

DOJ Form Instructions (Fingerprinting)

1. Obtain a "Request for Live Scan Service" form from the church office or the church website at https://sunnyvalepres.com/mt-content/uploads/2021/07/request_for_livescan_07-2019.pdf. The top section of the form is already filled in with the church information.

2. Complete the "Name of Applicant" section of the "Request for Live Scan Service" form (see example of the applicant section below):

Do not fill in

Do not fill in

Name of Applicant: _____			
(Please print)		Last	First
		MI	
Alias: _____		Driver's License No: _____	
Last	First		
Date of Birth: _____	Sex: <input type="checkbox"/> Male <input type="checkbox"/> Female	Misc. No. BIL - _____	
		Agency Billing Number	
Height: _____	Weight: _____	Misc. Number: _____	
		Home Address: _____	
Eye Color: _____	Hair Color: _____	Street No.	Street or PO Box
Place of Birth: _____		City, State and Zip Code	
Social Security Number: _____			

3. To get fingerprinted, take the "Request for Live Scan Service" form and a valid government issued photo ID (such as a driver's license) to any Live Scan location. Many UPS locations provide this service or simply google "Live Scan locations near me."

4. The fingerprint operator will complete the lower portion of the "Request for Live Scan Service" form and will give you a copy of the completed form. *Return that form to the church office.* Feel free to redact your Social Security information when returning your form.

5. You will need to pay for the fingerprinting, but can be reimbursed by filling out a check request form and submitting it with your receipt. You can obtain and submit the check request form in the church office and a check will be mailed to you.