

Fingerprint & TB Instructions

Since you will be working directly with children under the age of 18, you are required to take a Live Scan Finger Printing Test and show proof of a negative TB Test. Once done they will not need to be repeated (except TB, every 4 years). Thank you for taking the time to schedule and complete these as soon as possible.

TB Testing:

A TB (Tuberculosis) Test is a under the skin test that can easily be obtained at your preferred clinic or health provider. The test takes two visits, one for the actual test, and a return trip to read the test results. Once complete, please bring a receipt for the test and United Way will reimburse you. We also require a copy of the TB test result for our files.

Suggested Location for \$20:

Santa Clara County Public Health Dept.
976 Lenzen Ave.
San Jose, CA 95126
Hours: M-T-W-F 8:15 AM - 11 AM; 1 - 4 PM
408-792-5200 and 408-792-5050

Since test results must be read 48-72 hours after the first visit, there is NO testing available on Thursdays. Make sure to schedule your appointment at a time where you can return between 48-72 hours later or you will have to do the test over.

Live Scan Finger Printing:

- Begin by scheduling an appointment by visiting the Santa Clara County Office of the Sheriff website at: <https://sheriffivescan.sccsheriff.org/sfp/applicant/welcome.action>
- When entering the website, you will be asked to enter your personal information along with the following:

Agency's Name: San Jose Grail Family Services (*the Reading Mentor lead agency*)
Agency's Address: 2003 E. San Antonio St. San Jose, CA 95116
Agency's Contact: Jessica Cruz (408) 347-7892

Type of Application: Volunteer
Job Title: Reading Mentor
Agency ORI Code: A9216*
Billing Number: 147706
Mail Code: 10955
Level of Service: DOJ – Yes; FBI – No

- The Santa Clara County Office of the Sheriff is located at the below address. When you register online, you will also have three other locations to choose from.

Santa Clara County Sheriff Office

55 West Younger Avenue

San Jose, CA 95110

Open Monday – Friday: 7:00 AM - 6:00 PM

Phone: (408) 808-4760

* **Payment: No payment by you required. The ORI code will allow us to be billed**

Important things to remember when appearing for fingerprints:

- Please be prompt. If you are late you will have to reschedule or WAIT for the next available opening. Walk-in applicants are not recommended and must wait for an available opening.
- Applicants who do not have access to the internet may make an appointment by phone at one of the following locations:

Santa Clara County Sheriff Office (San Jose, CA)	Phone: (408) 808-4760
Santa Clara County Sheriff Office (Cupertino, CA)	Phone: (408) 868-6614
Santa Clara County Sheriff Office (San Martin, CA)	Phone: (408) 686-3651
Stanford University Dept. of Safety (Stanford, CA)	Phone: (650) 725-2499
- Bring the authorized "Request for live scan service - applicant submission" form or [APPLICANT WEBSITE](#) printouts-- Each form requires a separate printing and appointment. Additional fees may apply.
- Valid photo I.D. MUST be presented at time of service:
Acceptable forms of I.D. are:
 - 1) Driver's License.
 - 2) California Identification Card.
 - 3) Military I.D.
 - 4) Passport from any country
 - 5) Green cardA second I.D. of any type should also be taken along.
- **Finger nails:** Extremely long or curved fingernails may prevent the fingers from properly contacting the printing platen and may need trimming.
- **Bandaged or Injured fingers:** Applicant may need to reschedule their appointment until the injured or bandaged finger can be fingerprinted.
- Free parking is available.