TO SCHEDULE AN APPOINTMENT

Fingerprinting Instructions for Volunteers

All offers of volunteer placements are conditional pending a cleared background investigation. A volunteer will not be placed until he/she has been cleared by the DOJ and FBI.

Helpful hints before you start:
- The website is a secure site. All information requested with an * is required.
- Use the tab key (not the enter key) to move from box to box.
- Some boxes have help information available. Point your mouse over the box for help information.
- When entering your height, use whole numbers; for example, if you are 5 feet tall, use “500” as the number.
- When choosing a date & time for your appointment, times with a red* are taken. Only times with open circles are available.

Online directions for making live scan fingerprinting appointments:

1. Log on to: www.sccsheriff.org
2. Click on Fingerprinting Appointments link
3. Choose “Make a Fingerprint Appointment Here”
4. ORI # is Z0001
5. Type of Application is Volunteer
6. Job title is the PROGRAM NAME AND NUMBER for which you are volunteering
7. Agency Address is: Catholic Charities, 2625 Zanker Road, San Jose, CA 95134
8. Billing # is 144959
9. Mail Code is 08258
10. Contact name is: Mary Enfantino, 408-325-5111
11. Select Level of Service – Always Select both DOJ & FBI

Print a copy of the appointment confirmation page and 3 copies of the applicant profile page and take them with you to your appointment. Remember to turn in the copy with the receipt to your volunteer coordinator.

To cancel, contact any of the designated service locations (see below). All cancellations must occur 48 hours prior to the appointments or Catholic Charities will be billed. Catholic Charities will be billed for services, so there is no need to take money. If you do reschedule, be sure to bring the original appointment copy (you printed out above), which will indicate your assigned ID number.

Santa Clara County Sheriff’s Dept
55 West Younger Avenue, Room 172
San Jose, CA 95110
Monday-Friday 7am-5pm

Santa Clara County Sheriff Office-West Valley Station
1601 South De Anza Blvd.
Cupertino, CA 95014
Monday-Friday 8:30am-4:30pm

Santa Clara County Sheriff’s Dept
South County Substation
12431 Monterey Road
San Martin, CA 95046
Monday – Friday, 8:00am -5:00pm

Volunteer Program 10/20/2009 3:30 PM