

Thank you for volunteering with this year's Christ the King Religious Education Program. Our parent volunteers are vital to the program's success and we couldn't run it without you.

All volunteers in programs involving children need to:

- 1.) Complete an online Safe Environment training through VIRTUS.ORG
- 2.) Be fingerprinted through the DIOCESE OF OAKLAND

### **FINGER PRINTING**

**NOTE:** If you have been fingerprinted through the **DIOCESE OF OAKLAND** already you do not have to repeat the process. If you have been fingerprinted through a different agency you **STILL** have to be fingerprinted through the **DIOCESE OF OAKLAND**.

### **Livescan/Fingerprinting is available through:**

#### **UPS Store**

25 Crescent Dr.  
Pleasant Hill CA 94523  
Tel: (925) 356-0405

Hours: Mon – Fri 8:30am – 6:00pm  
NO APPOINTMENT NEEDED  
\*Make sure to bring your Driver's  
License or U.S. Passport

### **BRING THE ATTACHED "REQUEST FOR LIVE SCAN SERVICE" FORM WITH YOU.**

The cost is \$35, but you can submit the receipt to Rosa in the R.E. Office and you will be reimbursed.

### **ONLINE SAFE ENVIRONMENT TRAINING VIA VIRTUS.ORG**

Go to **VIRTUS.ORG** and register as a new user. Select the "Protecting God's Children" course. The online certification course takes about 60 minutes, but you can stop and resume at any time. This certification is valid for 3 years. Upon completion print the certificate and submit it to Rosa in the R.E. Office or you can email it to ***rpanellickre@gmail.com***



### REQUEST FOR LIVE SCAN SERVICE

#### Applicant Submission

ORI: AA846

ORI (Code assigned by DOJ)

VOLUNTEER

Authorized Applicant Type

Parish/School Diocesan Site

Type of License/Certification/Permit OR Working Title (Maximum 30 characters - If assigned by DOJ, use exact title assigned)

#### Contributing Agency Information:

DIOCESE OF OAKLAND

Agency Authorized to Receive Criminal Record Information

01051

Mail Code (five-digit code assigned by DOJ)

2121 Harrison Street

Street Address or P.O. Box

Diana Bitz

Contact Name (mandatory for all school submissions)

Oakland

CA 94612

City

State ZIP Code

510-267-8315

Contact Telephone Number

#### Applicant Information:

Last Name

First Name

Middle Initial

Suffix

Other Name

(AKA or Alias) Last

First

Suffix

Date of Birth

Sex

Male

Female

Driver's License Number

Height

Weight

Eye Color

Hair Color

Billing

Number

140662

(Agency Billing Number)

Misc.

Number

(Other Identification Number)

Place of Birth (State or Country)

Telephone Number

Home

Address Street Address or P.O. Box

City

State

ZIP Code

#### Level of Service

DOJ ONLY

If re-submission, list original ATI number:

(Must provide proof of rejection)

Original ATI Number

#### DIOCESAN SITE INFORMATION: (VENDOR PLEASE TYPE THIS NAME IN THE OCA POSITION)

Parish/School Site:

**Christ the King Church  
195A Brandon Rd  
Pleasant Hill, CA 94523**

City

Live Scan Transaction Completed By:

Name of Operator

Date

Transmitting Agency

LSID

ATI Number

Amount Collected/Billed