

CANDIDATE CLEARANCE CHECKLIST

Follow this step-by-step checklist to complete your background check and required training for vulnerable population authorization (CALVECHS).

PHASE 1: PRE-APPOINTMENT & DOCUMENT PREPARATION

☐ Download and Print Your Correct Live Scan Request Form

Ensure the application type states **CALVECHS**. Download the form matching your role type:

- **Volunteer Candidates:** Use the dedicated Volunteer form (DOJ fee is waived).
- **Employee Candidates:** Use the regular Employee form.

☐ Download and Print the CORI Consent Form

Obtain a clean copy of the Criminal Offender Record Information (CORI) Consent Form.

☐ Complete the "Applicant Information" Section

Fill out the middle section completely (all fields except Billing Number). **STOP at the signature lines.** Leave the signature and date blank—these must be filled in during your physical appointment.

☐ Complete the CORI Consent Form

Fill in, sign, and date the CORI Consent form entirely before your appointment.

☐ Locate a Live Scan Agency Near You

Find an authorized vendor near you using the California DOJ Official Directory online (oag.ca.gov/fingerprints/locations).

PHASE 2: YOUR LIVE SCAN APPOINTMENT

☐ Bring Required Materials to the Appointment

Ensure you have: 1) Your filled-out Live Scan Form, 2) Your CORI Consent Form, and 3) A valid government-issued photo ID (Driver's License / Passport).

☐ Pay Fees and Keep Your Completed Copy

Pay required fees directly to the operator. The operator will scan your prints and return a validated copy of the Live Scan form to you. Keep this safe.

Applicant Type	DOJ Fee	FBI Fee	Local Rolling Fee
Volunteer	\$0 (Waived for non-profits)	\$15	Varies by location
Employee	\$32	\$17	Varies by location

Note on Rolling Fees: Local agency handling ("rolling") fees vary by provider and are detailed in the official DOJ online location directory.

PHASE 3: DOCUMENT SUBMISSION & MANDATORY TRAINING

☐ Submit Paperwork Packet to the Regional Office

Send the following three required documents together to the attention of the **Custodian of Records**:

- The completed copy of the Live Scan form returned by the operator.
- A copy of your filled-out and signed CORI Consent form.
- An official verification document (Job description, job application, or volunteer agreement letter).

☐ Complete Online Mandated Reporter Training

Complete the training via the recommended portal (mandatedreportertraining.com). Download your certificate immediately upon completion.

☐ Submit Training Certificate to Regional Office

Send a digital or physical copy of your completion certificate to the Regional Office. (Valid for 2 years from date of issuance).