In accordance with YWCA of San Diego County policy, all employees/volunteers will be required to have background checks by way of fingerprinting (Live Scan).

Fingerprinting is done at various locations in the San Diego area. To find the location closest to you, please visit the Attorney General website at http://ag.ca.gov/fingerprints/publications/contact.php.

The cost of the Livescan varies from site to site. We are only able to reimburse up to $15 for your Live Scan. For this reason, we recommend going to the site below:

San Diego USD Police Services
4100 Normal Street
San Diego, CA  92103-2682
Ph. (619) 725-7014 or (619) 725-7015
Monday – Friday
Walk In: 8.30am – 1:00pm
Appointments only: 2:00pm – 4:00pm

Complete the attached Request For Live Scan Service and give the form to the Live Scan operator who will complete the bottom portion of the form. The operator will also ask to see your photo id for identification.

You will be reimbursed up to $15 for the Live Scan after you complete 20 volunteer hours or 90 days from your start day, whichever comes first. Please make sure you retain your receipt to pass onto Finance.
REQUEST FOR LIVE SCAN SERVICE

Applicant Submission

Off: A9867

Type of Application: Employee/Volunteer

Job Title or Type of License, Certification or Permit:

Agency Address & Contributing Agency:

YWCA of San Diego

11391

1012 C Street

Mail Code [five-digit code assigned by DOJ]

Street No. Street or PO Box

Lana E. Lee

City State Zip Code

Contact Name (Mandatory for all school submissions)

San Diego CA 92101

(619) 239-0355

Contact Telephone No.

Name of Applicant:

(Please print) Last

First

Middle

Alias:

Last

First

Driver’s License No:

Date of Birth:

Sex: [ ] Male [ ] Female

Misc. No. BIL - [ ] Agency Billing Number

Height:

Weight:

Misc. Number:

Home Address:

Eye Color:

Hair Color:

Street No.

Street or PO Box

Place of Birth:

City, State and Zip Code

Social Security Number:

Your Number:

OCA No. (Agency Identifying No.)

If resubmission, list Original ATI Number:

Employer: (Additional response for agencies specified by statute)

Employer Name

Street No.

Street or PO Box

Mail Code [five-digit code assigned by DOJ]

City State Zip Code

Agency Telephone No. (optional)

Live Scan Transaction Completed By:

Name of Operator

Date

Transmitting Agency

ATI No

Amount Collected/Billed

ORIGINAL - Live Scan Operator; SECOND COPY - Applicant; THIRD COPY (if needed) - Requesting Agency
Tuberculosis Test (TB TEST)

In accordance with YWCA of San Diego County policy, all employees/volunteers are required to have a tuberculosis test prior to employment.

Below you will find a list of health facilities that administer TB testing. This is a reimbursable expense after you complete 20 volunteer hours or 90 days from your start day, whichever comes first (maximum reimbursement is $20.00).

U.S. Healthworks Locations:

1111 Broadway #305 Chula Vista, CA 91911 (619) 425-8212 M-F 8am-6pm, Sat. 9am-3pm
3930 Fourth Ave. #200 San Diego, CA 92103 (619) 297-9610 M-F 7am-7pm
5897 Oberlin Drive #100 San Diego, CA 92121 (858) 455-0200 M-F 8am-5pm
3910 Vista Way #106 Oceanside, CA 92056 (760) 941-2000 M-F 8am-5pm, Sat. 10am-3pm
102 Mile of Cars Way National City, CA 91950 (619) 474-9211 M-F 7am-9pm
8090 Parkway Dr. La Mesa, CA 91942 (619) 697-3093 M-F 8am-5pm, Sat. 10am-3pm

* While many of these clinics accept walk-ins, we recommend that you call ahead to check availability

The clinics listed above are only suggested locations. If you would prefer to have the test administered at your local clinic, you are welcome to do so. Please be aware however that we are only able to reimburse up to $20.00 for the TB test. If you pay above this amount, you will be responsible for the excess.

Once you have completed your TB test, please request that the clinic fax a copy to the YWCA of San Diego County, (619) 233-8545. Alternatively you may scan and email a copy to monique@ywcasandiego.org or bring a copy to our main administrative building at 1012 C St, San Diego, CA 92101.