REQUEST FOR LIVE SCAN SERVICE

CalNorth Soccer

Applicant Submission

Volunteer
Authorized Applicant Type

ORI (Code assigned by DOJ)
BCYW

COACH
Type of License/Certification/Permit OR Working Title

Contract Code (For use at Biometrics4all SAM locations Only)

CAYOCA YOUTH SOCCER ASSOC
Agency Authorized to Receive Criminal Record Information

15687
Mail Code (five-digit code assigned by DOJ)

1040 SERPENTINE LANE STE 201
Street Address or P.O. Box

Contact Name (mandatory for all school submissions)

PLEASANTON   CA   94566
City   State   ZIP Code

Contact Telephone Number

Applicant Information:

Last Name	First Name Middle Initial Suffix
Other Name (AKA or Alias) Last	First Suffix
Date of Birth Sex ☐ Male ☐ Female	Driver's License Number
Height Weight Eye Color Hair Color	Billing Number **N/A** (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

OCA Field / Your Number:
Mandatory Field

D4	14	07	
District Number	League Number	Club Number	

OATI: _____
For Resubmission Only

Level of Service: ☒ DOJ Only

Name of Operator

Date

Do Not Collect. No Fee is Due.

Transmitting Agency   LSID

ATI Number   Amount Collected/Billed

BIOMETRICS4ALL
Services Provided by **ApplicantServices.com**
Service Affiliate Members (SAM)

CAPITAL LIVE SCAN

Need Help?

Locations: www.CapitalLiveScan.com
Questions: contactus@capitallivescan.com
Support: 1-877-288-5519

Upon registering in Cal North's Data Management System as a team administrator, board member, staff member, or another volunteer, and printing out the Request for Live Scan Form, you must:

1. Either go to a league sponsored event or an approved Live Scan vendor to be fingerprinted
2. Complete your Safe Sport Core/Refresher training
3. Complete Introduction to Safe and Healthy Playing Environments (the Safe and Healthy Playing Environments course has replaced the CDC's HeadsUp Concussion Training)

Completing Live Scan
Contact your league for information regarding upcoming league fingerprinting events.

If your league is not holding a fingerprinting event, visit https://www.applicantservices.com/live_scan_locations to locate an approved vendor that is in your area. If you go to an approved vendor, your League/Club will be billed for the fingerprinting. If you go to a vendor that is not approved and found using the link above, you will have to pay the vendor fee for the fingerprinting unless your League/Club has made other arrangements and your League/Club will be billed for the processing of the results.

Prior to arriving at a Live Scan location:
1. Ensure that all Applicant and Home Address data fields are correctly filled out
2. Verify that the District, League, Club, and Admin ID numbers are correct. Contact your Registrar if you do not know your District/League/Club and Admin ID number
3. Sign and date the form and take the form with you to the Live Scan location
4. You will need to provide a current valid photo ID (eg: California Driver's License, California ID card, out-of-state driver's license, Military Id, passport, Resident Alien Card)

If going to an approved Capital Live Scan vendor:
1. The Contract Code will be used to identify Cal North as the organization
2. After being fingerprinted, obtain the ATI number from the vendor for your records

If there is not a Capital Live Scan location in your area you may go to any vendor that is certified and approved by the Department of Justice. The following information will need to be provided:
1. Cal North ORI Code: AE689
2. The organization is Cal North, 1040 Serpentine Lane, #206, Pleasanton, CA 94566
3. Level of Service is DOJ
4. OCA Number
5. After being fingerprinted, obtain the ATI number from the vendor for your records

For questions pertaining to your live scan results, please contact your league or club. You may also check the status of your fingerprint submission by visiting https://applicantstatus.doj.ca.gov/.

Completing Safe Sport Training
1. To complete Safe Sport training you must go to
   https://safesport.org/authentication/register?token=ee57337f-31f9-421d-b095-82fc8c8c4c41
2. US Soccer should be selected as your organization
3. You will be prompted to enter Access Code: **YC3E-6P5G-YYIL-CS2M**
4. If you have not already created an account with Safe Sport, you will need to do so to access the training
5. When creating your account, you must use the same info you used when you registered in the Cal North registration system i.e. First name, last name, email address, etc.. must match

Completing Introduction to Safe and Healthy Playing Environments Training
1. To complete training you must visit the US Soccer Learning Center and take the Introduction to Safe and Healthy Playing Environments
2. Please use this link:
   https://learning.ussoccer.com/coach/courses/available/32/details/6165
3. If you do not have an account, please make sure to create a new account
4. When creating your account, you must use the same info you used when you registered in the Cal North registration system, i.e. First name, last name, email address, etc.. must match