

**LOS RIOS COMMUNITY COLLEGE DISTRICT  
COLLEGE POLICE FINGERPRINT SCANNING AUTHORIZATION**



**NOTE:** This document is to be filled out only if you are planning on being fingerprinted at a Los Rios Community College District Police Services Office Livescan location (see reverse side for locations). If you choose not to have your fingerprints scanned at a Los Rios College Police Services site, you may have your fingerprints scanned at the State Department of Justice or other authorized agency.

**INSTRUCTIONS TO APPLICANT:** Should you choose to have your fingerprints scanned at a Los Rios College Police Services Office Livescan site please:

1. Fill out Section One below. Make sure Section Two is already filled out by your hiring supervisor/dean/appropriate administrator.
2. Submit this authorization to the College Business Services Office, along with payment of \$15 (cash, check or credit card). The Business Office will issue a receipt for proof of payment.
3. Bring this form and the proof of payment to the Los Rios College Police Services Office for your fingerprint scanning.

**SECTION ONE TO BE FILLED OUT BY APPLICANT:**

Section One:

APPLICANT NAME: \_\_\_\_\_

APPLICANT DATE OF BIRTH: \_\_\_\_\_

POSITION TITLE/DESCRIPTION: \_\_\_\_\_

**SECTION TWO TO BE FILLED OUT BY LOS RIOS HIRING SUPERVISOR/DEAN/APPROPRIATE ADMINISTRATOR:**

Section Two:

AUTHORIZED BY: \_\_\_\_\_  
Signature of Hiring Supervisor/Dean/Appropriate Administrator

\_\_\_\_\_  
Print Name and Title

Phone Extension: \_\_\_\_\_

**INSTRUCTIONS FOR LOS RIOS BUSINESS SERVICES OFFICE PERSONNEL ONLY:**

To charge fingerprint rolling fee, use *Speed Code (G) 2111107*.

**LOS RIOS COMMUNITY COLLEGE DISTRICT  
COLLEGE POLICE - LIVESCAN FACILITIES LOCATIONS**



**American River College – 4700 College Oak Drive, Sacramento CA 95841**

**Cosumnes River College – 8401 Center Parkway, Sacramento CA 95823**

**Folsom Lake College – 10 College Parkway, Folsom CA 95630**

**Sacramento City College – 3835 Freeport Boulevard, Sacramento CA 95822**

**For days and times of livescan availability, please call (916) 558-2365.**

For a map of the College Police department at each college site: go to "[www.losrios.edu](http://www.losrios.edu)", click on "QuickLinks" and choose "Campus Police".