



LIVE SCAN FINGERPRINT PROCEDURES

Fees for live scanning and a criminal history report are the responsibility of the parish, school, or agency.

Complete:

- Diocese of Lansing Consent Form¹ — **RETURN THE ORIGINAL TO THE SAFE ENVIRONMENT OFFICE.**
- LIVESCAN FINGERPRINT REQUEST — individual take this to live scan appointment; DO NOT RETURN THIS FORM TO THE SAFE ENVIRONMENT OFFICE

Appointment Information:

- **No appointment necessary at LESA; for walk-in dates go to:**
<http://www.livingstonesa.org/lesa/site/default.asp>, click on Human Resources found beneath “Programs & Services.
- **No appointment necessary at Washtenaw ISD. More information at**
<http://www.wash.k12.mi.us/hr/fingerprinting.cfm>

- **Appointment required as follows (no walk-ins at the following sites)**

Genesee ISD	810-591-4422
Ingham ISD	517-244-1266
Jackson ISD	517-768-5209
Joseph Young & Associates	517-676-4007

L-1 Identity Solutions Company, 1-866-226-2952; or schedule ON LINE:
<http://www.l1id.com/> click on “Schedule an Appointment” [on right side of screen]; follow screen prompts/ Diocese of Lansing’s agency ID number: **3326E**.

- **Michigan School Employment Act** - School employment, pursuant to MCL 380.1230, for all school employees (**if you are a full or part-time school employee, you must select Michigan School Employment Act as the reason for the fingerprinting pursuant to MCL 380.1230**)
- **NCPA/VCA(PL105-243) National Child Protection Act - CPE** — for full and part time parish/agency employees who are not school employees
- **NCPA/VCA/Volunteer(PL104-243) - CPV** for volunteers required to have a criminal background check with fingerprinting, pursuant to Diocese of Lansing policy

¹All employees are required to complete the Consent form. All volunteers who have contact with minors 4 or more hours per month on a regular basis are required to complete the Consent form. Return original to the Safe Environment Office, 300 W. Ottawa Street, Lansing, MI 48933; Fax: (517) 342-2505