

**Santa Barbara City College  
Classified Employees**

**FINGERPRINTING REQUIREMENT**

California Education Code (section 88024) requires that this community college district secure fingerprints of all classified employees. The fingerprints will be forwarded electronically to the Bureau of Criminal Identification and Investigation, California State Department of Justice, Sacramento, California by the service provider you select.

**INSTRUCTIONS TO NEW CLASSIFIED EMPLOYEE**

Complete the "Applicant Information" section on the "Request for Live Scan Service" form (attached). This information should be printed clearly.

Contact your preferred service provider for hours of operation, fee information and method of payment. You will be reimbursed for the fees if you provide your receipt to HR.

Take the completed form to the live scan provider (providers listed below) for fingerprint processing.

Upon completion of the fingerprinting process, it is required that you return the pink copy of the "Request for Live Scan Service" form to the Human Resources Department at Santa Barbara City College.

**Live Scan Service Providers**

Santa Barbara Police Dept., 215 E Figueroa St, Santa Barbara, CA  
Phone: 805-897-2355

Santa Barbara Sheriff's Dept., 4434 Calle Real, Santa Barbara, CA  
Phone: 805-681-4357

Lompoc Police Dept., 107 Civic Center Plaza, Lompoc, CA  
Phone: 805-875-8148

Ventura Sheriff's Dept., 800 S Victoria, Ventura, CA  
Phone: 805-654-2371

Lori's Mobile Notary, 4390 Calle Real-A, Santa Barbara, CA  
Phone: 805-683-6350

A-1 Fingerprinting Plus, 132 Harbor Way, Santa Barbara, CA  
Phone: 805-452-9838

Orcutt Substation, 812A West Foster Rd, Orcutt, CA  
Phone: 805-934-6175