



Spiritual Enrichment Program
of Southern California

2009 Background Check and Live Scan Fingerprinting Instructions

For questions re: this form, contact Mark & Anne Stapleton, Camp Directors
619-578-4245 or sepsocal@cox.net / www.sepsocal.org
SEP So Cal, P.O. Box 356 Lemon Grove, CA 91946-0356

If you have ALREADY been live Scan fingerprinted under the non-profit organization, SEP So. Cal.,
you **do not** need to follow the process on this form.
(Note: we are not allowed to share fingerprinting information with employers or other churches / organizations.)

As part of the application process for SEP So. Cal., you must have a Background check through the state of California which is done through a Live Scan fingerprinting process. Our proximity and ministry to adolescents during camp compels us to insist that our staff have a current criminal and sex offender background check.

Here is the process:

- 1) Print out a copy of the "Request for live Scan service" form, complete your portion and then make 2 more copies – **THREE COPIES TOTAL.**
- 2) Find the nearest location to you that does Live Scan fingerprinting by clicking on the link below.
(Some places require appointments so be sure to plan ahead.)

<http://ag.ca.gov/fingerprints/publications/contact.htm>

- 3) Take the following items with you to the Live Scan location you have chosen:

TAKE WITH YOU:

- Your **THREE copies** of the "Request for live Scan service" form
- Valid photo ID
- Form of payment –cash, check, money order or credit (be sure to find out what forms of payment they accept. Some places only accept cash and some only accept exact amounts, no change given.)

- 4) Be sure to request a receipt if you need to be reimbursed for your fingerprinting cost. Please contact the Camp Directors, Pastor Mark and Anne (see contact info at top of page), if you have a need for reimbursement.
- 5) Give one copy to the Live Scan Operator, keep one copy for yourself and mail the second copy of live Scan form to:

Worldwide Church of God
Attn: Pam Morgan
P.O. Box 5005
Glendora, CA 91740