

City of Los Angeles Department of Recreation and Parks

FINGERPRINTING INSTRUCTIONS FOR VOLUNTEERS

YOU MUST MAKE AN APPOINTMENT -

NO WALK-INS PLEASE

The following steps must be followed for fingerprinting volunteer applicants.

- You must make an appointment. To make, cancel, and/or reschedule an appointment, please call a [live scan site](#) of your choice.
- Please call the live scan site if you are going to be late or need to cancel your appointment.
- Please use a ballpoint pen & press hard when completing the forms.

VOLUNTEERS:

1. **Must** bring a valid picture I.D.
 - Government issued Driver's License or I.D. Card
 - Passport
 - Military I.D.
 - Alien Registration Card/Immigration I.D./Green Card
2. Volunteer Form **must** be signed by the Recreation Director/Facility Director

MINOR:

1. Application Form **must** be signed by Recreation Director/Facility Director
2. Application Form **must** be signed and dated by parent.
3. Minor **must** bring his/her original Social Security card.
4. Minor **must** bring a picture I.D. (i.e. school I.D., passport, California I.D. card, etc.)

REPRINTS:

1. Anyone being re-fingerprinted **must** bring his/her photocopy of the original live scan form. Volunteers must be re-fingerprinted if the first set of prints is deemed to be unclear.

When making an appointment, you must let the Live Scan operator know you are coming in to be re-printed.

Sites	Phone #	Hours of Operation	DOJ Certified Technicians
Live Scan Site # 1 Central Service Yard 3900 W. Chevy Chase Dr. Los Angeles, CA 90039	(213)485-8743 DOWN UNTIL FURTHER NOTICE	Tuesday – Friday 11am-3pm	Charissa Ramos Cherryl Flores Jocques Wright Eileen Worden
Live Scan Site # 2 <i>EXPO Center</i> <i>3980 Bill Robertson Lane (Formerly Menlo) Los Angeles, CA 90037</i>	(213) 763-0114 X263	Tuesday and Thursday 11am- 6:30pm	Sharon Roshell Latanya Taylor
Live Scan Site # 3 Westwood Recreation Complex 1350 Sepulveda Blvd Los Angeles, CA 90024	(310)473-3610	Wednesday 9:30am-1pm Thursday 10:30am-1pm	Vera Helali
Live Scan Site # 4 Peck Park Community Center 560 N Western Ave San Pedro, CA 90732	(310) 548-7580	Monday Wednesday and Friday 10am-2pm Saturday 10am-3pm	Wendy Durham Erica Sanchez Jimmy Jimenez
Live Scan Site # 5 Valley Region Headquarters 6335 Woodley Ave Van Nuys, CA 91406	(310)756-8060	*Hours vary please call*	Cindy Zamudio Fabiola Monoze Katy Maldonado
Live Scan Site # 6 North Hollywood 11430 Chandler Blvd. North Hollywood ,CA 91601	(818)763-7651	Monday-3:00pm-6pm Wednesday-3:40pm- 6pm Friday-2:20pm-6pm	Jessyka Delgado Laura Delgado Angelica Rojas