

Live Scan Fingerprint-Based Background Checks Overview

The University of Southern California has secured permission from the California Department of Justice (“DOJ”) pursuant to Penal Code section 11105.3. to conduct and receive results from Live Scan background checks of all individuals who work with minors in a USC-sponsored or USC Student-sponsored covered activity. The SHINE program is a USC-sponsored covered activity. All SHINE Mentors must undergo the Live Scan process. If you are required to, but do not undergo the Live Scan fingerprint process, you will not be able to work with minors in a covered activity at USC. The Live Scan process includes submitting fingerprints to the DOJ and FBI, which will review criminal offender record information (CORI). CORI reports are then submitted by the DOJ to USC’s Human Resources team who will determine an applicant’s eligibility to work with minors in a covered activity. You can learn more about this by visiting the [California DOJ’s website](#).

Deadline

Please complete a background check and complete the four additional onboard requirements by **May 24, 2023**.

How to get a Live Scan

- Please review the instructions in this Live Scan Sheet [example](#)
- Complete the [USC Live Scan application form](#) and take it to your appointment/session with a government-issued ID, such as a U.S. Driver’s License, U.S. passport, Military ID, Alien registration card, or foreign passport with a U.S. visa.
- To avoid paying fees out of pocket (does **not** apply to third parties), make an appointment at the following Live Scan location:
 - [MR. Fingerprints](#) located at 617 S Olive St. Ste 807, Los Angeles, CA 90014;
 - or**
 - Attend free, on-campus fingerprinting sessions with a Live Scan operator, which USC occasionally schedules.
 - [Click here to view May sessions](#)
 - [Click here to view June Sessions](#)
 - or**
 - Attend our SHINE on-campus session on **May 23 from 10AM-2pm at Bashor Lounge at Heritage Hall (on Watt way and Hellman Way)**.
 - Sign up for a timeslot: [LiveScan Sign-Up Form 5/23](#)

References

Quick Resource Guide to completing Live Scan: [USC-Live-Scan-Process-Quick-Reference](#)
USC Office of Youth Protection and Programming Website: [Background Screening](#)