



All Saints Catholic School

22870 Second Street Hayward, California 94541 510-582-1910
ascshayward.org

LIVE SCAN/VIRTUS INSTRUCTIONS

In compliance with the Diocese of Oakland and in order to help ensure the safety of our children, parents and staff are asked to keep current their Safe Environment online training certification through Virtus, and to complete Live Scan fingerprinting.

All faculty, staff & volunteers must be Live Scan fingerprinted via the diocesan approved vendor and cleared in order to volunteer. Fingerprinting clearance from outside of the diocese of Oakland cannot be accepted.

Please be advised that clearance takes up to a week for processing, so planning ahead is necessary.

Virtus online training may be completed at:

<https://www.virtusonline.org>

No payment is necessary.

Fingerprinting may be completed at:

Village Post & Parcel in San Lorenzo is the approved vendor for the Diocese of Oakland. Live Scan clearance is a one-time requirement. Please do not repeat the service if you have done it with the diocese in the past.

Village Post and Parcel

Ph: 510-278-8744

Address: 15934 Hesperian Blvd., San Lorenzo, CA 94580

- Bring the completed "Request for Live Scan Service" form with you to the vendor.
- No payment is necessary either at the vendor or the school.
- Return a copy of the completed Live Scan Request to the school office after your appointment.