunteer(s) need to be fingerprinted.
2. VIP will notify the County Personnel Office and ask that the necessary Live Scan forms be prepared for the volunteer.
3. When the packet is ready, the VIP Coordinator will notify the Volunteer via email with pick up instructions. The volunteer is responsible for the picking up Live Scan forms from County Personnel Office – County Building 701 Ocean Street, Santa Cruz CA.
4. County Personnel will notify VIP regarding approved clearances and background check. (Results from the Live Scan may take 2-4 weeks).
5. VIP notifies the Volunteer Supervisor and Volunteer of Fingerprinting clearance via email.

**Please note: The County of Santa Cruz covers the cost of Fingerprinting for all VIP Volunteers**

If you have additional questions, please contact the VIP Coordinator at (831) 454-2987