



Fingerprinting Procedures

California law requires or permits background checks, by way of fingerprinting, for all individuals who are, or will be, involved in the care and security of children, the elderly, or the handicapped or mentally impaired. Because Gathering for Women serves all or most of these groups; and because everyone involved with GFW has, or potentially has, interaction with our guests, we require that all board members, staff and volunteers be fingerprinted.

Live Scan fingerprinting systems capture your fingerprints optically and electronically without the use of ink or paper forms.

Your fingerprints are reported only to the organization that has requested them. Fingerprints for one organization cannot be reported to another organization, and you therefore must be fingerprinted separately for each organization. This means that if you volunteer for one organization for which you have been fingerprinted that will not transfer to GFW, and you will need to be fingerprinted again, specifically for GFW.

Please Note:

- Information regarding your fingerprints/records will be kept confidential in accordance with CA law, and the only individuals within GFW who may be advised of the results are the Custodian of Records, the Board President and the Executive Director.
- A criminal conviction does not necessarily preclude service with GFW. Consideration will be given to such things as the type of conviction, the nature of the service provided to GFW, and the length of time since the conviction.

Requirements for Live Scan:

You will need the following items to be fingerprinted:

1. Request for Live Scan Form BCII8016 (attached)
2. ORI Code (on the attached form)
3. Valid Photo ID (expired identification is not accepted)
 - State Drivers License
 - State Identification Card
 - Passport/Immigration Documentation
4. Submission fees for background check and rolling fee. GFW is exempt from the CA DOJ fee; however, you will pay the FBI fee (approx. \$17) and the rolling fee which varies according to location.
5. Valid Social Security Number

Please see reverse for local Live Scan locations, along with each location's specific requirements.



Gathering for Women Monterey

Monterey Police Department

351 Madison Street
Monterey, CA 93940

- Appointments are scheduled on Wednesday, from 10 am - 3 pm
- Please contact the Records Division for an appointment at (831) 646-3830
- Rolling fee for live Scan is \$18 + FBI fee

Carmel Police Department

South East Corner of Junipero and 4th
Carmel, CA 93921
(831) 620-2037 or (831) 624-6403

- Appointments can be scheduled Monday through Friday, 8:00 am - 2:00 pm
- Reference Dawn for an appointment at dalmario@ci.carmel.ca.us
- \$30 rolling fee + FBI Fee

Pacific Grove Police Department

580 Pine Avenue
Pacific Grove, CA 93950

- Please contact the Records Division for an appointment at (831) 648-3143
- Appointments are scheduled on Wednesdays between 9:00 am - 3:00 pm
- The rolling fee for Live Scan is \$22 + FBI fee

The Mail Box

177 Webster Street
Monterey, CA 93940
(831) 641-0931

- Walk-In, Monday through Friday, 9:00 am - 4:30 pm
- \$25 rolling fee (discount for cash or check) + FBI fee

CSUMB Police Department

100 Campus Center Drive, Suite #82-E
Seaside, CA 93955
(831) 582-3573

- Appointments can be schedule by calling: (831) 582-3573
- \$20 rolling fee + FBI fee (cash or check only)

Note: You must have a parking permit to park on the CSUMB campus - the permit can be purchased from a dispenser at the lot or online at: <https://csumb.edu/parking/permits>