



HUMAN RESOURCE SERVICES - FINGERPRINTING
1515 Hughes Way, Long Beach, California 90810
(562) 997-8216

Applicant Fingerprinting Procedures CSULB Teacher Candidates/CSULB SERVE Candidates [District Subsidized Volunteers]

www.ApplicantServices.com/LBSVOL

VOLUNTEER1515

1. Site designee provides you with this direct link to complete the online Fingerprinting Live Scan form and to schedule a fingerprint appointment. www.ApplicantServices.com/LBSVOL
You must put appropriate Title on their [* Reason for Application/Job Title/License/Permit] Live Scan form.

Examples:

- **CSULB SERVE**
 - **CSULB Student Observer - Clinical I or II**
 - **CSULB Student Teacher - Clinical III**
- If applicable you may put their Student ID# on their [*Your number or OCA] Live Scan form.

Note: An incorrect submission of form may result in the delay of clearance.

2. Please bring your Payment ID/QSR Code (provided on the Applicant Services Website) and a valid government issued photo Identification Card or Driver's License to the fingerprint appointment. If you do not have one of these forms of identification, call Human Resource Services (HRS) for assistance.
3. Please arrive to be fingerprinted at Human Resource Services (HRS) 1515 Hughes Way, First Floor. Sign in with the building receptionist and they will direct you to the fingerprint room. Please be aware that a **MASK** may be required at the District building.
4. You may only begin volunteering after the site designee receives clearance from HRS and the VIPS Office.

Please contact the Lead Fingerprint Operator at (562) 997-8216 if you have any questions.