



# San Benito County Office of Education

Krystal Lomanto, County Superintendent of Schools

---

460 Fifth Street | Hollister, California 95023 | 831. 637.5393 | FAX 831. 637.0140

## LiveScan Procedure

### Clients

#### **Inform the client of the following:**

1. Fill out, completely, the Request for Live Scan Service Form.
2. Make appointment with SBCOE at 831.637.5393
3. On the day of your appointment, you must have the following:
  - Completed Live Scan Service Form
  - Valid Driver's License
  - Cash for fees (No personal checks accepted)
4. Upon arrival at SBCOE clients are expected to:
  - Wear a face covering at all times except when asked to verify their identity
  - Participate with temperature and wellness check
  - Maintain 6-feet of social distancing
  - Follow instructions of SBCOE employees

#### **Important Notes to the Client:**

Only the person fingerprinting will be allowed entrance into the SBCOE office. Refrain from bringing any children or other people to the appointment.

Do not use lotions or other items on your hands until after your fingerprinting session as they can affect the fingerprinting process.

If you are experiencing any signs or symptoms of illness, you will be asked to reschedule your appointment after you have been medically cleared. If a client's temperature is 100.4 degrees Fahrenheit or higher, or shows signs or symptoms of illness, or has been exposed to or diagnosed with COVID-19, the appointment will be rescheduled after medically cleared.