Tutor Volunteers
Live Scan Fingerprinting Instructions

Mentor Tutor Connection
Helping students achieve their potential and thrive

1. Print the **Request for Live Scan Service Form**.

2. Complete the **Request for Live Scan Service Form** using these instructions:

Name of Applicant:	Enter your Last Name, First Name, and Middle Name. Do not use initials or name abbreviations.
Alias:	Enter all other names you have used, including your maiden name.
Driver's License No:	Enter your Driver's License Number, including the State.
DOB:	Enter your date of birth (month/day/year).
Sex:	Enter your gender (male or female).
HT:	Enter your height in feet and inches.
WT:	Enter your weight in pounds.
Eye Color:	Enter the color of your eyes.
Hair Color:	Enter the color of your hair.
Place of Birth:	Enter your place of birth (City and State, or Country).
Misc. Number:	Enter your Social Security Number.
Home Address:	Enter your residence address.

   Your Number (Club Name):
   - If you are not a Rotarian, enter "MTC"
   - If you are a Rotarian, enter "MTC – Your Club Name"
     ex: MTC – Los Altos

3. Print **3 copies of the completed Live Scan Request Form** and take them to your nearest Live Scan Site:

   Click for a list of recommended Mt View / Los Altos Live Scan sites:
   http://www.mentortutorconnection.org/wp-content/uploads/2014/08/mtc_livescan_locations.pdf

   The following link is a list of all Live Scan Sites: http://ag.ca.gov/fingerprints/publications/contact.htm

   Be sure to check the listing for hours of operation, appointment requirements, and acceptable forms of payment.

4. Pay all required fees. If payment of the fingerprinting fee is a financial hardship, please request reimbursement of up to $20 by faxing your receipt to MTC at 650-641-2821 or emailing it to programs@mentortutorconnection.org.

5. Have the Live Scan Operator sign the second copy of the Request for Live Scan Service Form and include the ATI number and send it to:

   Rotary Fifty One Seventy
   1700 Airline Highway, PMB 360
   Hollister, CA 95023