

ST. CYRIL OF JERUSALEM SCHOOL

Volunteer Livescan Fingerprinting Event — Instructions

All parents planning to volunteer at St. Cyril of Jerusalem School this year are required to complete Livescan fingerprinting. Please follow the steps below **before** the event, and bring the required items with you on the day of the event. Please take a moment to review the steps below

STEP 1: BEFORE THE EVENT — Complete the Applicant Questionnaire

1. Visit the Archdiocese of Los Angeles fingerprinting website: <https://lacatholics.org/fingerprinting/>
2. Scroll down the page to find “Download the Applicant Questionnaire Here” and download the form.
3. Complete the questionnaire and submit it to the Archdiocese, following the instructions provided on the website.
4. The Archdiocese will email you a Livescan form once your questionnaire has been processed.
Please complete this step by July 31, 2026 — processing may take time, and you will need this emailed form to participate in the event.

STEP 2: DAY OF THE EVENT — What to Bring

- **Your completed Livescan form** (emailed to you by the Archdiocese — print 2 copies)
- A valid, **unexpired** government-issued photo identification
- **Payment for the rolling fee: \$40 (due at the event via cash or credit card)**
- **Note:** if you prefer not to pay the \$40 fee for this Livescan here at school, you can go downtown to get fingerprinted at the Archdiocese for no cost. We are offering it here on campus during orientation for your convenience.

Reminder: Parents who do not bring their completed Livescan form, a valid unexpired ID, and the \$40 fee may not be able to be fingerprinted at the event.

Questions? Please contact Mrs. Cohen at ecohen@stcyrilschool.org

Applicant Questionnaire (*This questionnaire is used for other fingerprinting vendor outside the archdiocesan fingerprint machines*)

Download the Applicant Questionnaire Below:

<https://lacatholics.org/wp-content/uploads/2025/09/Revised-Applicant-Questionnaire-09102025.pdf>

Please do not print the form nor complete the form by hand. Download and save the applicant questionnaire. You must have Adobe Reader installed in on your computer. Fill out the form within Adobe PDF on your desktop. Open the applicant questionnaire file. Answer and fill in the applicant's demographic and personal information. Please do not leave anything blank. If the answer is not applicable, please enter "N/A".

INSTRUCTIONS: Save the completed applicant questionnaire using the applicants LAST NAME, FIRST NAME format in saving the PDF file, for example (SMITH, JOHN.PDF). Email PDF file to fingerprinting@la-archdiocese.org. Fingerprinting Department will send the applicant a completed Request for Life Scan Form with information.

Print two (2) copies of filled out Request for Live Scan Form received from archdiocese Fingerprinting Department. Provide them to fingerprinting vendor with your valid forms of identification. Please ask the fingerprinting technician if you can verify that data matches the Request for Live Scan Form. Make sure that the data entered is correct. Upon your approval the fingerprinting technician must sign, date and write Applicant Tracking Identification (ATI) number on both copies. The first copy of the live scan form is kept by the fingerprinting vendor. The second copy is your copy. Provide a copy of completed form to your department supervisor, Director of religious Education (DRE), and/or school's principal. Please scan your copy as PDF and email to the fingerprinting@la-archdiocese.org.

When the background check is complete, the Fingerprint Department will enter the information into the Safe Environment Platform (SEP).