



Volunteer Live Scan Locations

We are grateful for your dedication to serving our students and community!

Please carefully review this information sheet to schedule your fingerprinting appointment with a local vendor. You cannot begin volunteering until your fingerprints have cleared and you have received positive confirmation. At this time the San Diego Unified School District is not conducting live scan background checks (Category D) for volunteers.

Before you go:

- **Volunteers are required to pay BOTH fees to the fingerprint operator (rolling fees) and the state and federal fees.** When you make your appointment with a local vendor, please also confirm the acceptable forms of payment.
- Government fees are required for the State (DOJ) and Federal (FBI) level criminal history record checks. Additional fees may also be required (e.g., license or certification fees). For a list of current fee charges, please go to [Applicant Fingerprint Processing Fees](#)
- Rolling fees vary from location to location and cover only the operator's cost for rolling the fingerprint images. **Your total fees may range and can possibly start around \$80 and beyond, varies per location.**
- Applicants must present valid photo identification to the Live Scan Operator. Expired identification will not be accepted.
- You must present San Diego Unified School District's *Request for Live Scan Service (Public Schools or Joint Powers Agencies)* to the Live Scan Operator at the time of your appointment; if you forget the form, they will not be able to process your fingerprinting appointment.
- Below is a list of confirmed locations however if you find a more suitable location that conducts **BOTH DOJ and FBI** background checks you are not limited to the locations below.

Fingerprint Operator Location & Contact Information	Hours of Operation	Forms of Payment Accepted at this location
Mail & Parcels Plus 4364 Bonita Road Bonita, CA 91902 (619) 470-4008 mppbonita@aol.com	Saturday Walk-ins 9:00 am to 4:00 pm Weekdays Walk-ins 8:00 am to 6:00 pm	<ul style="list-style-type: none"> • Cash • Credit cards • Debit Cards
Certifix Live Scan dbw The UPS Store 6965 El Camino Real. #105 Carlsbad, CA 92009 1 (760) 666-3419 info@certifixlivescan.com	Weekdays Walk-ins & Appointments 9:00 am to 6:00 pm Saturday Walk-ins & Appointments 9:00 am to 5:00 pm	<ul style="list-style-type: none"> • Cash Only

Attention: Please call ahead to ensure appointment availability. Do not enter any live scan facility if you have any COVID-19 symptoms (fever, cough, trouble breathing, etc.), are awaiting the results of a COVID-19 test, or have been advised to self-quarantine.



Human Resource Service Division
Live Scan Referral Information

<p>Certifix Live Scan dbw The UPS Store 11835 Carmel Mountain Road #1304 Carmel Mountain, CA 92128 1 (858) 304-8219 info@certifixlivescan.com</p>	<p>Weekdays Walk-ins 9:00 am to 5:30 pm Saturday Walk-ins 9:00 am to 4:00 pm</p>	<ul style="list-style-type: none"> • Cash • Checks • Credit Cards • Debit Cards • Money Order
<p>AD Livescan & Notary Services South 807 Anchorage Place Suite #1 Chula Vista, CA 91914 (619) 348-3125 southbay@adlivescan.com Mobile services are available</p>	<p>Weekdays Walk-ins & Appointments 9:00 am to 6:00 pm Saturday Walk-ins & Appointments 10:00 am to 2:00 pm Sunday (Closed however mobile appointment for extra fee)</p> <p>Walk-Ins arrive an hour before close</p>	<ul style="list-style-type: none"> • Cash • Credit Cards
<p>Postal Annex #188 2220 Otay Lakes Road Suite #502 Chula Vista, CA 91915 (619) 656-8484 pa188@postalannex.com website: postalannexeastlake.com</p>	<p>Saturday Walk-ins 9:00 am to 3:45 pm Weekdays Walk-ins 8:30 am to 5:45 pm</p> <p>Last walk-in 15 mins before close</p>	<ul style="list-style-type: none"> • Cash • Credit Cards • Debit Cards
<p>Affordable Live Scan located inside of the Farmers Insurance Office 4238 El Cajon Blvd San Diego, CA 92105 (619) 888-0288 affordablelivescan@yahoo.com Mobile services are available</p>	<p>Weekdays Appt. only 9:00 am to 5:00 pm</p>	<ul style="list-style-type: none"> • Cash • Credit Cards • Debit Cards
<p>Alive Scan 2707 Garnet Avenue Suite #3 Pacific Beach, CA 92109 (858) 349-0204 info@alivescan.com Mobile services are available</p>	<p>Weekdays Walk-Ins & Appointments 10:00 am to 5:00 pm</p>	<ul style="list-style-type: none"> • Cash • Checks • Credit Cards • Debit Cards

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Human Resource Service Division
Live Scan Referral Information

<p>San Diego Livescan (LA MESA/EAST COUNTY) 8900 Grossmont Blvd Suite 4-2La Mesa, CA 91941 (619) 597-6657 sdlivescan@gmail.com Mobile services are available</p>	<p>MON-FRI 9:30AM-4:30PM ****SATURDAY 10AM-12PM**** NO APPOINTMENT NECESSARY AT ALL LOCATIONS</p>	<ul style="list-style-type: none">• Cash• Credit Cards• Debit Cards• Money Order
<p>San Diego Livescan (CLAIREMONT/SAN DIEGO) 9590 CHESAPEAKE DR, SUITE 122 SAN DIEGO, CA 92123 619-627-7047 sdlivescan@gmail.com Mobile services are available</p>	<p>MON-FRI 9:30AM-4:30PM NO APPOINTMENT NECESSARY AT ALL LOCATIONS</p>	<ul style="list-style-type: none">• Cash• Credit Cards• Debit Cards• Money Order

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