

**APPLICANT LIVE SCAN
Fingerprint Services
Locations and Hours of Operation**

Gavilan Community College contracts with the agencies listed below. These agencies will not charge applicants a rolling fee. Applicants are encouraged to contact the Live Scan providers in advance to verify their current operating hours, fees, etc. For a more comprehensive list of Live Scan agencies in the state of California, go to <https://oag.ca.gov/fingerprints/locations>, if you choose to use a non-contracted agency and pay out of pocket, simply bring your receipt to Human Resources for reimbursement.

GAVILAN COLLEGE CONTRACTED AGENCIES

Please Note:

- All appointments must be booked on-line <https://eservices.sccgov.org/SFP/Applicant/ShowDates>, **NO WALK INS**
- Those customers who do not have access to the internet may make an appointment by phone, by calling the location directly.
- Applicants must present valid photo identification to the Live Scan Operator. **Expired identification cards will not be accepted.**
- Rolling fees vary from location to location and cover only the operator's cost for rolling the fingerprint images. Additional processing fees are required for the State (DOJ) and Federal (FBI) level criminal history record checks. Other fees may also be required (i.e., license fees).
- Please be prompt. If you are late, you will have to reschedule or WAIT for the next available opening.

San Jose LSID 259 Santa Clara Co. Sheriff's Dept. 55 W. Younger Ave. San Jose, CA 95110 Contact: (408) 808-4760	M-F (7am-6pm) NO WALK INS/ Appointments only Appointment by applicant website recommended. The local rolling fee is \$20 for applicants and \$10 for fee exempt applicants/volunteers.	\$20.00 \$10.00	Cash Checks
San Martin LSID 967 Santa Clara Co. Sheriff's Dept. 80 Highland Avenue San Martin, CA 95046 Contact: (408) 686-3651	M-F (8am-5pm) NO WALK INS/ Appointments only Appointment by applicant website recommended. The local rolling fee is \$20 for applicants and \$10 for fee exempt applicants/volunteers.	\$20.00 \$10.00	Cash Cashier's Checks Checks Money Orders
Saratoga LSID 966 Santa Clara Co. Sheriff's Dept. 14374 Saratoga Avenue Saratoga, CA 95070 Contact: (408) 868-6614	M-F (8:30am-4:30pm) NO WALK INS/ Appointments only Appointment by applicant website recommended. The local rolling fee is \$20 for applicants and \$10 for fee exempt applicants/volunteers.	\$20.00 \$10.00	Cash Checks
Stanford LSID 121 Stanford Univ. Dept. of Public Safety 711 Serra Street Stanford, CA 94305 Contact: (650) 725-2499	M-Th (8am-4pm) Appt. only F (10:30am-4pm) Appt. only Wk: M-Th (9-11am, 1:15-3:30pm) Appointment by applicant website recommended. The local rolling fee is \$20 for applicants and \$10 for fee exempt applicants/volunteers.	\$20.00 \$10.00	Cash Checks